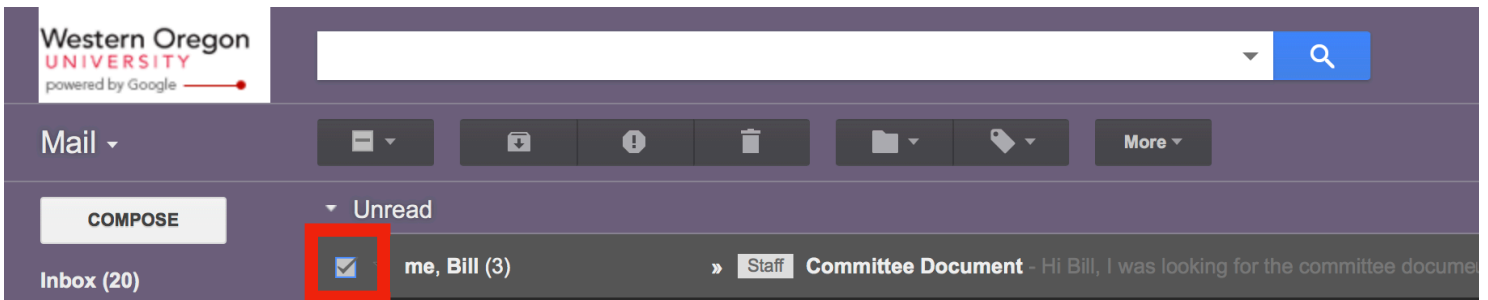


# Filtering Mass Emails

## Create Filters

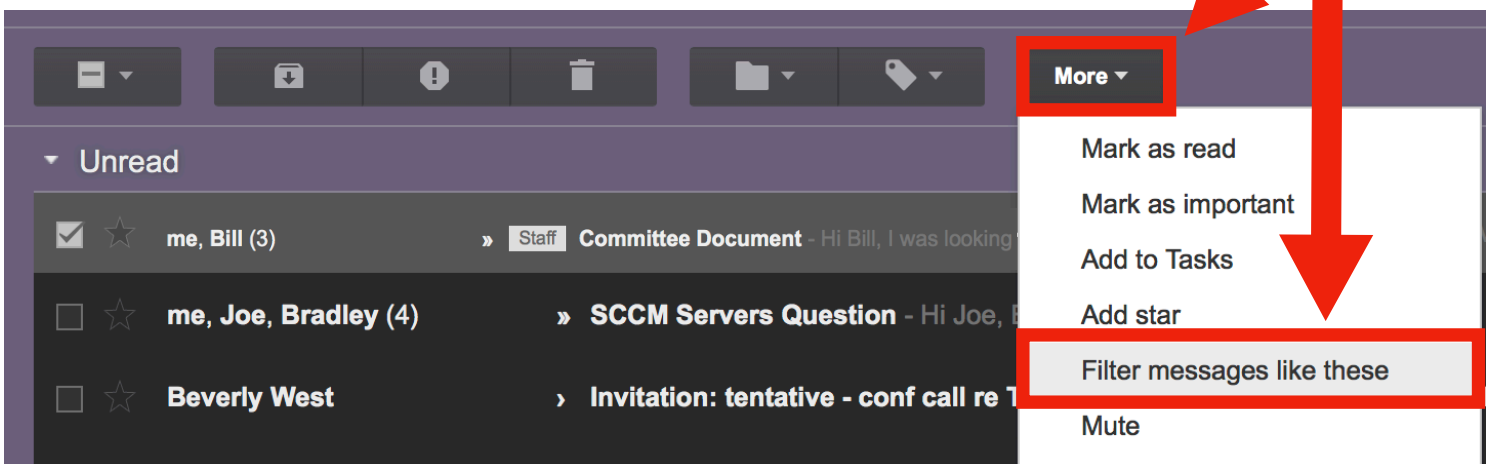
### Step 1:

Select one of the mass emails, such as [\[All Faculty/Staff\]](#), by checking the box to the left of it



### Step 2:

Click on the "More" button and then select "Filter messages like these"



### Step 3:

A small window should appear. Click on the "Create filter with this search" link at the bottom of the window.

list:(allfacstaff.kraven.wou.edu)

Filter

From

To

Subject

Has the words  
list:(allfacstaff.kraven.wou.edu)

Doesn't have

Has attachment

Don't include chats

Size greater than MB

[Create filter with this search >](#)

### Step 4:

In this new window, select the "Delete it" and "Also apply filter to matching conversations" check boxes, then click on the "Create filter" button.

list:(allfacstaff.kraven.wou.edu)

[« back to search options](#)

When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: Choose label...

Forward it [add forwarding address](#)

Delete it

Never send it to Spam

Always mark it as important

Never mark it as important

Categorize as: Choose category...

[Create filter](#)  Also apply filter to matching conversations.

[Learn more](#)

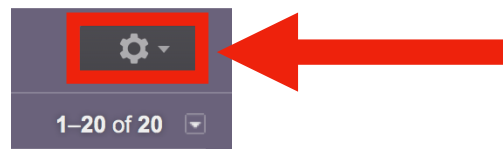
If you'd rather apply labels to these or mark them as important rather than deleting them, simply choose one of the other options in the list in step 4.

Now, if you'd like to remove any filters you've created, simply walk through the following steps.

## Remove Filters

### Step 1:

Click on the gear icon to the right of the screen



### Step 2:

Choose the tab "Filters and Blocked Addresses" at the top of the screen

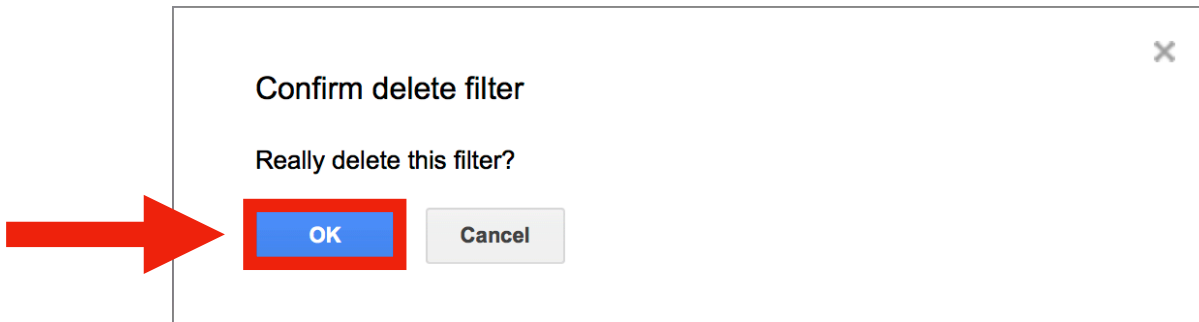
A screenshot of the "Filters and Blocked Addresses" tab in an email client. The tab is highlighted with a red box and a red arrow points to it from above. The page shows a list of filters. The first filter is selected with a checkbox. The filter details are: "Matches: list:(allfacstaff.kraven.wou.edu)" and "Do this: Star it". Below the filter, there are "Export" and "Delete" buttons. At the bottom of the filter list, there are links for "Create a new filter" and "Import filters". Below the filter list, there is a section for blocked email addresses, which is currently empty. The text "You currently have no blocked addresses." is displayed. Below this, there is a "Select: All, None" link and an "Unblock selected addresses" button.

### Step 3:

Select the check box next to the filter to be deleted, then click the "delete" link on the right

A screenshot of the filter list from the previous image. The first filter is selected, and its checkbox is highlighted with a red box and a red arrow points to it from below. The "delete" link at the end of the filter row is also highlighted with a red box and a red arrow points to it from below.

**Step 4:**  
Click the "OK" button



Your filter has been deleted.