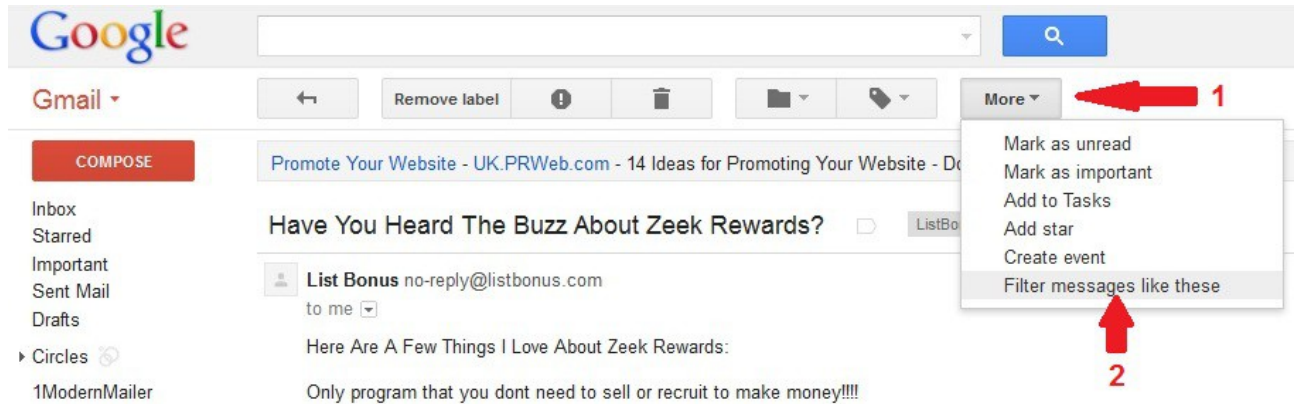
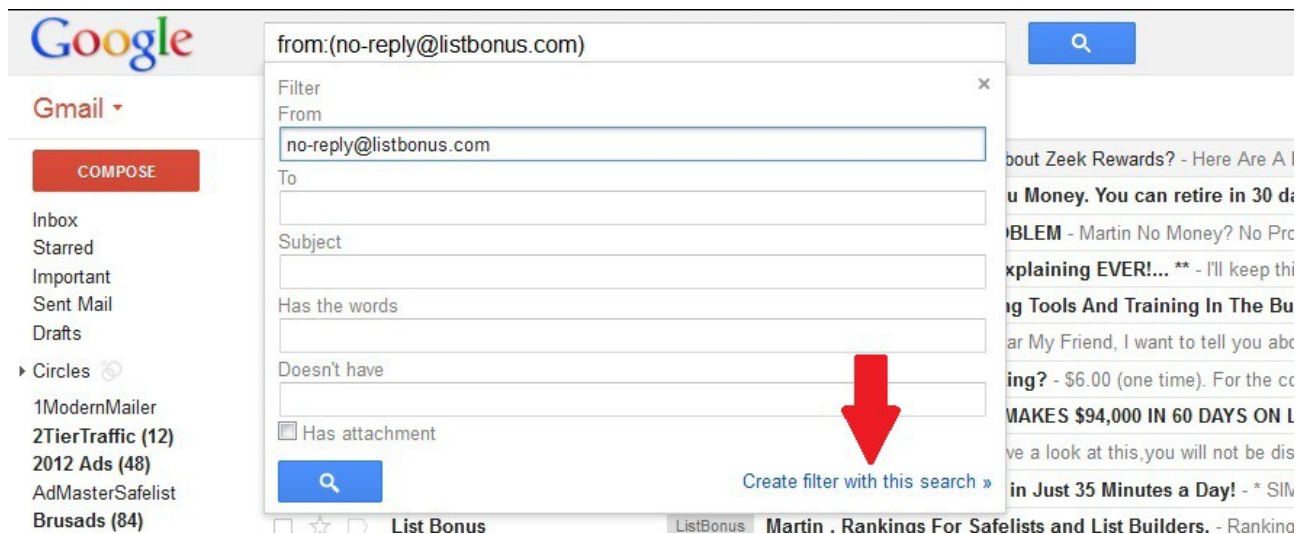


HOW TO SORT SAFELIST EMAILS IN GMAIL

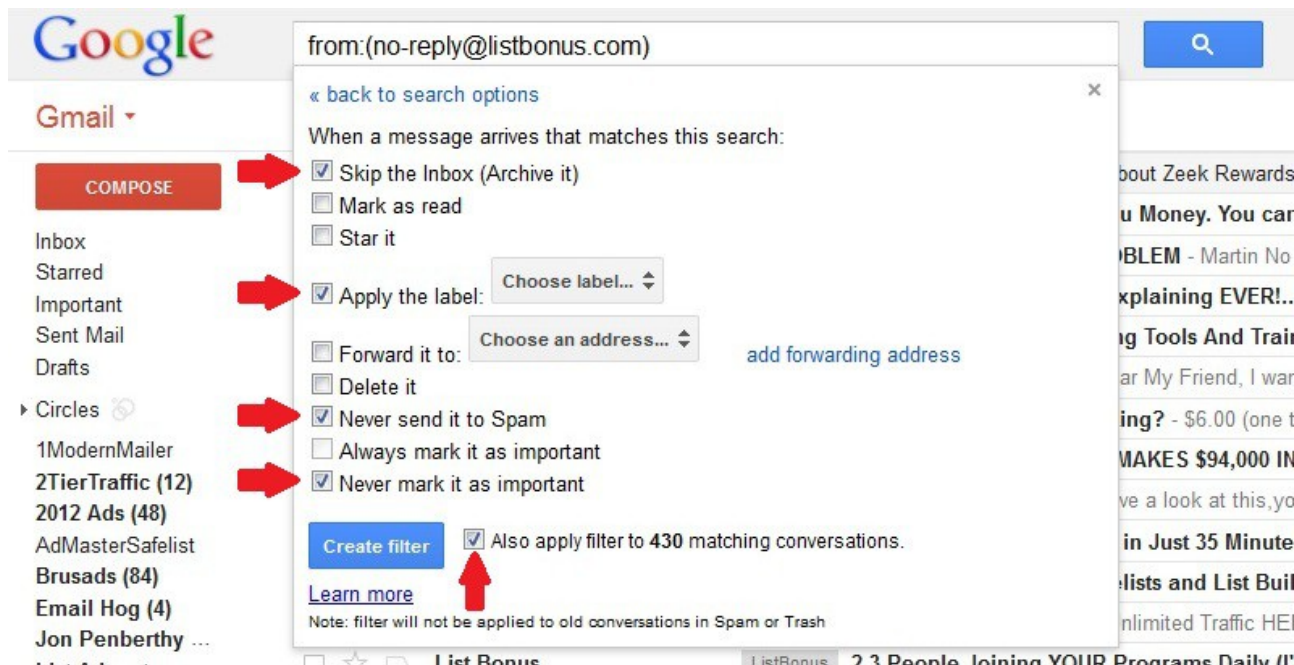
From your Inbox, open the email from the Safelist you want to filter.



1. Click the drop down menu “More”.
2. Click the option “Filter messages like these”.

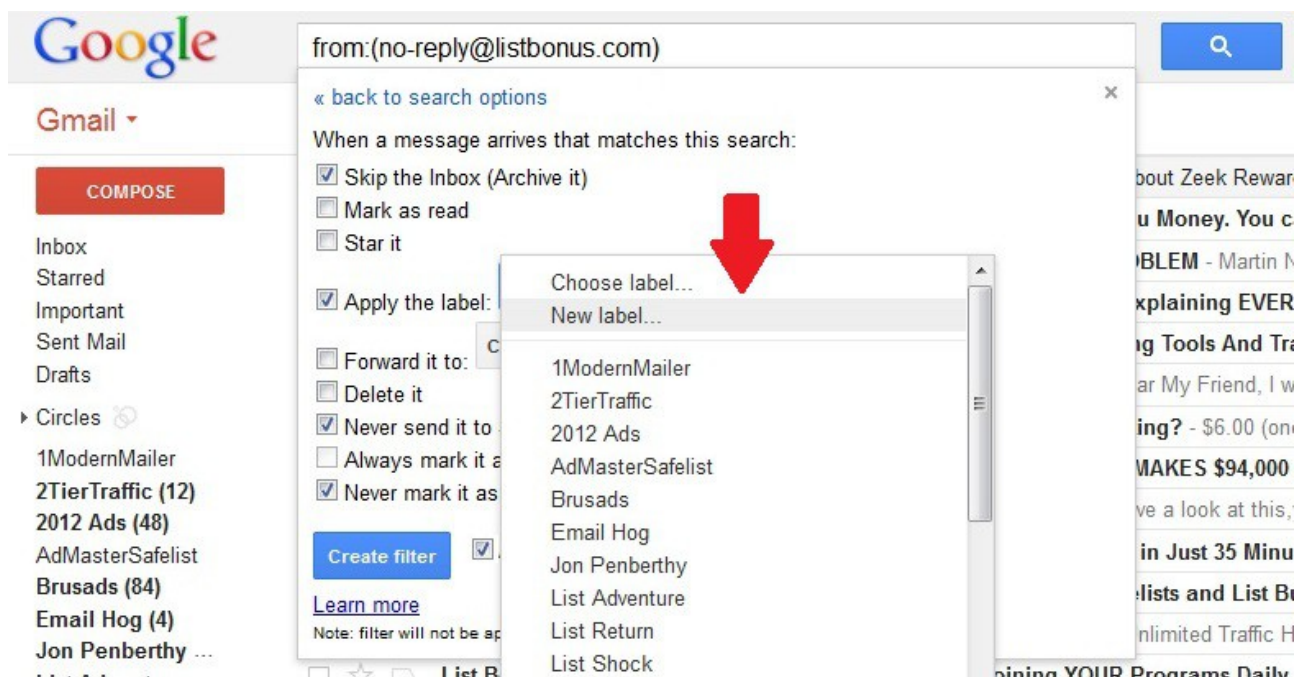


A new window will appear (as above), simply click “Create filter with this search >>”.



Click the check boxes:-

- Skip the Inbox (Archive it)
- Apply the label:
- Never send it to Spam
- Never mark it as important
- Also apply filter to # matching conversations.



Click the “Choose label” drop down box next to “Apply the label:” and select “New Label”.

New Label

Please enter a new label name:

ListBonus

☐ Nest label under:

Create Cancel

A pop-up window will appear and you simply enter the name of the Safelist into the “Please enter a new label name:” box. Then click “Create”.

Google

Gmail

COMPOSE

Inbox

Starred

Important

Sent Mail

Drafts

Circles

1ModernMailer

2TierTraffic (12)

2012 Ads (48)

AdMasterSafelist

Brusads (84)

Email Hog (4)

Jon Penberthy ...

from:(no-reply@listbonus.com)

« back to search options

When a message arrives that matches this search:

☒ Skip the Inbox (Archive it)

☐ Mark as read

☐ Star it

☐ Apply the label: Choose label...

☐ Forward it to: Choose an address... add forwarding address

☐ Delete it

☒ Never send it to Spam

☐ Always mark it as important

☒ Never mark it as important

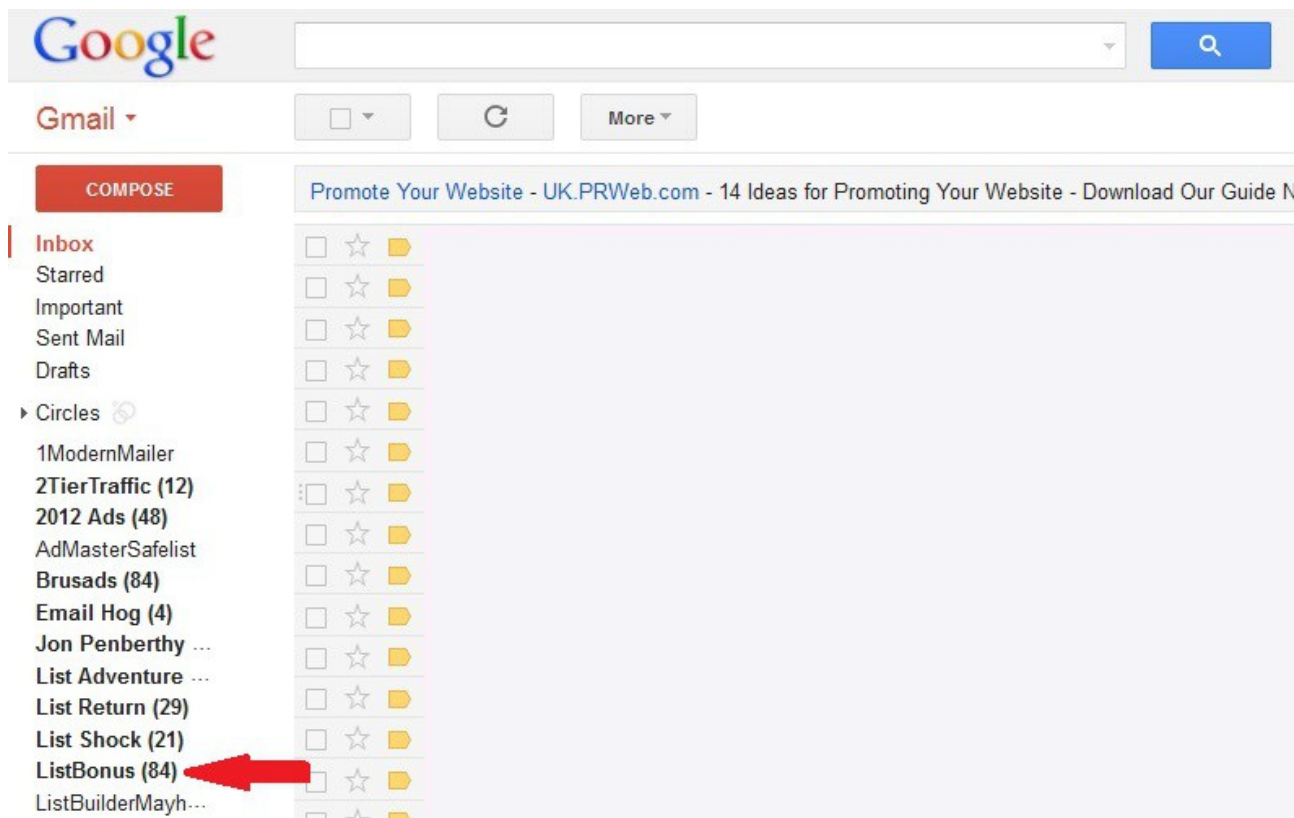
Create filter

Also apply filter to 430 matching conversations.

Learn more

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

Now you simply click “Create filter”.



Any new mail for the Safelist you created the filter for, will now appear in the left pane in it's own folder.

So if you need credits for say "List Bonus", you click on "ListBonus" and it will display all the messages from that site only.

Now you can click for credits and once finished, you can delete any that you don't need.