# **Create rules to filter your emails**

You can manage your incoming mail using Gmail’s filters to send email to a label, or archive, delete, star, or automatically forward your mail.

Create a filter

1. Open [Gmail](https://mail.google.com).
2. In the search box at the top, click the Down arrow .
3. Enter your search criteria. If you want to check that your search worked correctly, see what emails show up by clicking Search .
4. At the bottom of the search window, click **Create filter with this search**.
5. Choose what you’d like the filter to do.
6. Click **Create filter**.

**Note:** When you create a filter to forward messages, only new messages will be affected. ​Additionally, when someone replies to a message you've filtered, the reply will only be filtered if it meets the same search criteria.

## **Use a particular message to create a filter**

1. Open [Gmail](https://mail.google.com).
2. Check the checkbox next to the email you want.
3. Click **More**.
4. Click **Filter messages like these**.
5. Enter your filter criteria.