Checking existing filters in webmail prior to migration

Email Filters that have been set up within webmail.williams.edu will NOT be migrated to your new Google account.

Prior to the migration make note of any filters that you may wish to duplicate once the migration has completed.

To view your filters in webmail go to: **Options > Mail** (in left column) > **Message Filters**

You will also be able to review these settings in webmail AFTER the migration.

Recreate your filters in Gmail. Google provides many of the same filtering options.

1. Click the gear in the top right.
2. Select Settings.
3. Click the Filters tab.

You can create the filters from scratch by simply entering them here or you can create a filter directly from an email.

To create a filter from an email, select one to work from.
From the More box select Filter messages like these

Choose the actions to apply. Remember that labels in Gmail are the equivalent of folders in webmail. To "move" a message out of the inbox and label it, choose Skip the Inbox and click Apply the label.

from: (emailaddress@example.com) to: (otheremailaddress@example2.edu)