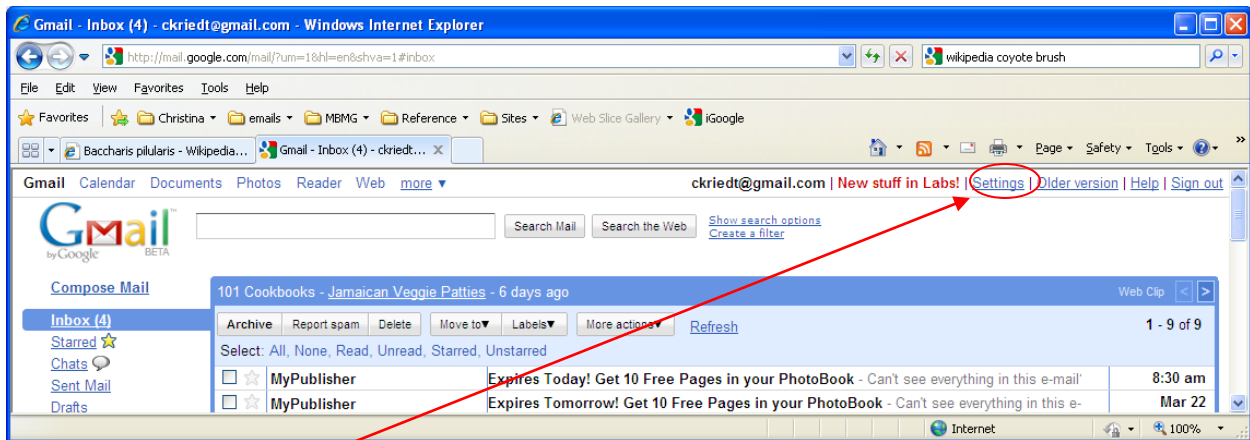


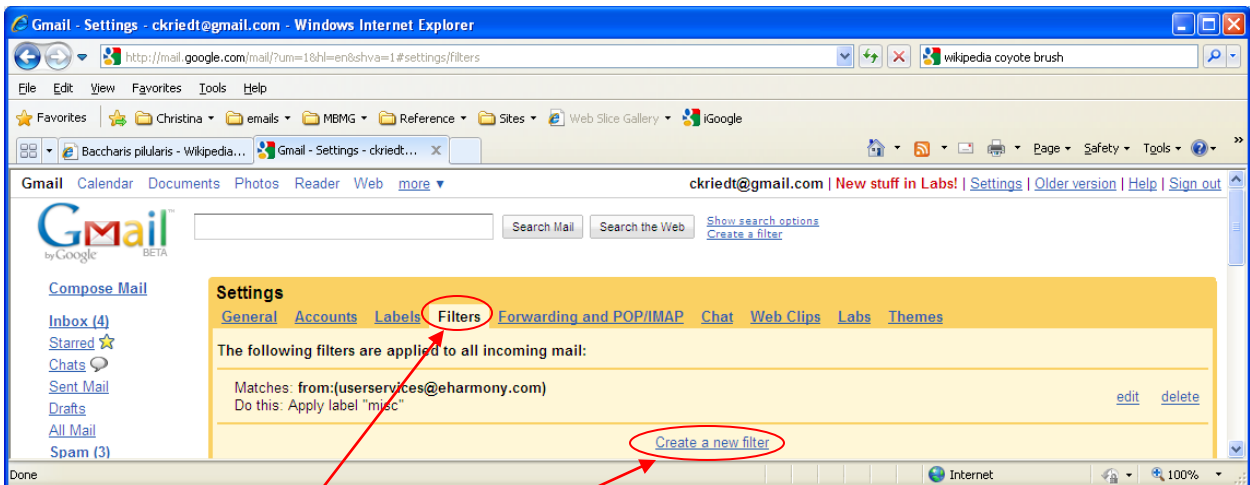
How to have your mbmgs.org email sent directly to a folder in

G-MAIL

Open your account.

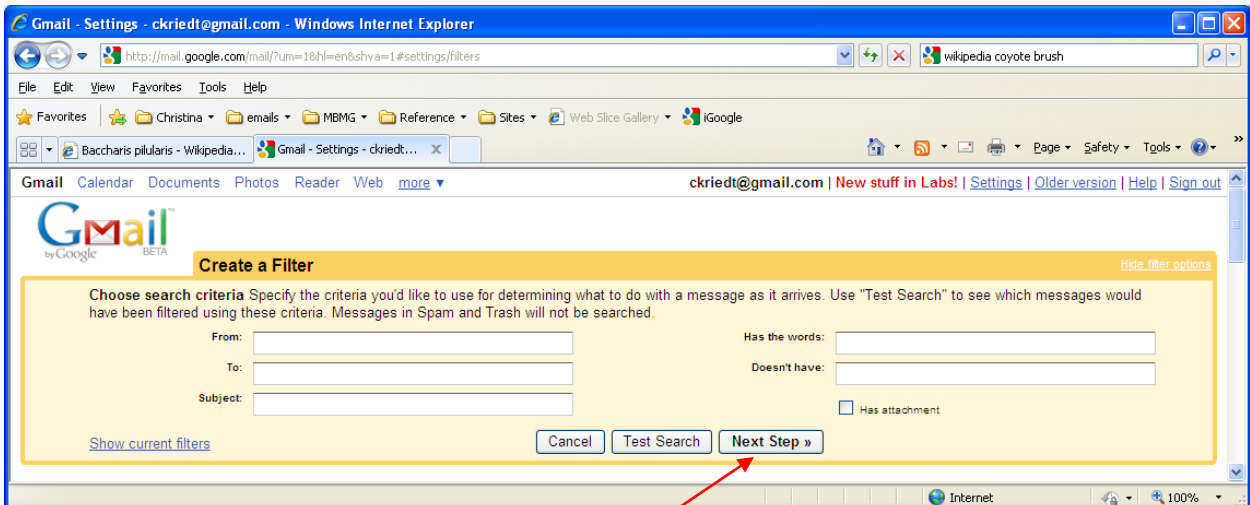


Click on **Settings**

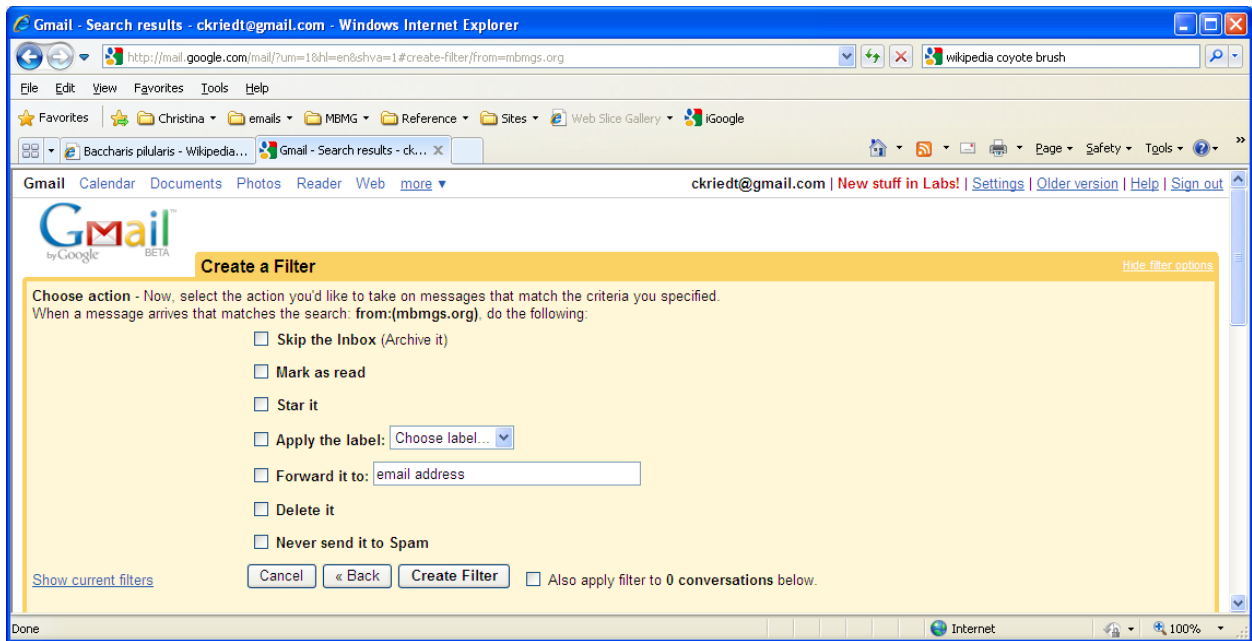


Click on the **Filters** tab

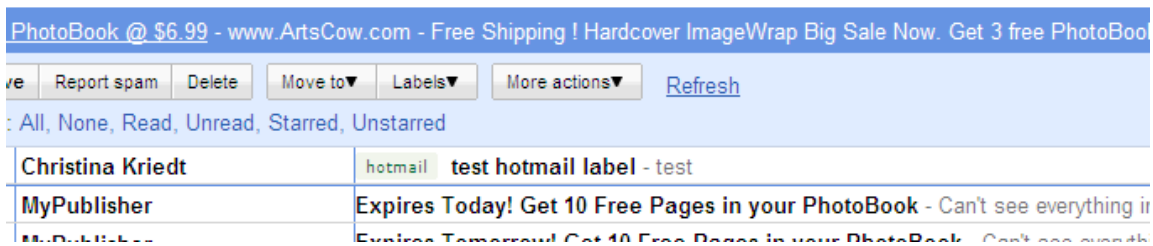
Then click **Create a new filter**



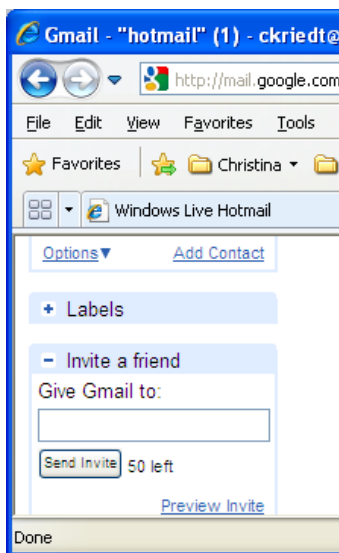
In the **From:** box enter **mbmgs.org**; then click the **Next Step** button at the bottom of the yellow box.



Check Apply the label: in the drop down menu next to it choose New Label; in the box that appears type a name for your label (i.e. mbmg). When emails come in to your mailbox from mbmgs.org they'll be identified in your inbox:



(I set up a label in my gmail for 'hotmail' and sent myself an email from my hotmail account. It appears in my inbox clearly labeled 'hotmail'.)



In the left column, scroll down until you see **Labels** with the plus + sign next to it. Click the plus sign and choose the label you created for mbmgs.

Your emails will be listed there – it's like a folder in other email programs.

Questions – call Christina 247-1381 or email christinakriedt@hotmail.com

