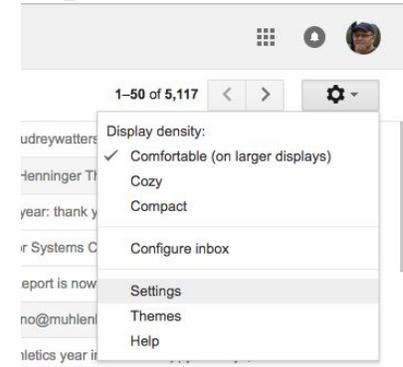


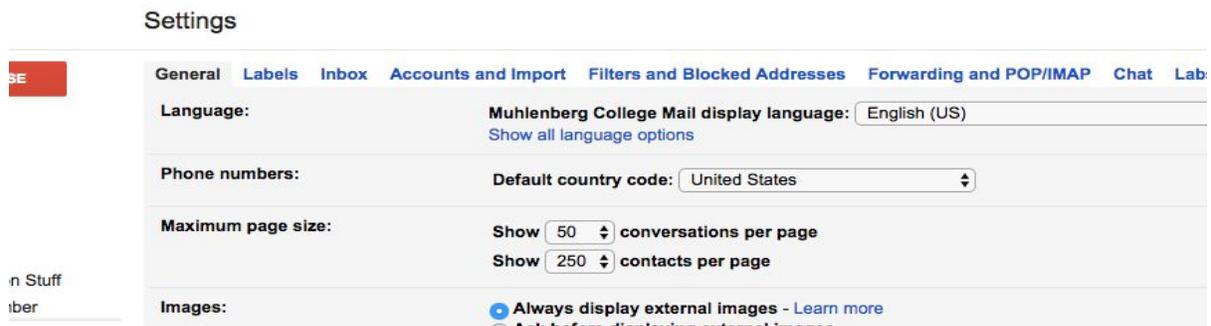
This guide will help you configure and manage your filter and labels setting in Gmail.

All rules should transfer from your GroupWise account to your new Gmail account and appear as labels and filters. You will need to look at your labels and filters to make sure they transferred. You will also need to configure the labels and filters if you would like the messages to skip your inbox and be filed automatically.

Step 1. Click on the gear in the upper right corner of the gmail window.



Step 2. Click on the settings tab to enter the Gmail settings page. The page will look like this.



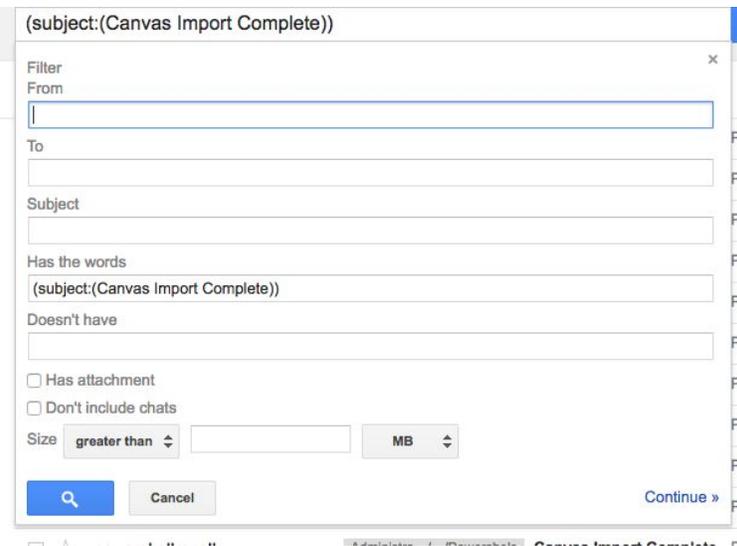
Step 3. You will be looking for both the Labels and Filters Tabs.
- In the labels tab you can view and edit the settings for your labels. Please notes- at this point they will be made up of your old Groupwise folders.

Step 4. Click on the filters tab. This will bring you to a list of all of your filters that transferred from GroupWise.



Step 5. Skipping the inbox. By default all mail will be labeled and visible in the inbox, labeled with the corresponding label. You will need to modify the filter if you would like these messages to skip your inbox and go straight to the label. To skip the inbox follow these steps:

1. Click Edit next to the filter name
2. You will enter a new dialog box where you can modify filter settings.



Click on the continue button to get to the next page. It will bring up a new box. On this new page you will need to check the box labeled “Skip the Inbox (Archive it)”. This will move all mail with this label to the appropriate label and skip your inbox.

