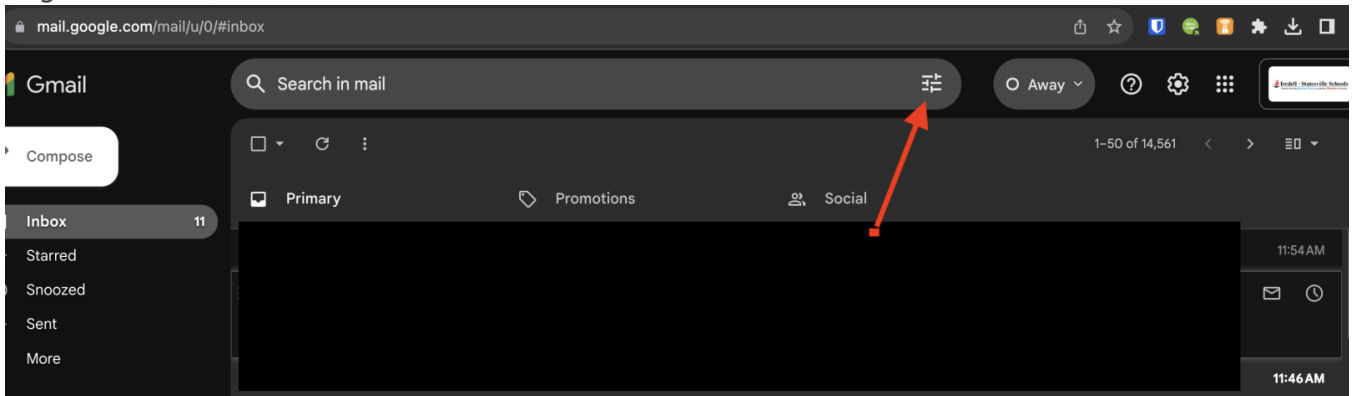


# Create A Email Rule for Lightspeed Alerts

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](mailto:do_not_reply@lightspeedsystems.com) and then click **Create Filter**

Q Search in mail

From do\_not\_reply@lightspeedsystems.com,

To

Subject

Has the words


Doesn't have

Size greater than MB

Date within 1 day

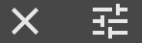
Search All Mail

Has attachment

 Create filter [Search](#)

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

from:(do\_not\_reply@lightspeedsystems.com)



← 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

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