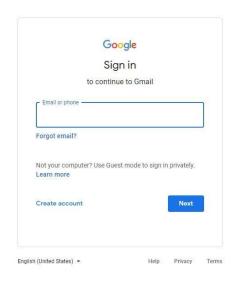
Phishing emails, spam messages, bullying messages, unnecessary text messages—do you have a bunch of unwanted emails you want to block and filter on Gmail? Thankfully, <u>Google Mail</u> gives you the opportunity to block someone from sending you emails on your Gmail inbox or automatically keep receiving emails you dislike in a junk folder as you import filters. Learn about how to filter and block unwanted emails in Google Email in this article.

### Step 1: Access Google Mail



First, go to <u>http://mail.google.com/mail/</u> and sign in to your Google account. Remember that you need to <u>create/set up a Google account</u> if you have not signed up yet.



Note: Signing up and signing in to Google is crucial or you won't be able to filter and block Google mails or access other Google features. Just sign up using this link: <u>https://accounts.google.com/signup</u>.

### **Step 2: Filter Your Emails**

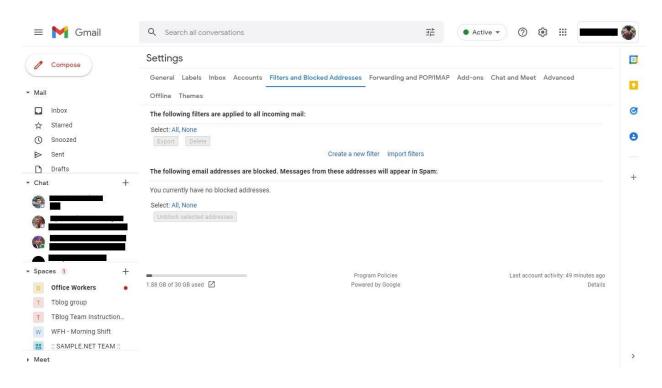
= 附 Gmail	Q Search all conversations	≇ •/ctive • ② 🕸 III	
Compose	□ • C' :	Show search options 1–50 of 669	< >
	🔲 🙀 Google	Security alert - A new sign-in on Windows	Jun 5
▼ Mail	🗌 🔆 Ayrton Christian Br.	Document shared with you: "Email Ad Semantic Keywords"	Jun 3
Inbox		E Email Ad Sema	0
☆ Starred ① Snoozed ▷ Sent	📋 🕁 Honey Lou Samson	Timekeeping May 11 - 25 - Hello Team, good evening. Please check your timekeeping for the period	Jun 2
Drafts Chat +	🔲 📩 Honey Lou Samson	Payslip for Gonzales, Hi, Attached is your	Jun 2 +
************************************	🔲 📩 Dennis Tuwahan 5	:: Update   TBlog Graphic Design Pillar Post :: - Hi Team, Additional Update: 1. We must add relevant	Jun 1
	$\hfill \hfill $	Document shared with you: "QCEVAL -	Jun 1
Spaces 1 +     Office Workers     T Tblog group	🔲 📩 Honey Lou Samson	Achiever of the month - May - Congratulations, Yvecel and keep up the good work!	Jun 1
T TBlog Team Instruction	🗆 🚖 me	Template.net Wordpress link	Jun 1
W WFH - Morning Shift	🔲 🏠 Google	Security alert - A new sign-in on Linux	May 30
B :: SAMPLE.NET TEAM :: Meet	🔲 🙀 Ayrton Christian Br.	Document shared with you: "cookbook Semantic Keywords" -	May 30

Start learning how to filter emails in Gmail. Inside Google Mail, there is a search box with the words "Search all conversations" found on top. Click the "Show search options" button beside it.

# Step 3: Input the Search Criteria

😑 附 Gmail	Q document	×	● Active ▼ ⑦ 戀 Ⅲ	
Compose	From		Advanced search	
▼ Mail	Subject		m/ <mark>document</mark> /d/1iM0vgoLvJR	
다 Inbox 쇼 Starred	Has the words document		m/document/d/ millovgotvjk	Jun 3
Snoozed	Doesn't have	• МВ	d/1knXJhYlqKlJq1jYSy_X_5BY	Jun 1
Sent	Date within 1 day			
Chat +	Search All Mail	· ·	6/01/22" - com/document/d/1	Jun 1 +
<ul> <li></li></ul>	Has attachment	Create filter Sc	om/ <mark>document</mark> /d/1osPnmIDkc	May 30
	🗌 ☆ Dennis Tuwahan (via.	Inbox Document shared with you: "ID Card -Jay" - com/do	icument/d/1CSA56TbjL4G-YVYK2tvznU2w	May 26
Spaces 1 +     Office Workers     T Tblog group	📋 🏠 Dennis Tuwahan	Inbox Re: Document shared with you: "May 25 Meeting Mi	inutes" - shared a <mark>document</mark> > [image: Unk	May 25
TBlog Team Instruction WWFH - Morning Shift SAMPLE.NET TEAM ::	📄 👷 Ayrton Christian Br.	Inbox Document shared with you: "ID Card Semantic Keyv	vords:" - com/ <mark>document</mark> /d/1lTaw1Cr0pWT	May 23
<ul> <li>Meet</li> </ul>	🔲 👷 Dennis Tuwahan (Goo.	Inbox 2022_TBlog Pillar Add paragraph - the following	document 2022_TBlog Pillar Post Content	May 18

After clicking "Show search options," a pop-up window appears. It shows you the criteria box on how to search for specific emails such as whom they are from, whom they are for, the subject, the words, and more. Complete the search criteria and tap "Create filter" to continue.



# Step 4: Block Unwanted Emails

How to block unwanted emails, you might ask? Go to your Gmail's home page and click the gear icon on top for "Settings." Next, select "See all settings" and you will be directed to another window. From there, choose "Filters and Blocked Addresses." Then, you can create a new filter, import filters, export filters, block specific addresses, and unblock certain addresses. Leverage this setting to make sure you can prepare an anti-spam Google account and no longer get bothered by contacts you don't want to hear from.

### How do I block a Gmail address?

Visit Gmail and open a specific message from the sender you want to block. On the upper right, click "More" and click "Block" so you won't hear from that sender ever again. You can unblock them by following the same steps if you change your mind.

#### Can you permanently block Spam on Gmail?

From spam emails to unwanted contact addresses, blocking them from mailing you is certainly possible with Gmail's settings.

### How do I email contact support on Gmail?

If you have more questions about filtering and blocking unwanted emails in Google Mail, you can always <u>email Google Support</u> at support-in@google.com or contact +1-650-206-5555, +1-650-763-0461, and +1-855-593-8213 if you are in the US.