# **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 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 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.