

Gmail by Google®

Folders in Gmail are actually called "Labels." You can create a filter and "label" in one location. Just follow the steps below.

- Once signed into your Gmail account, click on the "Create a Label" link at the top of the page, next to the "Search the Web" box.
- To have ALL *CaseHomePage* emails go to one location, simply put "Site Administrator" in the "From" field. If you wish to designate different folders for different *CaseHomePage* cases, put "Site Administrator" in the "From" field, and then put the case name (as it appears in front of your document titles) in the "Subject" field.
- Click "Next Step."
- Check "Skip the Inbox"
- Click the down arrow next to "Apply the label:"
- Select "New Label"
- Enter the name you want in the space provide, i.e. *CaseHomePage*, CHP or the case name.
- Click "Ok"
- Check the "also apply filter to 2 conversations below" box.
- Click "Create Filter"

You can now return to your Inbox or create more filters. All *CaseHomePage* emails should now go to the designated folder(s).