**Labels & Filters in Gmail**

Open your Prep Gmail account.

Click on the Gear symbol.

Select Settings.

Click on the "Filters and Blocked Addresses" tab.

Click "Create a new filter" located bottom middle.

In the subject line type CS1\*

Then click "Create filter with this search".

Select "Apply label" and create a new label for this course, something you will associate with this course such as "Computer 1", "CS1", or "Computer Science 1".

Optionally, also select "Skip the Inbox".