


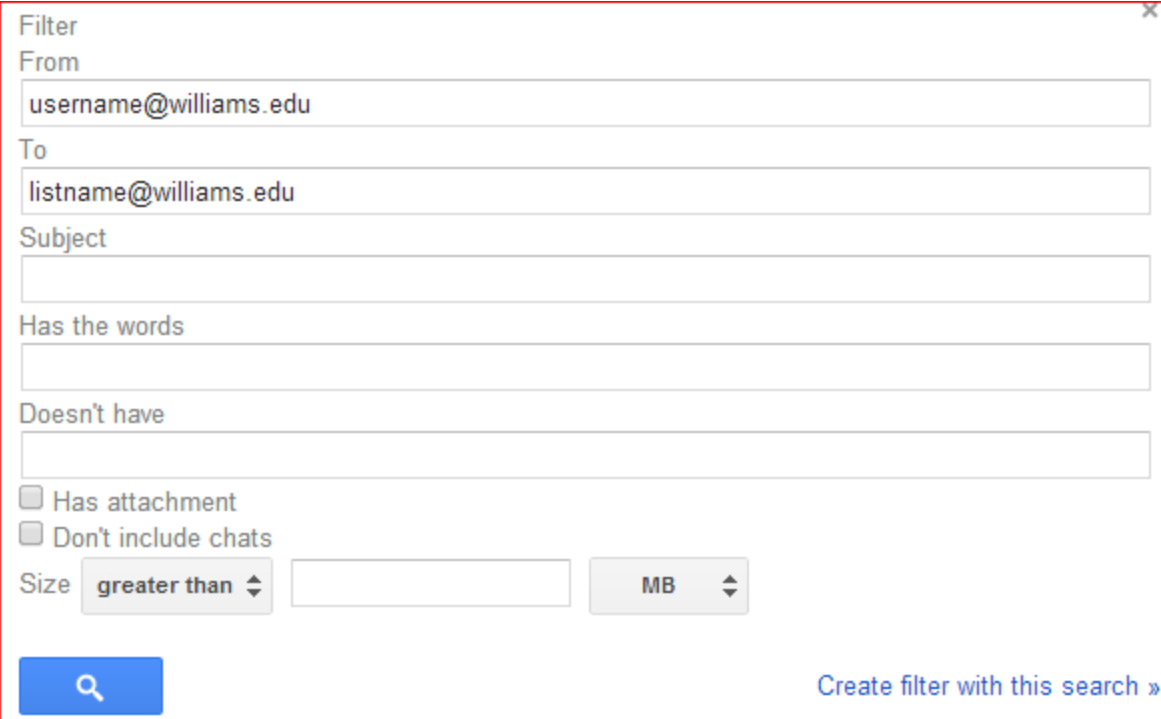
Use gmail filters to receive a copy of emails you send to lists

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**



Filter

From

username@williams.edu

To

listname@williams.edu

Subject

Has the words

Doesn't have

Has attachment

Don't include chats

Size greater than MB

Create filter with this search »

8. Check the box for **Never send it to Spam**
9. Click **Create filter**

from:(username@williams.edu) to:(listname@williams.edu)

[« 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:
- Forward it to: [add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as:

Also apply filter to 0 matching messages.

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.