

Google Mail Searching and Filtering Quick Reference Guide



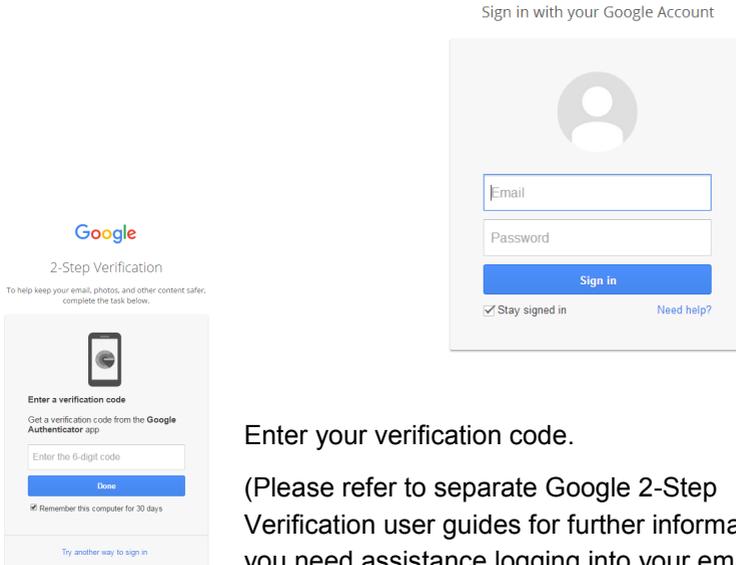
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Log in to Gmail

Gmail is accessed via the internet through any web browser such as Google Chrome, Internet Explorer or Firefox. The link is:

<https://mail.google.com>

On the Sign In page, enter your existing WCC email address and password, and then click Sign In:



The left screenshot shows the Google 2-Step Verification screen. It features the Google logo and the text '2-Step Verification'. Below this, it says 'To help keep your email, photos, and other content safer, complete the task below.' There is an image of a smartphone. The main instruction is 'Enter a verification code' and 'Get a verification code from the Google Authenticator app.' Below that is a text input field labeled 'Enter the 6-digit code' and a blue 'Done' button. At the bottom, there is a checkbox for 'Remember this computer for 30 days' and a link 'Try another way to sign in'.

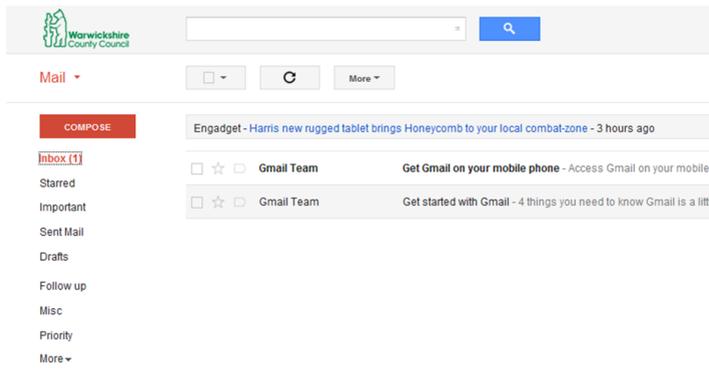
The right screenshot shows the 'Sign in with your Google Account' screen. It has a grey profile icon placeholder at the top. Below it are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom left, there is a checked checkbox for 'Stay signed in' and a link for 'Need help?'.

Enter your verification code.

(Please refer to separate Google 2-Step Verification user guides for further information or if you need assistance logging into your email

account, please contact the ICT Service Desk. Details of how to contact them are on the back of this User Guide)

Your Gmail inbox appears:

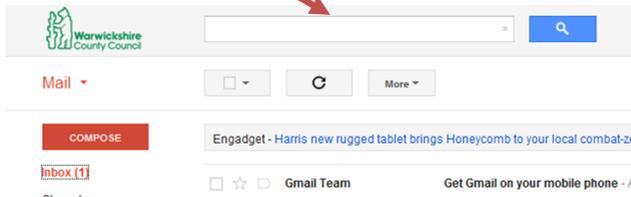


The screenshot shows a Gmail inbox interface. At the top left is the Warwickshire County Council logo. To its right is a search bar with a magnifying glass icon. Below the search bar are three buttons: 'Mail' with a dropdown arrow, 'Compose', and 'More' with a dropdown arrow. The main area shows a list of emails. The first email is from 'Engadget - Harris new rugged tablet brings Honeycomb to your local combat-zone - 3 hours ago'. Below it are two emails from 'Gmail Team': 'Get Gmail on your mobile phone - Access Gmail on your mobile phone' and 'Get started with Gmail - 4 things you need to know Gmail is a little'. On the left side, there is a sidebar with navigation options: 'Compose', 'Inbox (1)', 'Starred', 'Important', 'Sent Mail', 'Drafts', 'Follow up', 'Misc', 'Priority', and 'More' with a dropdown arrow.

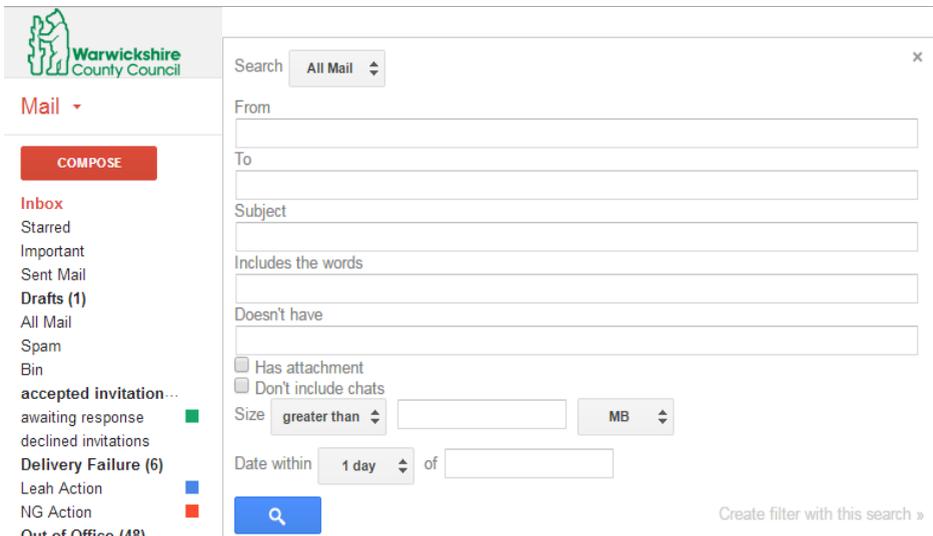
Searching

When you have a large number of emails it can be a pain to find any one particular message given that you may have received it a while ago, or possibly can't remember the name of the person who sent it to you.

To search, select the search bar that sits above your inbox.



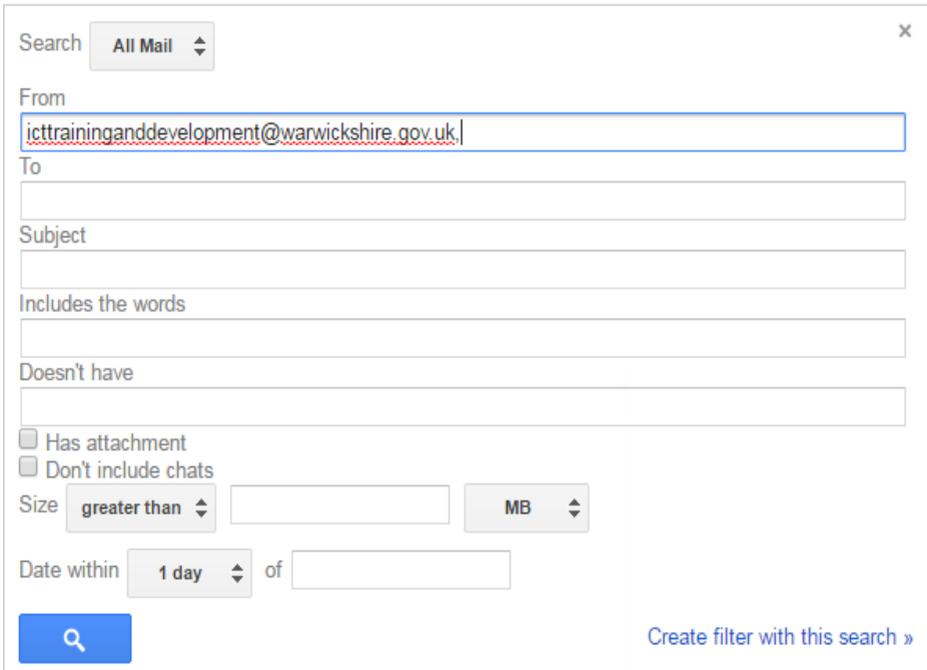
You could enter a search term such as the surname of the person who sent the email, or a word that might be in the message. You could also search for a date. Or for a combination of these things.



If you click on the drop down arrow at the end of the searchbar you will see the advanced search options.

Filtering

From the advanced search screen you can create a filter. Filters enable you to control what happens to emails coming into your inbox automatically. For instance having identified emails by subject, sender or by whether it has an attachment you can add stars or labels or delete the email entirely.



Search **All Mail** ⌵ ×

From
icttraininganddevelopment@warwickshire.gov.uk

To

Subject

Includes the words

Doesn't have

Has attachment
 Don't include chats

Size **greater than** ⌵ **MB** ⌵

Date within **1 day** ⌵ of

 [Create filter with this search »](#)

To create a filter fill in the advanced search screen to identify the emails you wish the filter to apply to. Then click on 'Create filter with this search'. This will allow you to choose how the chosen emails will be treated.

from: (icctraininganddevelopment@warwickshire.gov.uk)

[« back to search options](#)

x

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label:
- Delete it
- Never send it to Spam
- Send canned response:
- Always mark it as important
- Never mark it as important
- Categorise as:

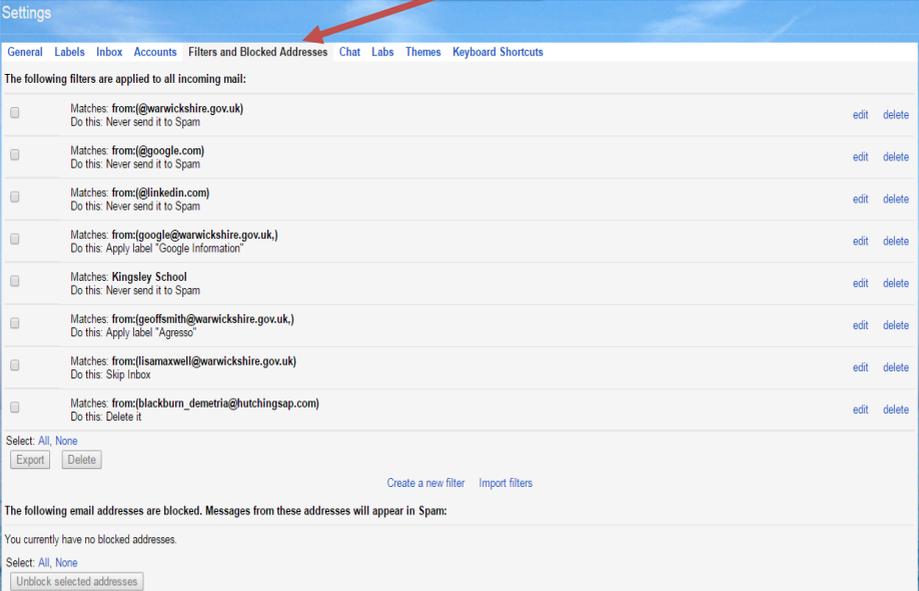
Create filter

Also apply filter to matching messages.

[Learn more](#)

Managing filters

Click on the cog icon  and choose 'Settings'. Choose the 'Filters and Blocked Addresses' option



The screenshot shows the 'Settings' page with a blue header. A red arrow points from the 'Filters and Blocked Addresses' tab in the navigation bar to the 'Settings' title. Below the navigation bar, the page title is 'Settings'. The main content area is titled 'The following filters are applied to all incoming mail:' and contains a list of filters. Each filter row includes a checkbox, the filter criteria, the action, and 'edit' and 'delete' links. Below the list are 'Export' and 'Delete' buttons, and links for 'Create a new filter' and 'Import filters'. The second section is titled 'The following email addresses are blocked. Messages from these addresses will appear in Spam:' and contains the text 'You currently have no blocked addresses.' followed by 'Select: All, None' and an 'Unblock selected addresses' button.

Filter Criteria	Action	edit	delete
<input type="checkbox"/> Matches: from:(warwickshire.gov.uk) Do this: Never send it to Spam		edit	delete
<input type="checkbox"/> Matches: from:(google.com) Do this: Never send it to Spam		edit	delete
<input type="checkbox"/> Matches: from:(linkedin.com) Do this: Never send it to Spam		edit	delete
<input type="checkbox"/> Matches: from:(google@warwickshire.gov.uk.) Do this: Apply label "Google Information"		edit	delete
<input type="checkbox"/> Matches: Kingsley School Do this: Never send it to Spam		edit	delete
<input type="checkbox"/> Matches: from:(geoffsmith@warwickshire.gov.uk.) Do this: Apply label "Agresso"		edit	delete
<input type="checkbox"/> Matches: from:(tisamaxwell@warwickshire.gov.uk) Do this: Skip Inbox		edit	delete
<input type="checkbox"/> Matches: from:(blackburn_demetria@hutchingsap.com) Do this: Delete it		edit	delete

Select: All, None
Export Delete
Create a new filter Import filters

The following email addresses are blocked. Messages from these addresses will appear in Spam:
You currently have no blocked addresses.
Select: All, None
Unblock selected addresses

This screen shows you which filters you currently have enabled, and gives you the option to delete or edit filters. You can also create new filters from this screen.

For more information on available courses

(and more hints, tips and FAQs) visit:

warwickshire.learningpool.com

For support please contact the

ICT Service Desk

using the 'Service Desk Online' icon

on your PC desktop or,

if you have a problem to report,

call on **01926 41 41 41**

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