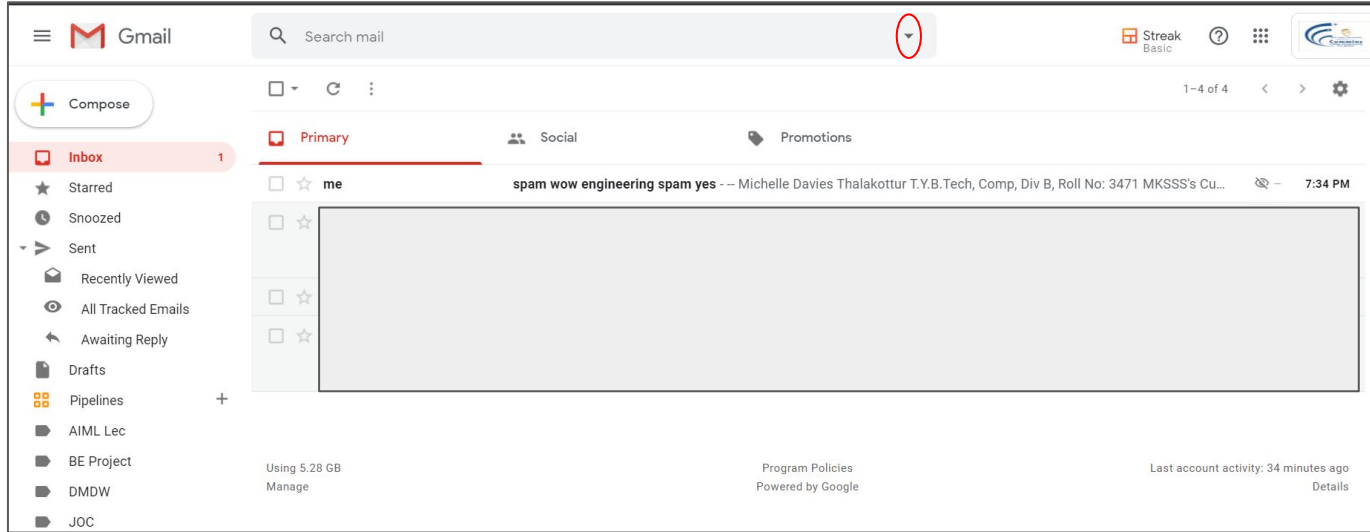



Creating Gmail Filters

Strategy: Kill on Sight



You see an email from a random company when you're waiting for an important email to arrive and get angry that you even have to look at it? Click the arrow highlighted in red.

 Search mail

From

To

Subject

Has the words

Doesn't have

Size

greater than

MB

Date within

1 day

Search

All Mail

☐ Has attachment

☐ Don't include chats

Create filter

Search

Manage

Powered by Google

That should open up this small window below your search bar.

Search mail

From

To

Subject

Has the words

spam spam !

Doesn't have

Size

greater than

MB

Date within

1 day

Search

All Mail

☐ Has attachment

☐ Don't include chats

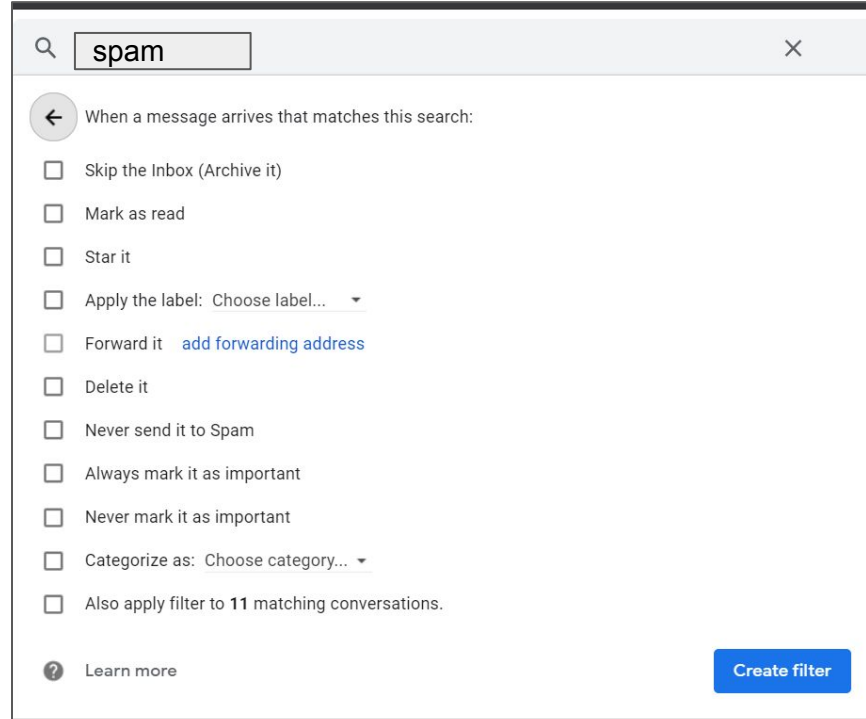
Create filter

Search

Manage

Powered by Google

Write the name of the company / spam in the 'Subject' line AND the 'has the words' line. Just for good measure. You don't want them skipping through. Now click on Create Filter.



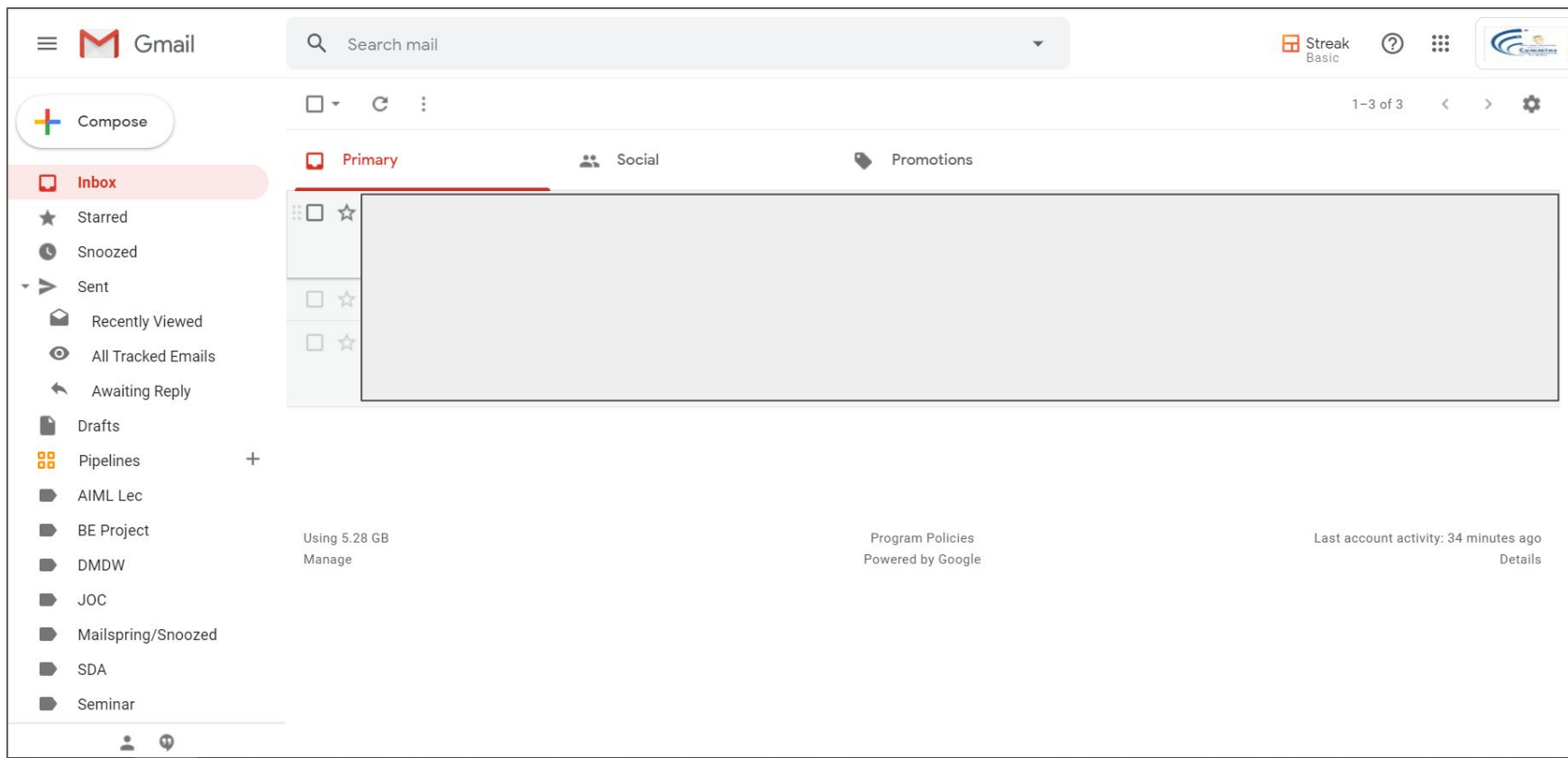
That should open up a window like this which shows you what you can do to these offending emails.

← 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... ▾
- ☒ Also apply filter to 11 matching conversations.

[? Learn more](#) [Create filter](#)

I like to choose these options. If I do for any reason want to read these emails, I can go to my All Mail tab and read them there. You can choose to delete it as well.



Wow! No more random emails from SPAM? Sounds great!! Can't wait for my productive life to begin.

Think of all the emails you can
filter out so you never need to see them again.
WOW!!