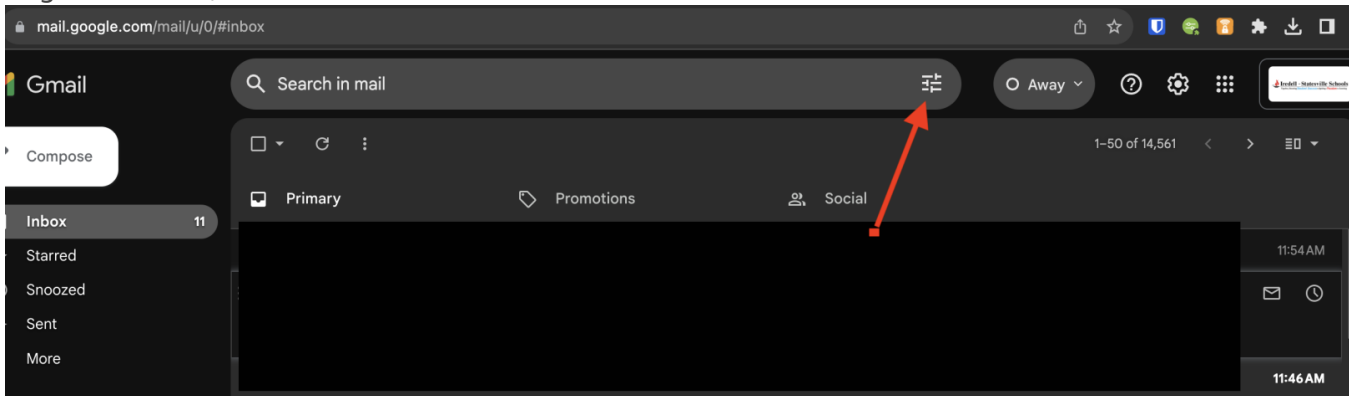


# Create A Email Rule for Lightspeed Alerts

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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