Guide to Configuring Email Filtering Settings

Step 1: Access Email Settings

Log in to your email account and navigate to the settings or options menu, usually found in the upper right corner or und

Step 2: Locate Email Filters or Rules Section

Find the section dedicated to filters, rules, or spam settings. This varies depending on the email provider.

Step 3: Create a New Filter or Rule

Select the option to create a new filter or rule. You might find options like 'Add New Rule', 'Create Filter', or similar.

Step 4: Set Criteria for Important Emails

Specify criteria for important emails, such as sender's email address, specific words in the subject line, or certain keywo

Step 5: Define Action for Filter

Choose the action you want the filter to perform (e.g., mark as important, move to a specific folder, never send to spam

Step 6: Save the New Filter

Save the new filter or rule. Confirm that it appears in your list of active filters.

Step 7: Test the Filter

Test the filter by sending a test email that meets the specified criteria to ensure it works as intended.