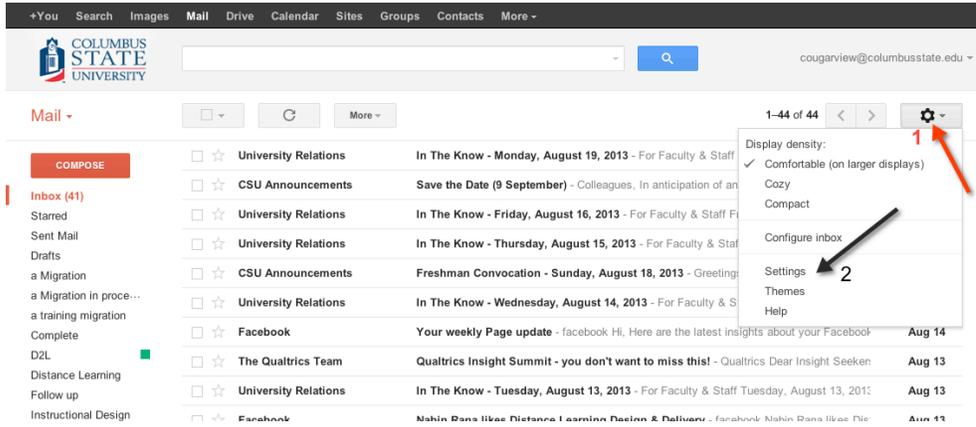
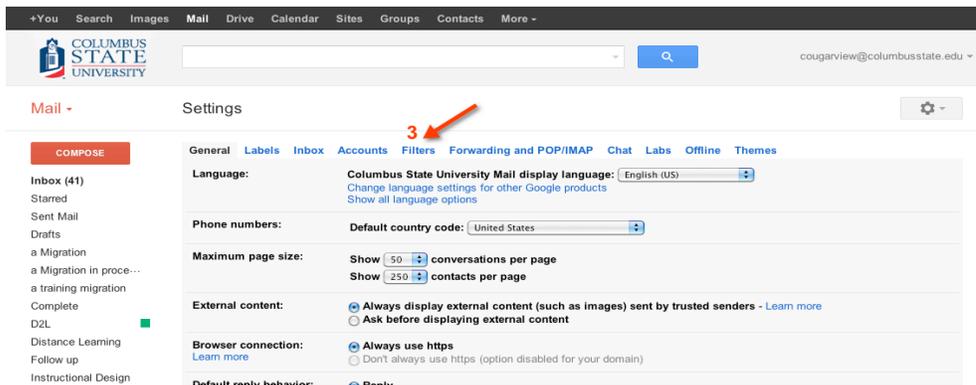


Filtering CougarView (D2L) Emails in CSU Gmail

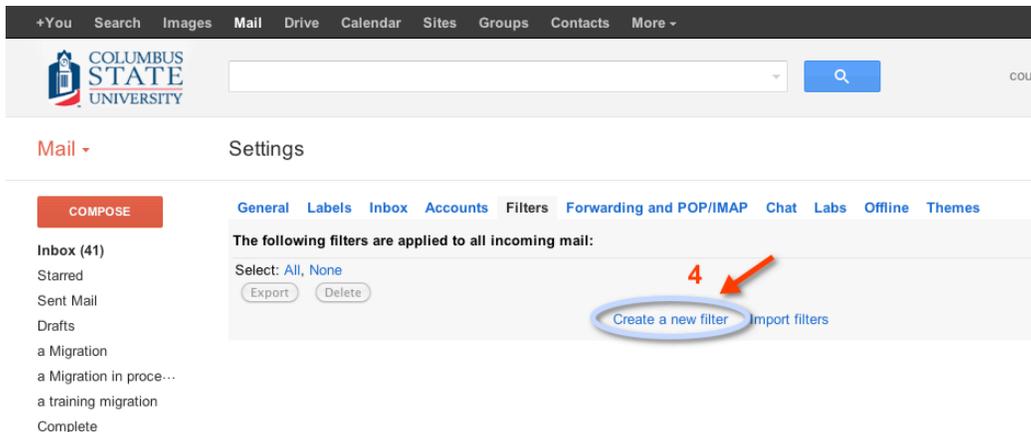
1. Click on the gear tab in the top right corner of your CSU gmail account page. A drop down menu will appear.
2. Click on settings.



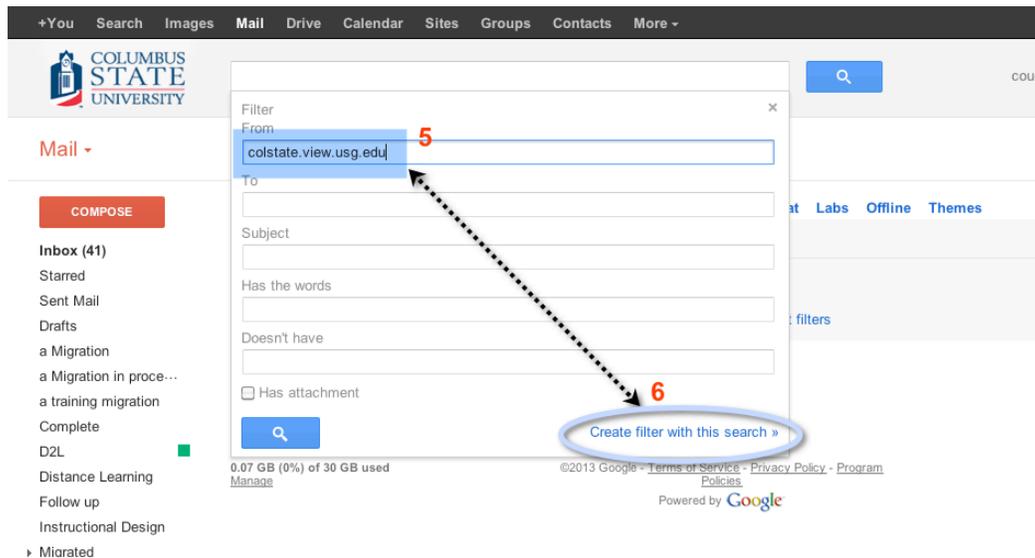
3. Click on the “Filters” tab.



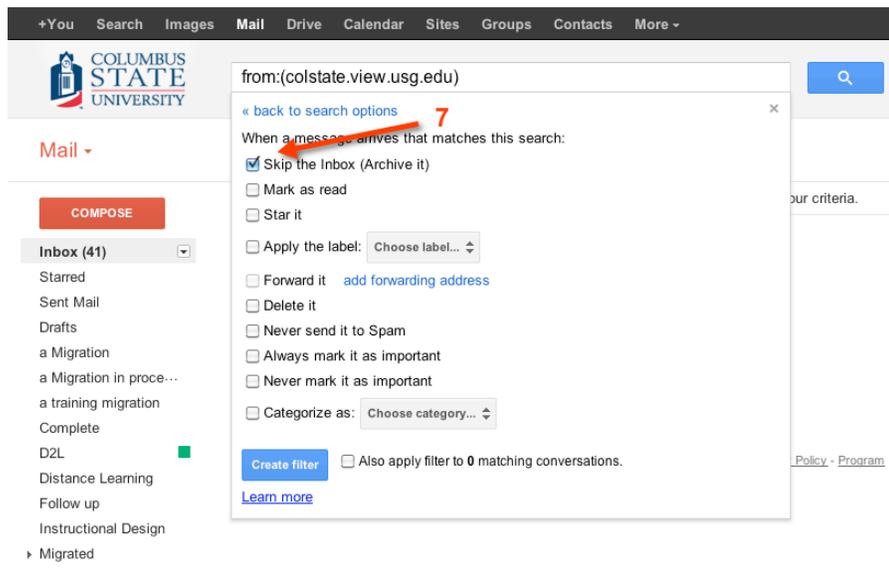
4. Click the “Create a new filter” link in the center of the screen.



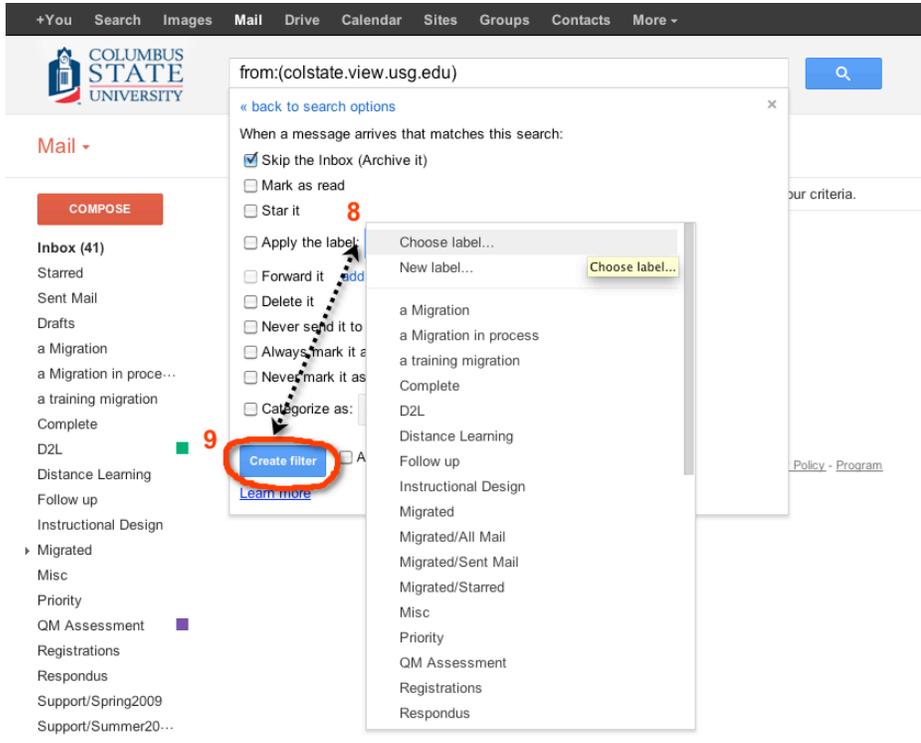
5. Enter “colstate.view.usg.edu” into the From: box.
6. Click the “Create filter with this search” link in the bottom right corner of the form.



7. Check the “Skip the inbox (Archive it)” check box if you want your CougarView email to bypass your Inbox.



8. Select any additional check boxes that apply. For example, if you would like move the message into a designated folder (label), check the box next to “Apply the label:” and choose an existing label from the drop-down menu or create a new label.
9. Select the blue “Create filter” button at the bottom left corner of the form.



10. Your new filter will appear under the “Filter” tab. All emails with the colstate.view.usg.edu domain name will now be filtered out of your inbox.

