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[20 Ways to Use Gmail Filters](#)

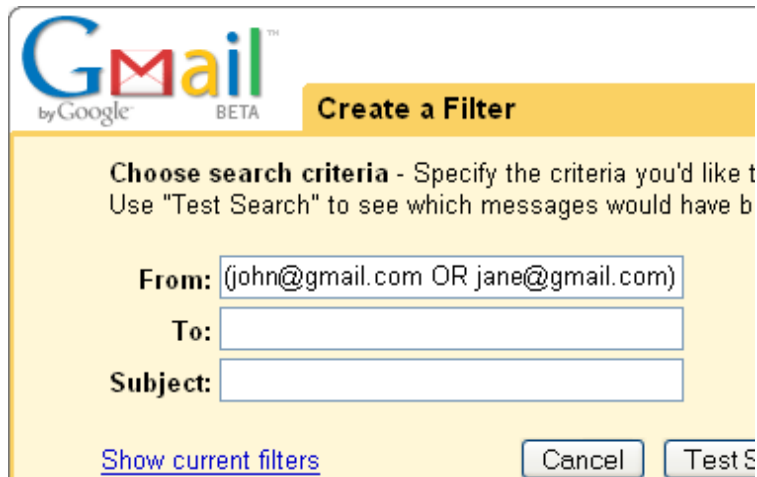
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by Google **BETA** **Create a Filter**

Choose search criteria - Specify the criteria you'd like to use. Use "Test Search" to see which messages would have been filtered.

From: (john@gmail.com OR jane@gmail.com)

To:

Subject:

[Show current filters](#)

One of the coolest things about Gmail is its filters — set up properly, filters can add loads of functionality to your already-powerful Gmail account. Save time and space, rid your inbox of unwanted emails, and turn your Gmail into a multi-functional tool with simple filters.

There are some limitations to Gmail's filters that I'd like to see improved in the future, including:

- the inability to mark a post as read

- the inability to create live "smart folders"

- difficulty in adding a large number of email addresses to a filter

But all in all, the filter function is very cool. Here are some ideas for how to use it:

Killfile. If people send me too much junk mail (jokes, chain mail, etc.), they get added to my killfile. It's a simple filter that looks at the "from" field and deletes the message if it's one of the addresses I've added to the filter. Every now and then I'll decide to add someone to my killfile, and I'll just open up the filter and add their address.

Booleans. The filter works much like Gmail's search function, in that you can add search terms such as AND or OR or NOT. So I can look for addresses that are from a number of people (using OR), or emails that must include all of the words on a list (using AND). Use search operator symbols to make it even easier: "|" for OR, space for AND, "-" for NOT, and parentheses to group different terms in your search string.

Other search terms. Beyond the common terms above, your filters can use other terms such as "from:", "to:", "has:", "is:", "filename:", and "label:", among others. Using these terms, you can make your filters even more powerful.

Send reminders to someone. One of the things I wish Google would add to Gmail is the ability to send a delayed email. This would allow me to send reminders to someone at regular times. Instead, I sign up for a reminder email service to send reminders (meant for other people) to my gmail address, and then set up filters to forward the reminders to various people depending on the subject or content of the email. It's not perfect, but it allows me to send reminders to different people on a regular basis.

Calendar and log. I set up Google Calendar to send me reminders of events. You can set up a label ("events") so that your calendar reminders go straight to the label, star the message, and skip the inbox. Now not only are your events in one place, instead of scattered through your inbox, you can unstar the message when you complete the task or event, and now you also have a log of all the things you've done.

To-dos. This is a commonly used function, but you can email yourself tasks that you need to do, and then set up a filter that has your email address in both the "to" and "from" boxes, that applies the label "to-do" to the message. This will allow you to view all your to-dos in one filter. Or, if you're a GTD fan, you could set up

to-dos for each context (@work, @home, @errands, @phone, etc.), by creating different labels for each, and then setting up filters for different email addresses. Email yourself at yourname+work (you don't need the @gmail.com part), and set up the filter to label that address "@work", and so on for each context. Follow up. Even if you're not a GTD fan, having a follow-up label is a must. Simply set up a filter with an email address such as "yourname+follow" and put it in the "has the words" filter field, and have this filter label it "@follow" and skip the inbox. Now when you send out an email that needs to be followed up on, put yourname+follow in the "bcc" field, and it'll go into your "@follow" label. Be sure to check this label once a day so you can follow up on your emails. Send spam to trash. Instead of having Gmail-filtered spam go into your Spam folder (and have the annoying count of unread spam by the folder's name), set up a filter with "is:spam" in the "has the words" field (just click "OK" on Gmail's warning dialog box when you click next step) and "Delete it" as the action. Now all spam messages will go in your trash.

Archived bookmarks. If you use delicio.us and other bookmarking services, you can archive them all in a Gmail label ("bookmarks"). Get the feed urls for each of your bookmarking services, enter them in a forwarding service such as rssfwd.com, and then set up a filter to label them all "bookmarks". Now all your bookmarks are in one place, with Gmail's great search.

Attachments. If you're like me, you like to go through your old emails and delete a bunch of them at a time. I do common searches during the cleanup process, such as "has:attachment", so that I can look through all my bigger emails and delete them. Make this process quicker by making a label and filter for this search, and for any of your common searches, for that matter.

Media. If you get a lot of media sent to you, such as music files, videos and photos, set up filters ("filename:wmv | filename:mov" for videos, "filename:mp3" for [music](#), filename:jpg | filename:gif" for photos, or "filename:pdf | filename:doc" for documents). Now you can quickly find any media.

Backups. Create a second Gmail account for storage, and create a filter to automatically forward any emails with attachments ("has:attachments") to this second address. Now you can delete your old emails without guilt or worry.

Newsgroups or feeds. You can set up filters for your newsgroups, so they don't clog up your inbox. Or forward your favorite feeds to your Gmail, and automatically label and archive them for later reading. Now you can not only access them from anywhere, but you can search them too.

Bloggers. If you run a blog, you can have all your blog's comments and pingbacks automatically archived and labeled ("blog"), so your inbox doesn't get filled up fast. Also have your blog stat reports mailed to you and shunted to this label, so you can get a quick look at your blog's success at a glance.

Delete old sent emails. There's no reason, in most cases, to keep your really old sent emails. Delete them. Create a filter with "before:2006/06/01 label:sent" with "Delete it" as the action (you'll need to click "OK" to Gmail's warning dialog). Every month or so, update the date of this filter.

No delete. Some emails you don't want to delete — those precious ones from your kids, for example, or maybe ones from your boss. Set up a label ("nodelete") and a filter that puts the nodelete label on emails from (or to) the addresses you want. Now, some of the above filters, add the string "-nodelete" so that it doesn't show these emails. Now you can delete your old sent emails, or your attachment emails, for example, without worry that your kids' or boss' emails will be trashed along with the rest of the riffraff.

Flickr. Forward your Flickr account's feed to your Gmail, with a filter to automatically label it, and now your photos are searchable through Gmail. You can also set up filters to send notices that certain tags in your Flickr account has new photos to certain relatives.

Notes. Email yourself notes on web research, on meetings, on books you're reading, on classes you're taking. Set up a filter to archive and label them (if you send notes to yourname+notes, for example). Now they're searchable and archived and accessible from anywhere.

Twitter. Use your [mobile phone](#) to send text messages or IM messages to Twitter, with a keyword at the beginning of each Twitter message (NOTE, TODO, BLOG, FOLLOW, etc.). Forward your Twitter account's feed to your Gmail, and set up filters for each type of keyword ("note twitter" will be labeled "note" for example). Now you can use your mobile device to send notes, to-dos, follow-up reminders and more to your Gmail through Twitter.

Wildcard. Use the wildcard character (*) for companies that use multiple types of address from the same domain. One great use I've seen is to use the wildcard

character for vendors such as Amazon or eBay to make it easier to track online purchases. Create a label (“online shopping”) and a filter with such email addresses as “*@amazon.com|*@ebay.com|*@paypal.com|*@barnesandnoble.com”.

Ads by Google

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Leo is a professional writer and blogs about goals, habits, productivity, GTD, simplifying and more at <http://zenhabits.net>

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Justin 3 months ago

Hi, I really like your Follow up paragraph but I am not sure I understand it! Can you please help me out with understanding the "youname+follow" portion. This could be a very usefull tool for me!

2 people liked this. [Like](#) [Reply](#)**Darthtanner** 5 months ago

The wildcard doesn't actually work. It just tosses the * and searches for @whatever.com. If you try *somenam@somedomain.com it will only get somenam@somedomain.com not prefixsomenam@somedomain.com

2 people liked this. [Like](#) [Reply](#)**Gina Stringfellow** 3 months ago

i dont understand i created filters thinking it will help me save all my important labels and when i start the filters i see all of them in the file then when i go back to see them they are all gone. i guess i am confused as to what they are doing please help me these are important files i dont want to lose what do i do . i thought i was put a file of all that i love in one file with the filter when i triied to delete i lost them . i want these one saved in a file was what i was doing what do i need to do . to do it right

1 person liked this. [Like](#) [Reply](#)**Victory** 4 years ago

Awesome tips but I also wanted to know if you could use filters to automatically delete emails after a certain age. For instance I'm a subscriber to a couple online newsletters so I've already got those sorted out to their own 'folder' labels, but I wanted to be able to automatically delete these emails when they reach say 3 months old.

Any ideas on how to do that?

6 people liked this. [Like](#) [Reply](#)**Dona** 4 years ago

and how to make a condition that the filter should run for anybody in this group, I mean if you create a group (to make it easy to sent email, it should also be helpful for geting email). so i want to create a filter that it should run if in field from is anybody from where friends is this group

from: in

??? doesn't work any other ideas...??

2 people liked this. [Like](#) [Reply](#)**Vimax Pills** 1 month ago

This post is great! This filter may be used by all users GMAIL to avoid spam is not important .. thanks for share this post

Like

Reply



Jamie Wallace 1 month ago

Gina Stringfellow

The emails are not moved into the labels, they are simply flagged. My other half did the same thing, all her emails started disappearing. So if you have labels set up and view the 'All Mail' tab or 'inbox' tab, your flagged emails will exist there also. If you delete mail from All Mail or the inbox, your email in the labels will delete also.

You shouldnt ever need to delete email, thats the beauty of gmail, you get tons of storage. Rather you should be hiding unwanted email from your default views. This was the reason priority inbox was created.

Like

Reply



Scrubly 2 months ago

Great tips for Gmail, will try out

Like

Reply

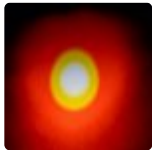


jersey 2 months ago

About a year 1/2 ago, one day my emails went from goin' into my 'inbox' to goin' into 'trash'. Ever since, i've been goin' to 'trash' to get what should be goin' into my 'inbox'. I must have inadvertently clinked on some filter saying to do-so.

I have a ton of filters ... A TON. I was at the Apple Store the other day. The Genius Bar told me to delete what I didn't need that was being filtered. I thought, heck, do I need any of these filters? So I started deleting the filters. THEN, I thought, MAYBE it's these filters THAT KEEP c r a p out of my 'inbox' (which now is my 'trash'). The Genius Bar said that's what could have screw'd up my 'in box' to 'trash'. Say it is so ... or say it isn't so. Buggin' me. And, I for one feel trashed! Thanks, from Chicago :))

ATTACHED FILES



Like

Reply



Pete Morris 2 months ago

I didn't even realise that Gmail could do this. Shows I ought to explore a lot more, as at present I just have one massive inbox. Definitely a good argument for using Google's own web client (I'm currently

using Outlook, which isn't the best in my opinion). Thanks

Like

Reply



Zionsdancer 3 months ago

i dont understand i created filters thinking it will help me save all my important labels and when i start the filters i see all of them in the file then when i go back to see them they are all gone. i guess i am confused as to what they are doing please help me these are important files i dont want to lose what do i do . i thought i was put a file of all that i love in one file with the filter when i triied to delete i lost them . i want these one saved in a file was what i was doing what do i need to do . to do it right

Like

Reply



John Tchoe 4 months ago

"the inability to create live "smart folders""

You can fake a smart folder by running a search in GMail, then bookmarking the search URL in your browser. Keep it in a folder in your Bookmarks Bar, and click it any time you want to see live results!

Like

Reply



Snn772 6 months ago

hi gyzzz

can anybody tell...how can stop unwanted mail to my inbox. Is it possible to filter mail from inbox and send it in a label directly. I mean, i don't want to check these unwanted mail and want to store these mail in label.

Like

Reply



kkkk 7 months ago

Thanks for the post. For scheduling emails, try 'boomerang'. It is great!

Like

Reply



jackbarry99 7 months ago

I guess I am unique, in that my inbox gets flooded with too many emails... Why no filter that automatically deletes emails in the Inbox more than X days.

...

...

[Like](#) [Reply](#)**Pankaj Sharma** 10 months ago

Awesome post. I was aware of filters but you have given me much more understanding. After reading this article i will be able to use Filters in much better way.

[Like](#) [Reply](#)**Ge** 11 months ago

I prefer Gmail because it has better spam filter.

[Like](#) [Reply](#)**Tony Electric Shaver Cigo** 1 year ago

Gmail is my favourite email provider to date. Hotmail et al do not compare to it. So simple and yet it has so many features.

[Like](#) [Reply](#)**Dan** 1 year ago

Gmail is sure full of features.

[Like](#) [Reply](#)**vimaxs** 1 year ago

good sharing very help

[Like](#) [Reply](#)**Laptops Drivers** 1 year ago

great post very helpul. keep posting. :)

[Like](#) [Reply](#)

[Like](#) [Reply](#)**habeeb perwad** 1 year ago

very Useful tips.

Now GMail extended the search criteria. We can setup search criteria based on attachment.

[Like](#) [Reply](#)**Sven** 1 year ago

Thank you for sharing. Great post.

[Like](#) [Reply](#)**Jelqing** 1 year ago

Hmm...my first comment got eaten. Anyways, nice share about the filters in gmail. They are very useful to keep out the spam.

[Like](#) [Reply](#)**vimax** 1 year ago

thanks for sharing i new that

[Like](#) [Reply](#)**Shawn** 1 year ago

Most of my stupid chain emails come from family members...maybe i shuld just block them! lol

[Like](#) [Reply](#)**viamax** 1 year ago

great post very helpul

[Like](#) [Reply](#)

[Like](#) [Reply](#)**Helen Dangote** 1 year ago

Thanks for this nice tip. I was looking for info on how to effectively use Filter and google led me to this awesome piece.

[Like](#) [Reply](#)**Abhishek Rauniyar** 1 year ago

Awesome! keep up the great man. I was trying to create a filter for my FAMILY and FRIENDS.
THE POST HELPED A LOT!

[Like](#) [Reply](#)**steve** 1 year ago

Are you kidding me?
why would you delete emails?
This makes no sense at all:
make a backup email account to forward all emails with attachments to. Then delete those emails from your main account.
1. That's not a backup, that's moving files around.
2. Why delete them in the first place? You, especially if you're keeping them already in the other account
2a. Having things in multiple accounts is frustrating. You don't know which account had the attachment and which one you deleted it from.

[Like](#) [Reply](#)**Raja** 2 years ago

Is it possible to setup a filter to forward all sent items to another email account?

[Like](#) [Reply](#)**Ian** 2 years ago

Yes, the +follow tip doesn't work, unfortunately. Too bad!

[Like](#) [Reply](#)

[Like](#) [Reply](#)**rxvig** 2 years ago

nice information is really useful

[Like](#) [Reply](#)**xgravity23** 2 years ago

[SendOnCue.com](#) is currently offering beta service for scheduling emails. I have been using it for about a month now, and it is far from perfect (interface, performance-wise) but it lets you "set it and forget it" with emails. I am LOVIN it, especially since Gmail probably won't ever offer this natively.

[Like](#) [Reply](#)**L. Mohan Arun** 2 years ago

And there is still no calendar where if you click on any day only mails sent and received on that day will appear?

[Like](#) [Reply](#)**Muneer** 2 years ago

I want a copy of every mail sent by me to be fwded to another mail say abc@xyz.com with out mentioning abc@xyz.com in To or cc box. is it possible to create a filter or something like this for above.

[Like](#) [Reply](#)**madprog** 2 years ago

Would someone know how to select the mail sent only to a particular address ?

Something like to:who@where.com, but if the mail was sent to who@where.com and other@where.com, then the mail is not selected by the filter.

[Like](#) [Reply](#)**stephanie** 2 years ago

The following is how I do a search with no attachment:

The following is how I do a search with no attachment.

```
subject:searchwords -{has:attachment}
```

You can use any other search parameters (eg. from, etc), however the key is the -{has:attachment}

[Like](#)[Reply](#)

anyone 3 years ago

anyone works with the "backup" section? I had create a filter with Has Attachment ticked, and take forward action to another yahoo email account, but it not work with all sent out mail with attachment. help!

[Like](#)[Reply](#)

Keith Maven 3 years ago

thanks for all these gmail tips, will help me be more efficient.

[FatLoss4Idiots](#)

Keith Maven
FatLoss4Idiots Editor

[Like](#)[Reply](#)

metta.ramesh 3 years ago

how one deleted my sent attachment from my gmail sent attachments

[Like](#)[Reply](#)

Jones 3 years ago

I hate those chain mails! Thanks a lot for the tip.

[Like](#)[Reply](#)



David Baker 3 years ago

"Forward your Flickr account's feed to your Gmail, with a filter to automatically label it, and now your photos are searchable through Gmail." - Wow! Loved it.

Like

Reply



Jason Simpson 3 years ago

thanks for bringing this up.. gmail has a lot of feature that makes life easier.. we just need to hit the right button..

Like

Reply



BillyB 3 years ago

I hate those chain mails! Thanks a lot for the tip.

Like

Reply



BillyB 3 years ago

I hate those chan mails! Thanks a lot for the tip.

Like

Reply



Lyse 3 years ago

Great article, thanks a lot

Like

Reply



Tony 3 years ago

Good tips

Like

Reply



**josh** 3 years ago

Thanks for these ideas on using gmail filters.

Cheers

Like

Reply

**P.L.Julius** 3 years ago

One thing, how can you filter only by the content of the message? saying: i get an email at xxxx@pjulius.com and I wan to make a filter that if in the email my name is written "Julius" it should be labeled as Important, the problem is that if I put the filter into "Has the words:" it will match the email address too so every email that is send tp pjulius.com will be marked as important even if there is nowhere mentioned my name in the email. And please note, I can't add a filter to negate the email to for julius cos I have many emails and only a few of the are sent to the pjulius domain.

So bottom line, is it possible to filter only by the content of the email not the whole source of it?

Thanks!!!

Like

Reply

**Jack** 4 years ago

nice list, Leo :)

Like

Reply

**Bobby** 4 years ago

Could someone tell me how to use the "label:" search in a filter. When I try this, gmail says that such a filter will never match incoming email.

Like

Reply

**Adamo** 4 years ago

Q: what is the purpose of the bookmarks (del.icio.us) one? Unless one can archive them to them be imported or uploaded to another account or service then I'm not seeing the point.

Enlighten me to why one needs a bookmarks filter.

Like

Reply



Not Nurse Ratched 4 years ago

Is there a way to set up filters for e-mails that do NOT have attachments?

[Like](#) [Reply](#)



vikram 4 years ago

i can't understand -nodelete if i delete any file it will be deleted under all the labels. how can i get it back?

How to safely guard my important mails.

you can mail me..
gsv.vikram@gmail.com

[Like](#) [Reply](#)



Walt 4 years ago

Thanks Jesse for your explanation about "Archived bookmarks." That worked perfectly.

Question: I have a few thousand old bookmarks in del.icio.us. Is there any way to get those into Gmail also?

[Like](#) [Reply](#)



Jesse 4 years ago

Re: Walt - "Your "Archived bookmarks" tips sounds great for my del.icio.us bookmarks...but I'm not sure how to make it work. Can you explain it in more detail?"

Simply go to your bookmark aggregator (del.icio.us, etc), login and find the link for the RSS feed of your bookmarks - it's usually an orange RSS icon. Right click on that and press "Copy Link Location". Then go to www.rssfwd.com, paste in that link in the URL box, and then enter your email address. All new bookmarks that you add to your del.icio.us account will then be automatically forwarded to your Gmail inbox.

Then in Gmail, create a new filter with the "From" category = rssfwd@rssfwd.com, and the "Subject" field = the subject of the rssfwd emails. For del.icio.us forwards, the subject line should always read "del.icio.us/yourusername". So put that line in the "Subject" field in the filter, so that you can set up other filters from rssfwd@rssfwd.com with their own distinct subject filters if you like.

For example, you could have two filters set up from rssfwd@rssfwd.com: One with the subject "Photos from yourusername", that is a feed of all your Flickr photos, and the other with the subject

"[del.icio.us/yourusername](#)", for your latest bookmarks.

Like

Reply



Steve 4 years ago

Does anyone have a solution?

"How do you delete only your original message and not your friend's reply, since Gmail aggregates all the messages into a conversation"

Like

Reply



Walt 4 years ago

Your "Archived bookmarks" tip sounds great for my [del.icio.us](#) bookmarks...but I'm not sure how to make it work. Can you explain it in more detail?

Thanks!

Like

Reply



Walt 4 years ago

Your "Archived bookmarks" tips sounds great for my [del.icio.us](#) bookmarks...but I'm not sure how to make it work. Can you explain it in more detail?

Thanks!

Like

Reply



Denny 4 years ago

JT: you're right, I forgot about that... :)

BUT, just in case you want to forward your mails to multiple accounts... you have to use filters :)

Like

Reply



Lackey 4 years ago

hhahaa

Like

Reply

**Mister EDgAr h** 4 years ago

"difficulty in adding a large number of email addresses to a filter"

You're kidding right?? Add "OR" in between 2 emails.. What's so hard in this?? 'You simple or something?

Like

Reply

**KStone** 4 years ago

So useful. Thx! This is not related to filters, but do you know if there is a way to add a contact to a group right from the "compose email" area?

Here's the scenario, I have a new contact. I want to add them to contacts and send them an email in one swoop. Is this possible?

thx

Like

Reply

**JT** 4 years ago

Great tip about setting up a second account for backing up email.

Denny:

Instead of using the filter to forward all emails; GMail has a forward email function under settings.

Like

Reply

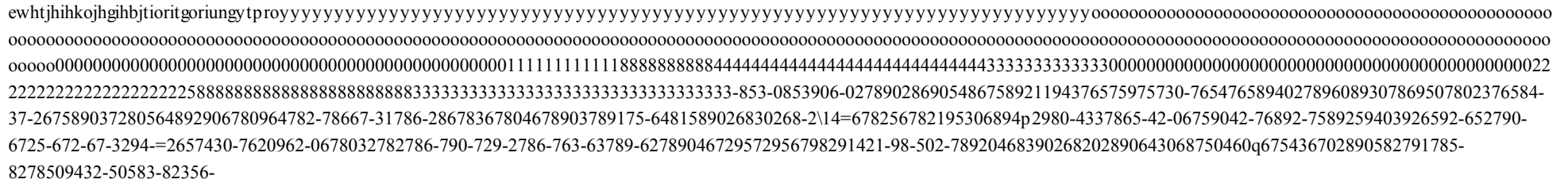
**John** 4 years ago

These are some great tips. I already set up the bookmark filter with delicious and rssforward. Is there a way to get all of old bookmarks through this? It only adds sites that I've tagged recently, and I'd like to be able to have all my bookmarks.

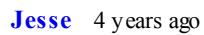
Like

Reply

**robert einhimenah** 4 years ago



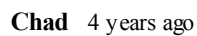
Reply



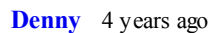
If you add a + to your email name, Gmail basically ignores everything after the + but before the @. So an incoming email to `yourname+yourlabel@gmail.com` will simply go to the inbox of `yourname@gmail.com`

So, as suggested above, I set up a myname+notes@gmail.com filter. Now I can just send myself an email to myname+notes@gmail.com, and it automatically skips my inbox and puts it in a Notes label I created.

Reply



Reply



Another quick tip concerning email backups: if you like to backup all your email, that is forwarding all your email to a second gmail account, simply create a filter where the filed "hasn't the words" contains some obscure string, like "some-obscure-string-that-is-very-unlikely-to-happen". Now every email which does not contain that string - should be 100% of the incoming email - will be matched by the filter.

Reply

**Brant** 4 years ago

Hi when I try and add an email address in the format myname+followup I get an error stating that I should have at lease one @ sign in it.

Like

Reply

**Brant** 4 years ago

Hi - When I try and add my email address+followup I get an error box stating "Please make sure email addresses have no spaces and at least one @ sign"

Like

Reply

**Keith** 4 years ago

Normally, I just manually selected those mails that I don't need in GMail and delete them directly.

Like

Reply

**Sypher** 4 years ago

I'd like to be able to create a second spam box.

So emails from only one address are stored for X amount of days and then dumped or deleted.

Like

Reply

**StarCraft 2 Wallpapers** 4 years ago

nice list! good work!

Like

Reply

**Steve** 4 years ago

Re: Delete old sent emails

How do you delete only your original message and not your friend's reply, since Gmail aggregates all the messages into a conversation?

Like Reply



Ed 4 years ago

Great post, very good read.

Like Reply



Niels 4 years ago

Great post again Leo!

Like Reply



Leo Babauta 4 years ago

Hi TM,

1) What I mean is that if your Gmail address is `tm@gmail.com`, for example, when you send an email that you want to follow up on, you put the address `tm+follow` in the bcc field -- Gmail allows you to add things to your email address like this with the + sign and still processes it as if it's your regular address. Then, go and set up a filter with "`tm+follow`" in the "has the words" field, with the action of the filter applying the label "follow" to the email. I hope this is clearer?

2) To forward your flickr feed, get the url of your flickr feed on your flickr page, then enter it into a forwarding service such as rssforward.com, with your email address.

Like Reply



Belinda 6 months ago in reply to Leo Babauta

I have a similar question to David's. When I receive an email where I was bcc-ed, my filter does not work. My filter is very simple: every email address to `myemailaddress@gmail.com` is sent to `myotheremailaddress@other.com`. This seems to work for emails to `myemailaddress@gmail.com` and for emails that are cc-ed to `myemailaddress@gmail.com`, but it does not work for emails bcc-ed to `myemailaddress@other gmail.com`. Please offer me some advice.

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David 1 year ago in reply to Leo Babauta



How to you set up a filter when you receive a bbc: email. I can't get it to work. The email arrives, but the filter will not or does not see the bbc'ed email address I put in. For example if I bbc myself to an alias, say wald+shop@whatever.com, when it arrives in my gmail in box, I then try to create a filter from that bbc'ed received email address of "wald+shop@whatever.com" it doesn't find it, am I doing something wrong? DRC

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**TM** 4 years ago

How do you forward your flickr feed to your email?

Thanks!

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i don't understand the references to email addresses for labels - eg Simply set up a filter with an email address such as "youname+follow"

Can you clarify what you mean? GThanks

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Great list, I absolutely liked the bookmarking filter and will definitely put it to use.

There are many new things which will play around with, thanks for the info.

Keith

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**Travis** 4 years ago


Awesome tips! I especially like the one about setting up an archival gmail account. How come I never thought of that??

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