

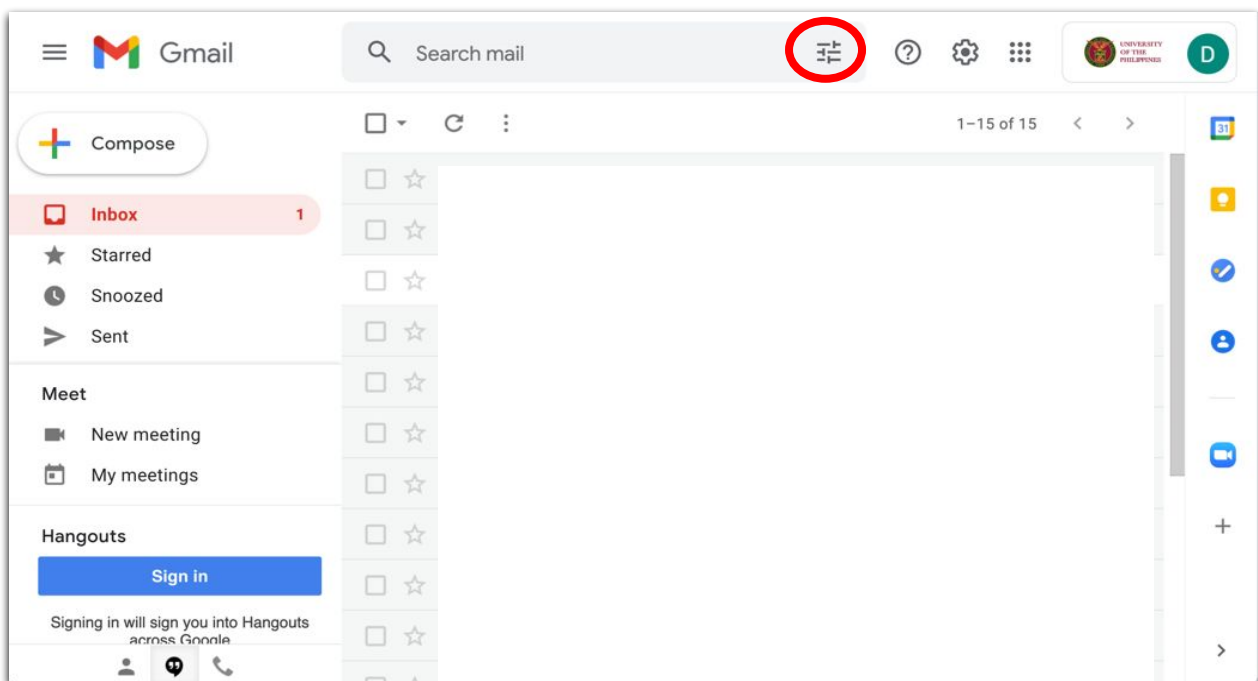


# How to Filter Email Messages in UP Mail

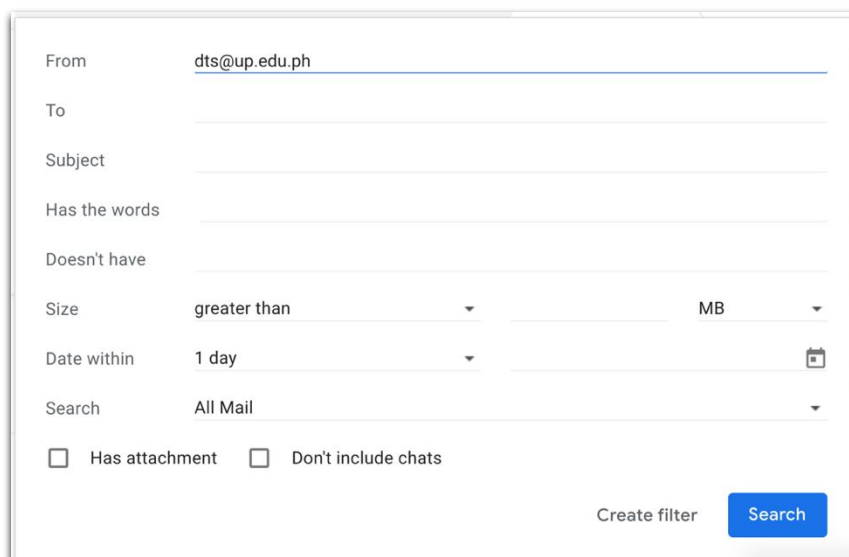
**USER GUIDE**

# How to Filter Email Messages in UP Mail

1. Open your UP Mail.
2. In the search box at the top, click the Filter icon.

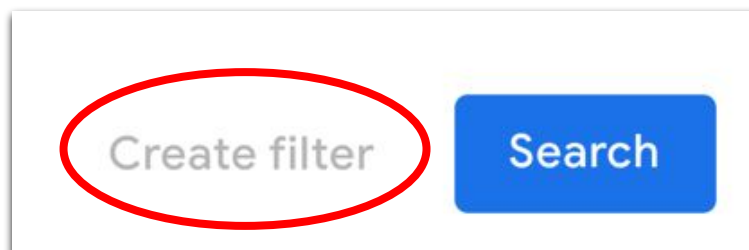


3. Enter the source email address you would like to filter (dts@up.edu.ph in this example)

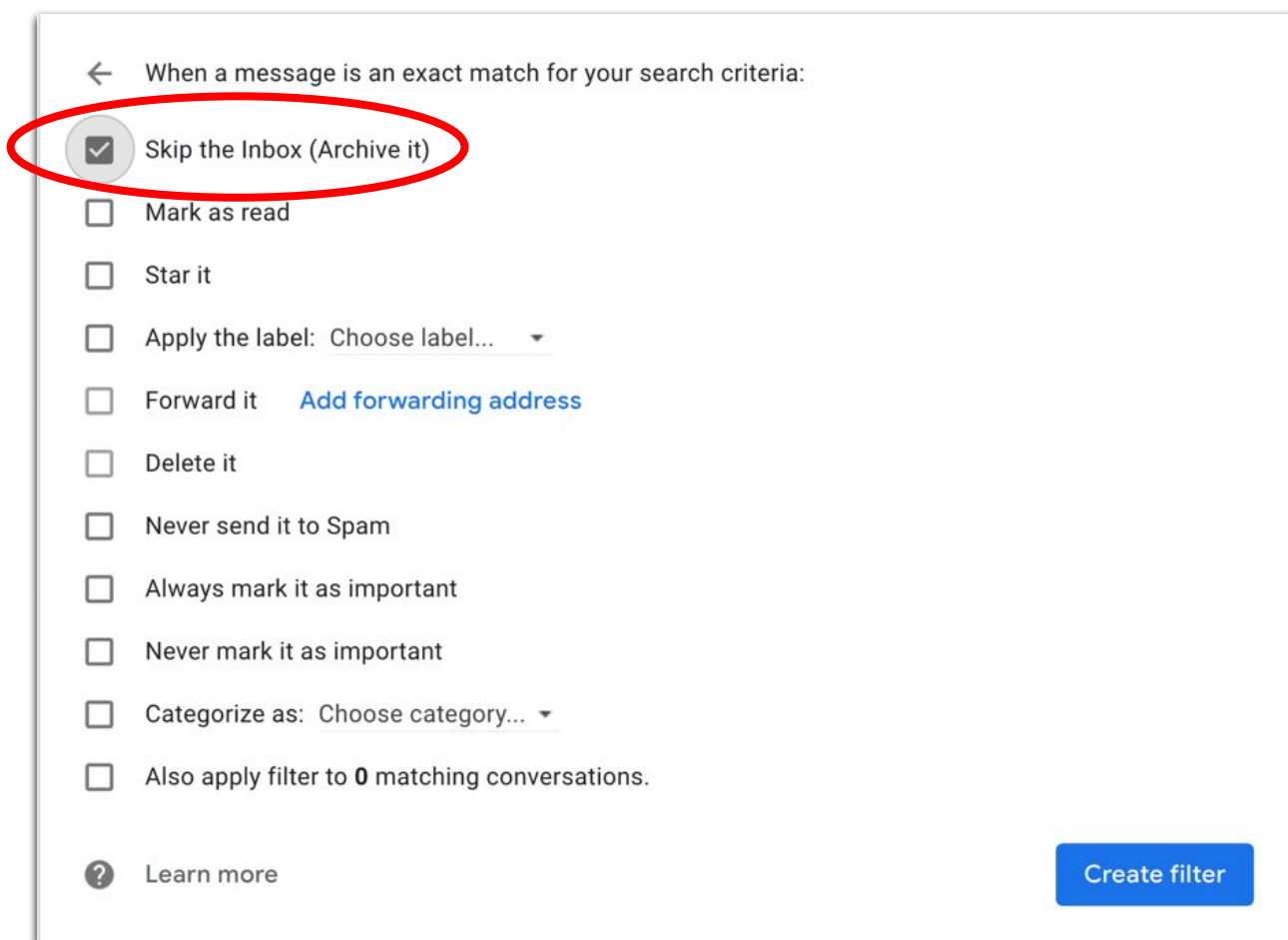
A screenshot of the Gmail filter creation dialog box. The "From" field is filled with "dts@up.edu.ph". Other fields include "To", "Subject", "Has the words", and "Doesn't have". The "Size" field is set to "greater than" and "MB". The "Date within" field is set to "1 day". The "Search" field is set to "All Mail". There are checkboxes for "Has attachment" and "Don't include chats". At the bottom right, there are buttons for "Create filter" and "Search".

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4. At the bottom of the search window, click Create filter.



5. Choose Skip the Inbox (Archive it) option

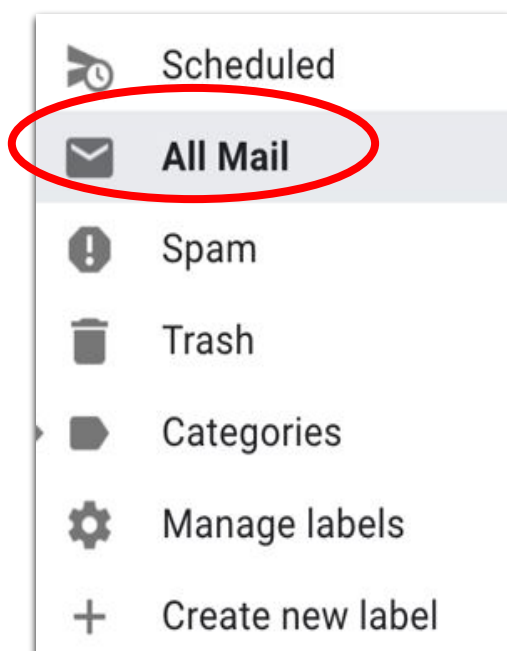


# How to Filter Email Messages in UP Mail

6. Click Create Filter.

After the filter has been created, you can find the email on the All Mail Folder.

Just click All Mail on the left column of your UP Mail.



Then type the filtered email on your search box.

