



CASEHOMEPAGE

Managing Your Documents Is Our Only Business

Gmail™ Webmail Service

Folders in Gmail™ are called “Labels”. You can create a filter and a label in the Gmail™ settings for your account.

1. Go to www.gmail.com and log in to your account
2. Click on the wrench icon in the upper right corner of the page
3. Select “Settings” from the menu that drops down

To Create a Label:

4. Click on the tab that says “Labels”
5. Click on the “Create new label” button
6. Enter a name for the label you are creating
7. You can choose to nest the label underneath another label if you prefer. If you prefer not to nest the label underneath another label, leave this area as is.
8. Click “Create”

To Create a Filter:

9. Click on the tab that says “Filters”
10. Click the link that says “Create a new filter”
11. In the “From” field, type info@casehomepage.com
12. **If you want email from CaseHomePage to be placed in different locations by case,** enter the moniker for the case as designated by CaseHomePage in the “Has the words” field. This moniker for the case is the name that appears at the beginning of the filename of every document posted to the case website. You will need to create a filter for each case. (If you want all email from CaseHomePage to go to a single location, skip this step.)
13. Click “Create filter with this search”
14. Check the box next to “Skip the inbox (Archive it)” to route email out of your inbox automatically
15. Check the box next to “Apply the label”
16. Click on “Choose label” to select the label you wish to apply
17. Click “Create Filter”