

**University of Minnesota  
Center for Magnetic Resonance Research  
Standard Operating Procedure**

## 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

To

Subject

Has the words

Doesn't have

Has attachment

Don't include chats

Size

[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](mailto:cmrr-magnet-schedule@gmail.com).

Click on Create filter with this search.

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

[« back to search options](#) x

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label... ▾
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category... ▾

Create filter  Also apply filter to matching conversations.

[Learn more](#)

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**

SOP Number / Version:	C101-07 / 1.0
Approval Date:	11/22/2016
Implementation Date:	11/22/2016
Author/Owner:	Brian Hanna / John Strupp

Version Number	Approval Date	Change from Previous Version
1.0	11-22-2016	

Approval Signatures	Date
Author/Owner:	
Regulatory Compliance Coordinator:	
Center Director:	