C101-07 - Filtering Magnet List Emails

Magnet email lists are used to distribute important human safety information

If you are part of a CMRR project that uses an instrument, you will be automatically subscribed to one or more of the magnet email lists.
These lists are used to distribute important human safety information from time to time.

You may not need to see all the schedule changes

The lists are also used to send emails about schedule changes.
To filter these in Gmail is relatively easy. You can use this trick on many different emails.

First click on the email to show it. Then choose More… Filter messages like these.

```
from:(cmrr.magnet.schedule@gmail.com)

Filter                                                      ✕
From
cmrr.magnet.schedule@gmail.com

To


Subject


Has the words


Doesn't have


☐ Has attachment
☐ Don't include chats
Size   greater than ⬍              MB ⬍

🔍                          Create filter with this search »
```

This is where it chooses the emails to filter. Notice that all of them are from
cmrr-magnet-schedule@gmail.com.

Click on Create filter with this search.

Click on Skip the Inbox (Archive it) and Also apply filter to matching conversations.
Then click on Create filter.

Now all the schedule change emails will skip your Inbox, but you will still get the important safety information.

With this trick you can manage a lot of your email traffic easily.

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Revision History

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