Creating Filters in bConnected

Filters in bConnected allow you to manage, redirect, and add tags to quickly identify the importance and content of messages before they are even opened. Using filters is a simple task to automatically, delete, star, rank, archive and label e-mail and keep it from being absorbed or removed as Spam.

To create a filter:

1. Navigate to your bConnected account (by going to bConnected.berkeley.edu)

2. Click the down arrow to the right of the search box.
3. A dialogue box will appear.

4. Enter the search criteria that reflects the messages you would like to filter.

   NOTE: if categorizing e-mail from a specific person is important, add them to the From dialogue box. If a certain subject needs to be separated from the general inbox, add the desired line to the subject dialogue.

5. Click Create filter with this search, located at the bottom right of the window.

6. Choose the action or actions that the filter should take when it discovers an e-mail that fits the criteria entered in the previous screen.

   TIP: automatically archiving or starring letters from co-workers, family, or friends will make it simple to quickly sort and respond to as they arrive.
Note: If you want to apply this filter to older entries in your inbox, be sure to click the apply filter to matching conversations check box before moving onto the next step.

7. Click Create filter to confirm and finalize the filter.