

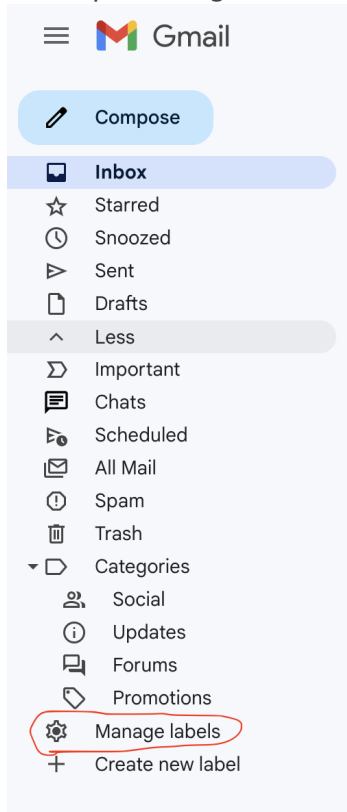
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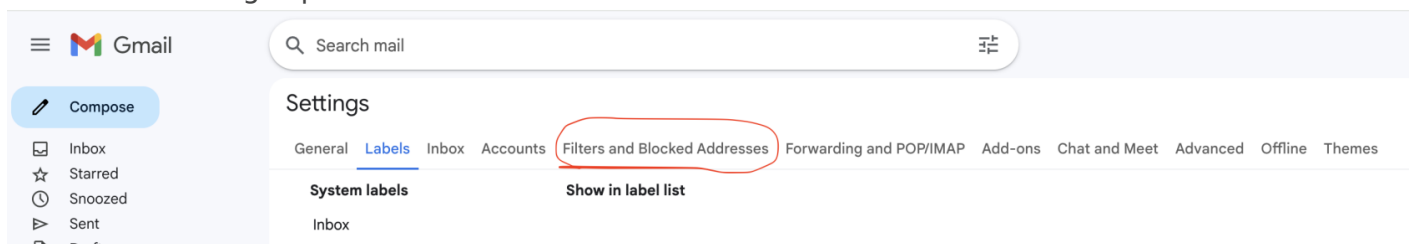
- [Create new filter in the Gmail.](#)

# Create new filter in the Gmail.

1. Open the gmail.com tab in your web browser and click “Manage labels”



2. In the Settings open “Filters and Blocked Addresses”



### 3. Press the “Create a new filter”

The image shows two screenshots from the Gmail interface. The top screenshot is the 'Settings' page, with the 'Filters and Blocked Addresses' tab selected and circled in red. Below the tabs, it says 'The following filters are applied to all incoming mail:' followed by a greyed-out area. At the bottom of this section are 'Export' and 'Delete' buttons. The bottom screenshot is a search filter creation dialog for the search term 'larch'. It has input fields for 'From', 'To', and 'Subject'. The 'Has the words' option is selected and circled in red, with 'larch' entered in the adjacent field. Below this are 'Doesn't have', 'Size' (set to 'greater than' and 'MB'), and checkboxes for 'Has attachment' and 'Don't include chats'. A 'Create filter' button is circled in red, and a blue 'Search' button is to its right.

5. Mark

“Never send it to Spam” and pres “Create filter” button

Q larch X [Filter icon]

← When a message is an exact match for your search criteria:

- 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 matching conversations.

Note: filter will not be applied to old conversations in Spam or Trash

Q Search mail [Filter icon]

### Settings

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Me

The following filters are applied to all incoming mail:

- 
- 
- Matches: **larch**  
Do this: Never send it to Spam

Select: All, None

[Export](#) [Delete](#)

[Create a new filter](#) [Import filters](#)

**All new**

emails with text "larch" never be sent into "Spam" folder again.