Use gmail filters to receive a copy of emails you send to lists

By default, when you send email to a list you do not receive a copy in your inbox.

There is a way to change that. You can create a simple gmail filter for each list.

Set up a gmail filter for a list

1. Click the gear in the top right.
2. Select Settings.
3. Click the Filters tab.
4. Select Create New Filter.
5. In the from field, put your short email address (e.g. jsmith@williams.edu)
6. In the to field, put the name of your list (e.g. biology@williams.edu)
7. Click Create filter with this search

8. Check the box for Never send it to Spam
9. Click Create filter
Yes, it doesn’t make much sense, but it works. Create a filter for each of the lists you would like to have work in this way.