Managing Your Williams Email

With a constant deluge of emails, you need an easy way to keep track of the important stuff and know when to send a reply. Creating filters in Gmail is an easy way to track incoming material for your courses, jobs, organizations, or teams. Declutter your email and simplify your life!

1. Go to your Williams gmail page. Create a Label for each course, organization, job, etc. that you want to create a filter for.

2. Click on the advanced search and filters icon to start creating a filter. You will need to create a filter for every label you just made.

3. Enter your professor’s email in the top line. You can also add keywords to the “Has the words” line to pull in emails containing specific words. Click “Create Filter.”

4. Check off “Apply the label:” and choose the folder you want these emails to go in.

5. Incoming emails will show in your inbox and automatically be assigned to the appropriate folder and a new email notification will appear any time you receive a message.