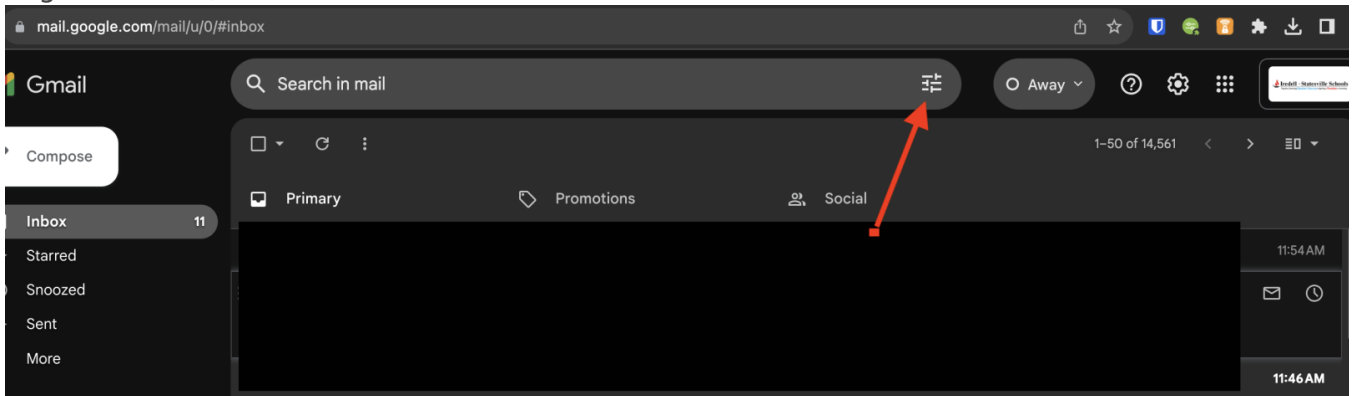# Create A Email Rule for Lightspeed Alerts

1. Login to Gmail, and then click on the icon inside of the search bar.

2. Beside the From box, enter do_not_reply@lightspeedsystems.com and then click **Create Filter**

3. Make sure your check boxes match these in order to create your rule and then click **create filter.**

← When a message is an exact match for your search criteria:

☑ Skip the Inbox (Archive it)

☑ Mark as read   Unless you want to see a number when each one comes through

☐ Star it

☑ Apply the label: Choose label... ▾   I created a label here called "Lightspeed Alerts"

☐ Forward it   Add forwarding address

☐ Delete it

☐ Never send it to Spam

☐ Send template: Choose template... ▾

☐ Always mark it as important

☐ Never mark it as important

☐ Categorize as: Choose category... ▾

☐ Also apply filter to matching conversations. You can check this box if you want to free up some from your inbox that are already there.

❓ Learn more   Create filter

Revision #3
Created 28 September 2023 15:41:29 by Ethan Dancy
Updated 28 September 2023 16:13:52 by Ethan Dancy