

Google Chrome

Launch Lehigh's gmail through Google Chrome (<http://mail.google.com>)

In the search box at the top, click the Down arrow

In the From field, enter @wellsfargo.com

In the To field, enter <your email address> (ex: bkb204@lehigh.edu)

Click Create filter with this search

Click OK to "Confirm creating filter – Filter searches containing "label:", "in:", "is:", date range (e.g. "before:" or "after;") or stars criteris (e.g. "has:yellow star") are not recommended as they will never match incoming mail. Do you still wish to continue to the next step?

Check Apply the label

Click the drop down menu arrows beside apply a label

If you don't already have a label/folder labeled Wells Fargo, click New Label

Enter the label/folder name in "Please enter a new label name:"

Click Create

If you already have a label/folder created, then select Choose Label from the drop down menu

Select the label/folder name from the list

Click Create Filter

Mozilla Thunderbird

Thunderbird is no longer supported by LTS. If still using this software, please refer to the following to create your email filters: <https://support.mozilla.org/en-US/kb/organize-your-messages-using-filters>