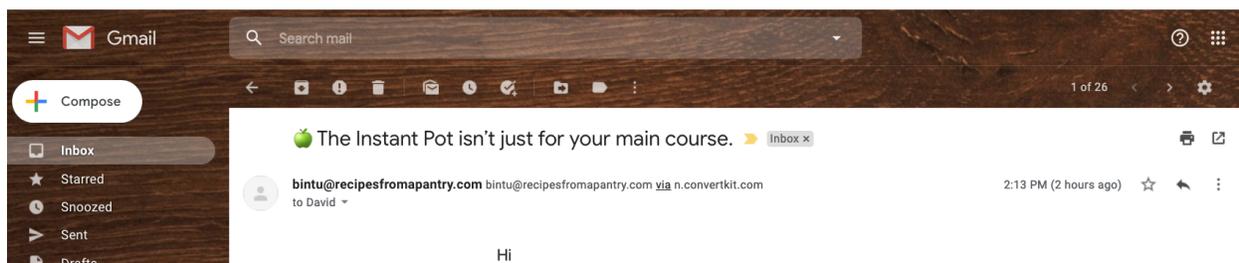


How to Keep Your Gmail Inbox Small

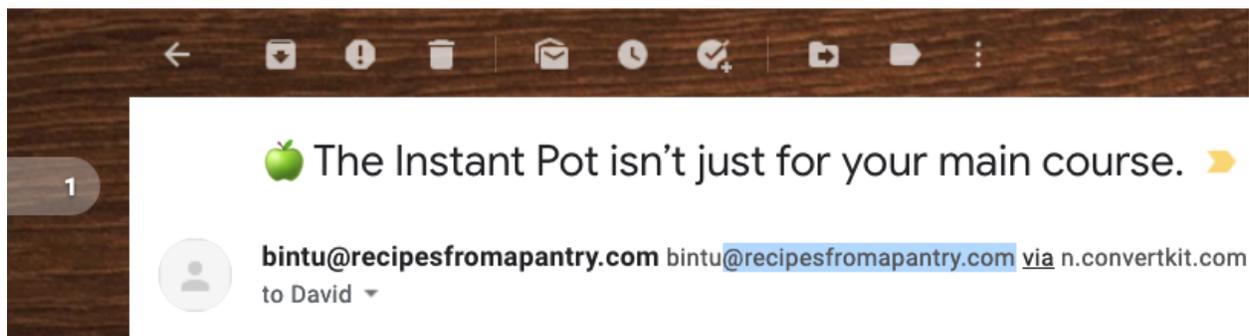
This is the technique I use for automatically moving email messages from my Gmail inbox to other labels. This helps keep my inbox small and moves the majority of new emails into either a “Probably Trash” label) or “TO READ”. I can then look at those labels later when I have time.

Labels in Gmail are like folders in other email systems except that any particular email can have multiple labels (which will make it appear under each of them when you click the label on the left sidebar).

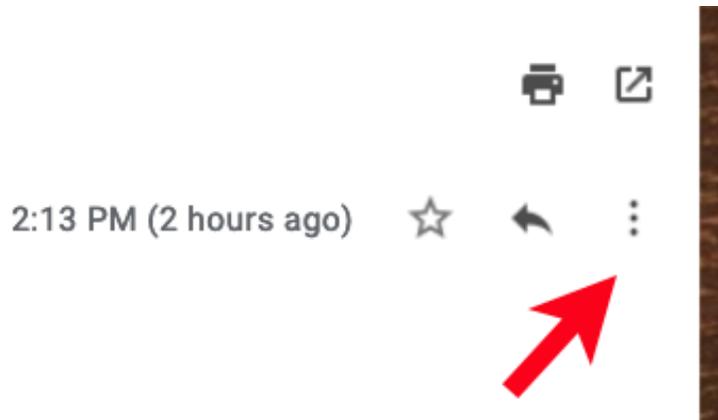
Start by looking at an email in your inbox that you want to go to a different label the next time you get an email from the sender:



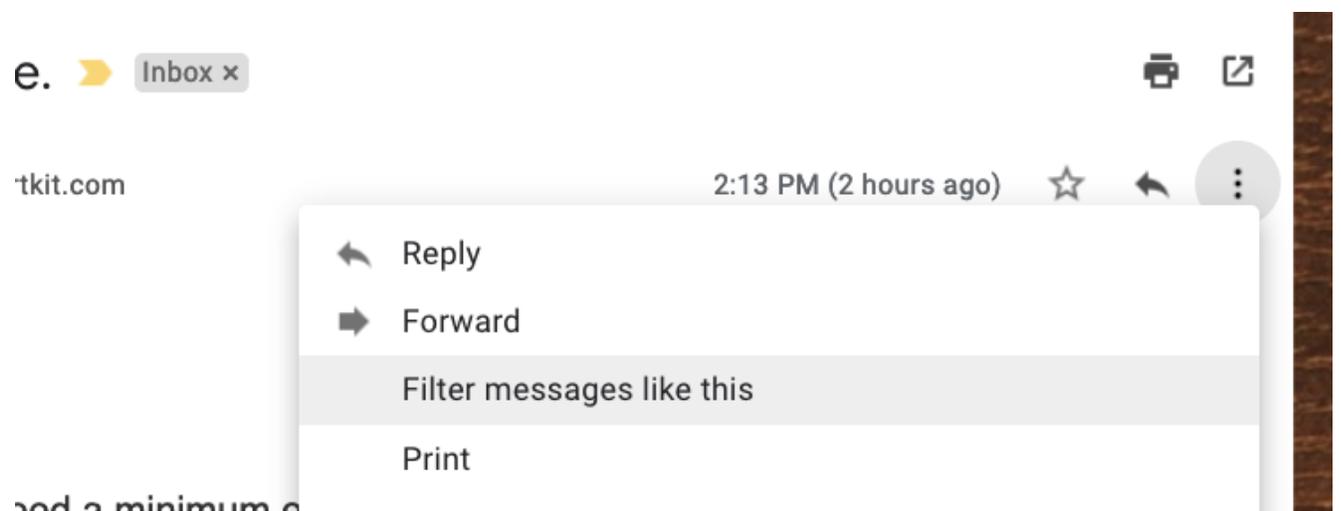
I start by highlighting the part of the sender address after the “@” character and then copying that text. This is so that I can use it to filter future emails from this sender:



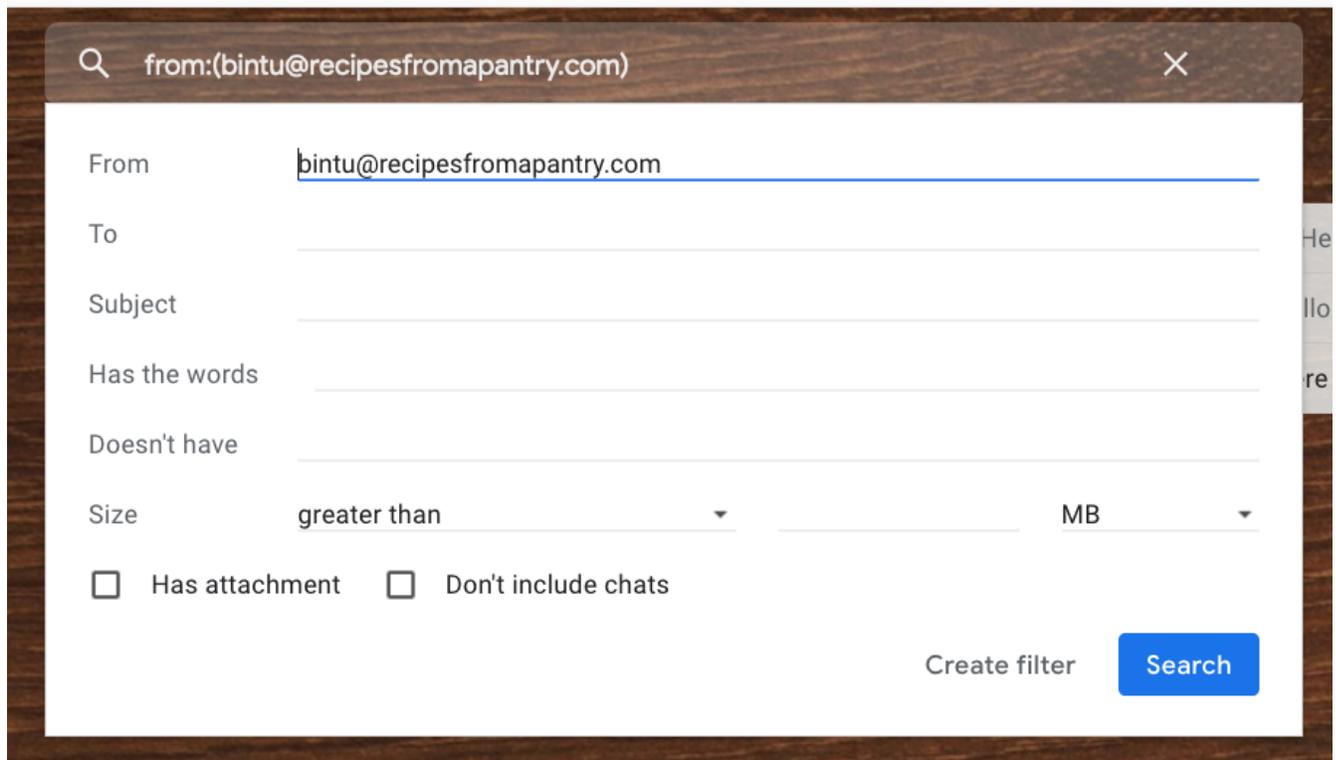
I then click on the menu (three vertical dots) on the right side:



And select the **Filter Messages like this** option:



This opens a popup window with filter options



The image shows a popup window for creating an email filter. The window has a dark wood-grain border and a search bar at the top containing the text "from:(bintu@recipesfromapantry.com)". Below the search bar, there are several input fields: "From" (containing "bintu@recipesfromapantry.com"), "To", "Subject", "Has the words", and "Doesn't have". There is also a "Size" field with a dropdown menu set to "greater than" and a unit dropdown set to "MB". At the bottom, there are two checkboxes: "Has attachment" and "Don't include chats". On the right side, there are two buttons: "Create filter" and "Search".

If the From field is filled in (as in this case) I remove the part of the email address to the left of the “@” character so any address that ends in the company name (“@recipesfromapantry.com”) in this case will be filtered.

Sometimes the filter will display a list number instead of the email address. In this case, you can paste the address which you copied into the From field and remove the list number.

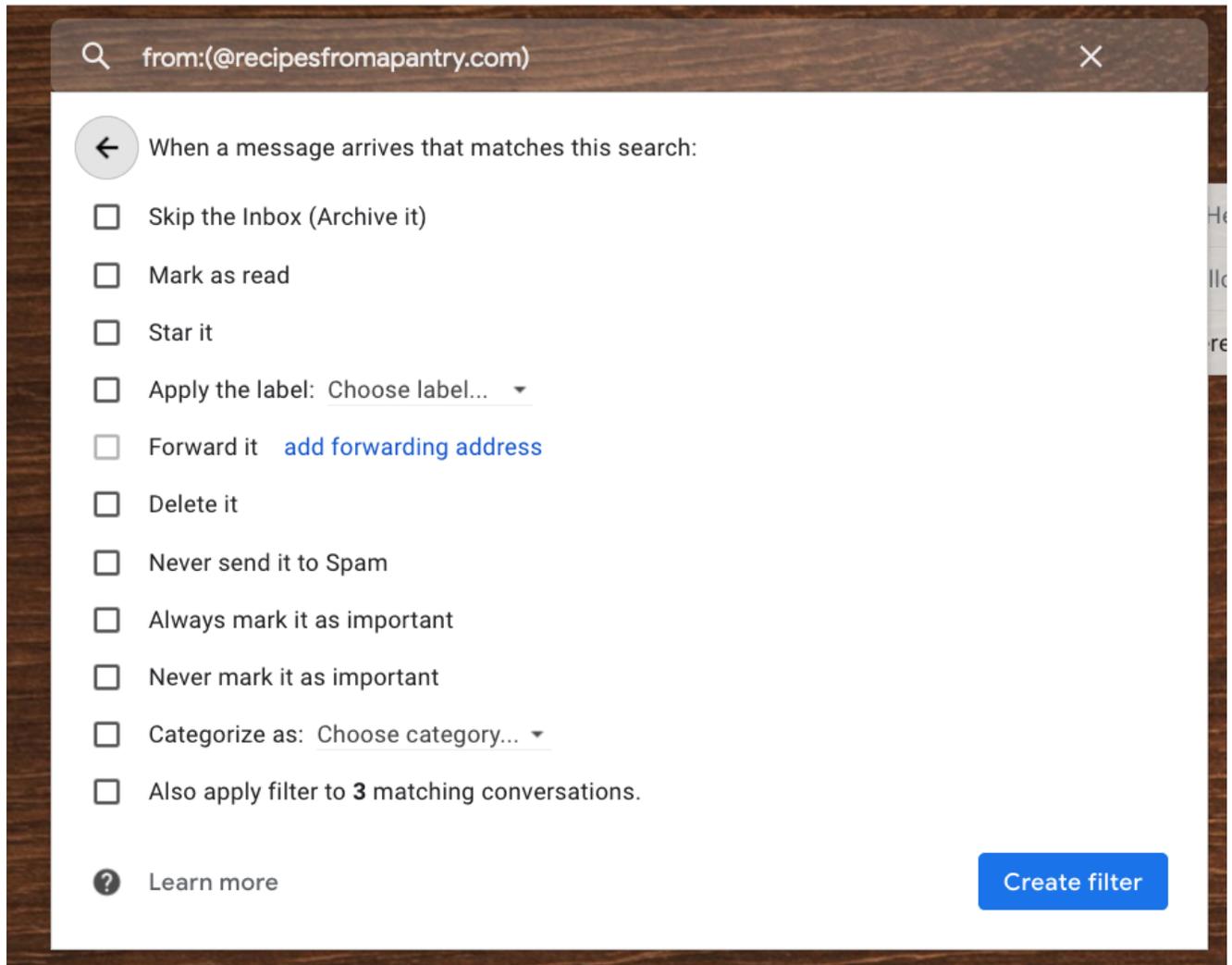
I then click the **Create Filter** link to the left of the blue Search button:

The screenshot shows a search filter creation dialog box with the following fields and options:

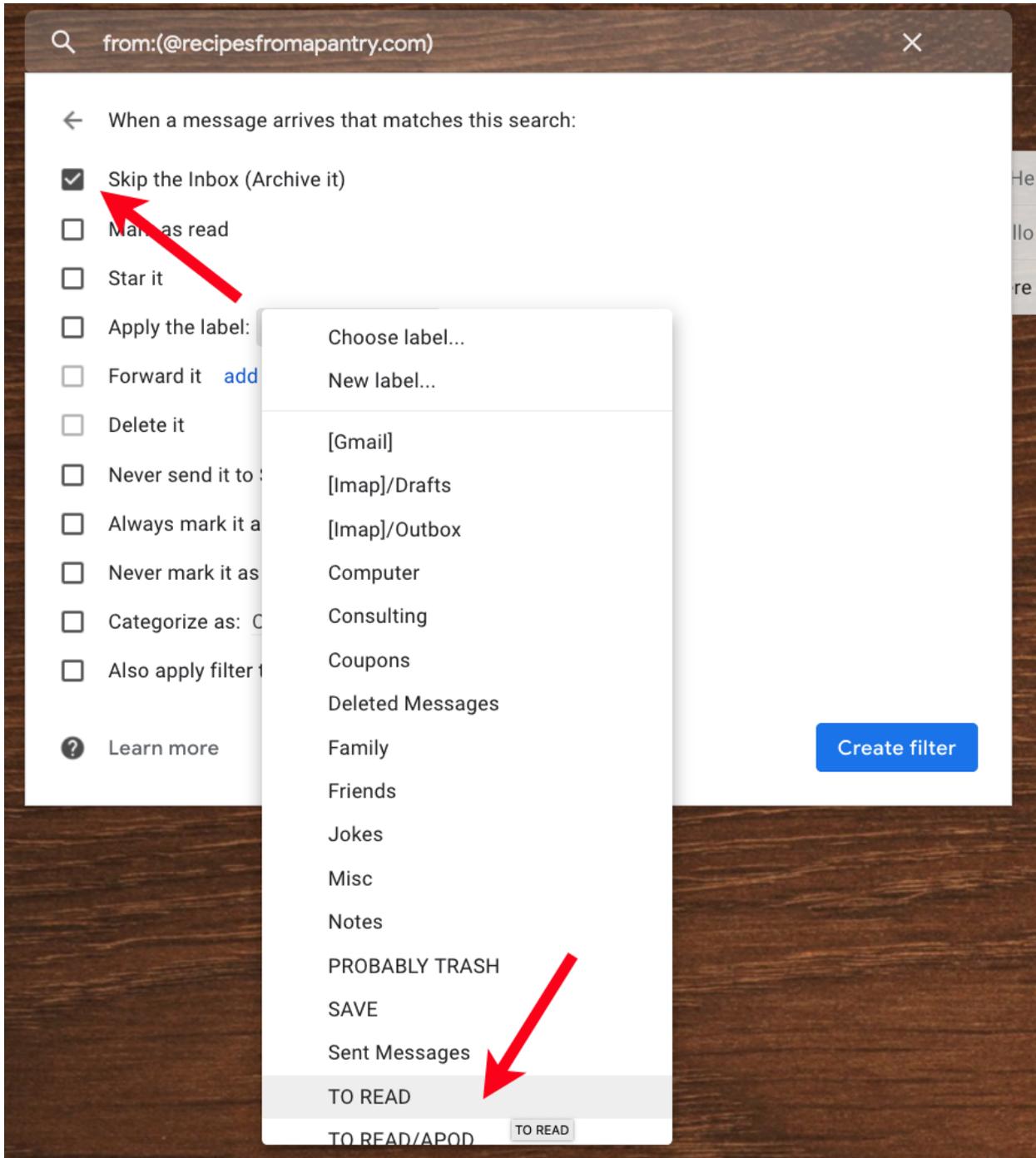
- Search criteria: `from:(bintu@recipesfromapantry.com)`
- From: `@recipesfromapantry.com`
- To: (empty)
- Subject: (empty)
- Has the words: (empty)
- Doesn't have: (empty)
- Size: `greater than` (dropdown) [] MB (dropdown)
- Has attachment
- Don't include chats
- Buttons: [Create filter](#) and [Search](#) (blue)

A red arrow points to the [Create filter](#) link.

This displays actions you can do with the filtered message:



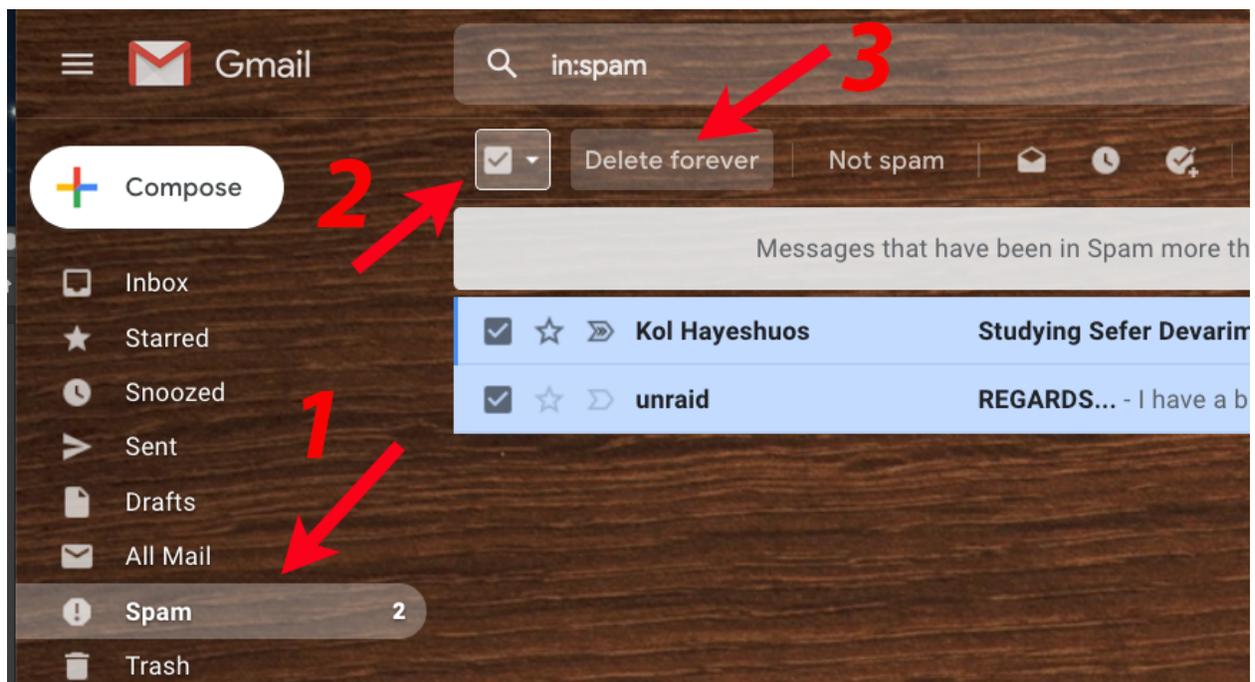
I click the top checkbox (“**Skip the inbox**”) and then choose a label via the **Choose label** menu:



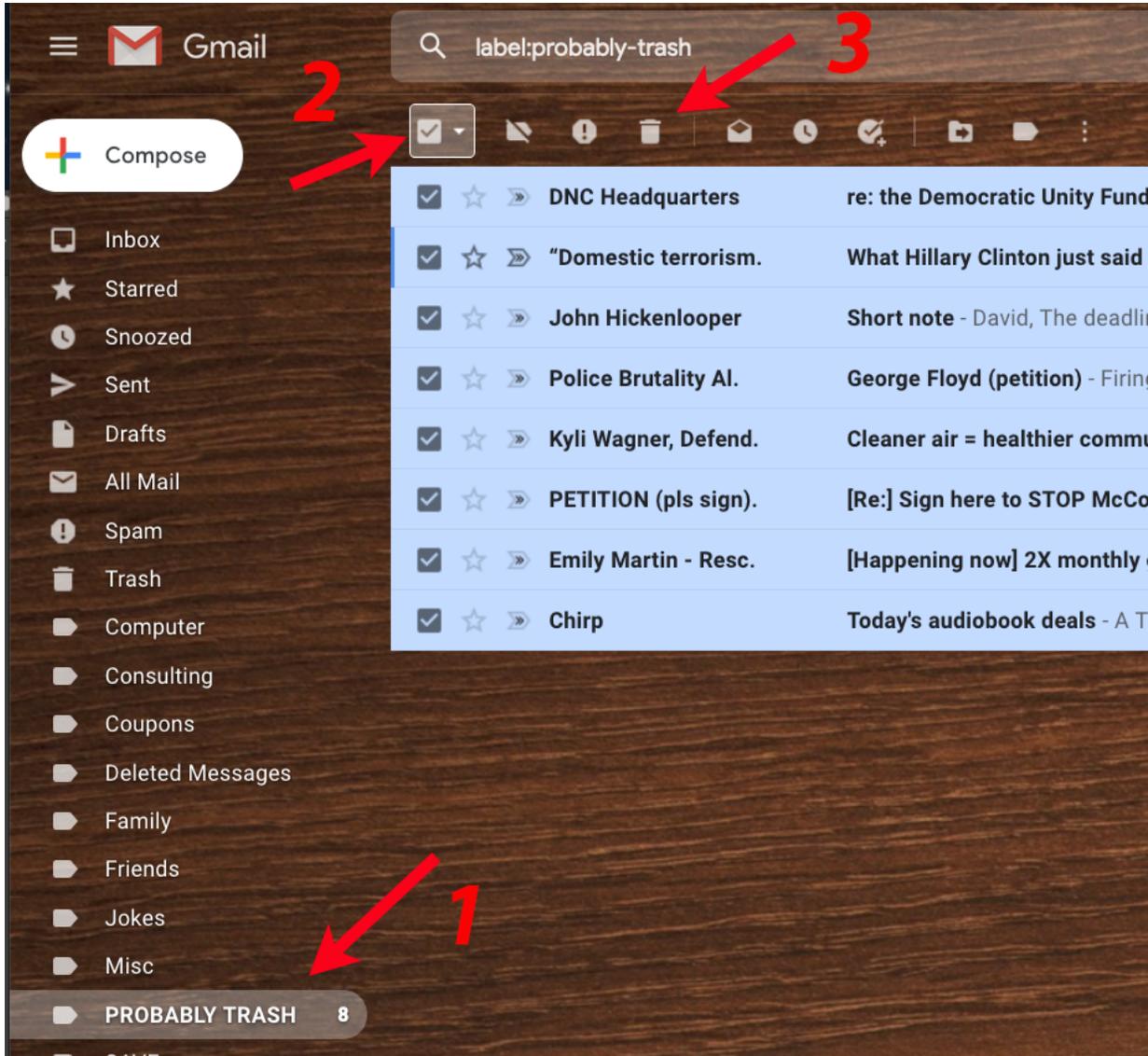
In this case, this filter will take all messages from this sender (“@recipesfromapantry.com”), skip putting them in the Inbox and instead put them in the “TO READ” folder so I can look at it at my leisure instead of having them clutter up my Inbox.

I also have a “PROBABLY TRASH” label that I use for creating filters after I have unsubscribed from emails. This keeps them out of my Inbox in case the unsubscribe action is ignored. Unfortunately, this is often the case.

I clean out the Probably Trash label and the Spam labels frequently. This can be done by clicking on the **Spam** label then the “select all” checkbox and finally the “**Delete forever**” button:

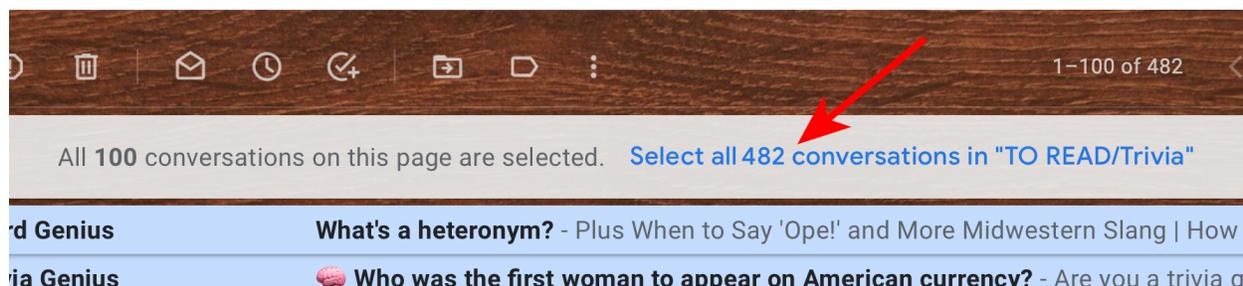


In the “PROBABLY TRASH” label, you use the trash can icon after selecting all the emails:

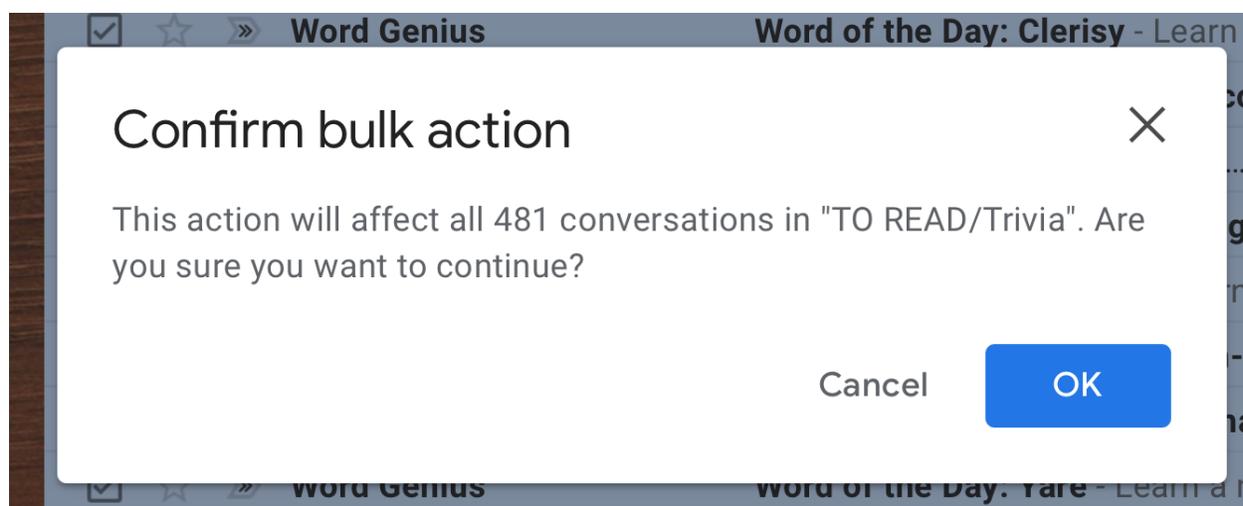


The trash icon appears in all the labels (except “Spam” and “Trash”) because deleting the emails just moves them to the trash label. When you delete emails from the Spam and Trash labels, they are totally deleted. You can clean out the Trash label in the same fashion as the Spam label (select all via the check box and click the “**Delete forever**” button) as shown above.

If there are more emails than you can select at once, you will see a blue link that will let you select all the emails that match the current search:



You can then click the trash can to delete the messages. A confirmation popup will ask you to confirm the bulk delete:



When you click the OK button, all the emails will be moved to the Trash label.

The same blue link can be used to select all emails that match the label or current search and then use a different button (e.g. Labels) to do an action on all the emails. This lets you bulk move emails to any other label by adding the new label and removing the current one.

If you don't use Gmail, you may still be able to use a similar type of filtering depending on the email program you use to read your email.

This video covers most email programs and how to create filters for them:

<https://www.youtube.com/watch?v=kic9SjqOAE8>

The email systems covered and the time in the video for them are:

- 0:32 - Gmail Webmail
- 4:02 - Yahoo Webmail
- 6:22 - Comcast Webmail
- 8:25 - Microsoft Webmail
- 10:37 - Microsoft Outlook Email Client
- 14:04 - Thunderbird Email Client
- 16:04 - AOL Webmail
- 17:21 - iCloud Webmail
- 18:03 - Mac Mail Email Client
- 19:03 - Windows 10 Mail App

As you can see, almost all email systems support filters (sometimes called "rules") to control how email is automatically processed.