

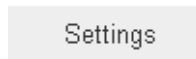
How to set your Student Email to Star emails from ABTech

Filter your inbox to Star ABTech Emails

- a) Click Settings



- b) Click Settings



- c) Click Filters **Filters**

- d) Click Create New Filter

[Create a new filter](#)

- e) Enter @abtech.edu in the From field

Filter
From

- f) Click Create Filter with this search

from: (@abtech.edu)

[« back to search options](#)

When a message arrives that matches this search:

☐ Skip the Inbox (Archive it)

☐ Mark as read

☒ Star it

- g) Check Star it

- h) Click Create filter

The following filters are applied to all incoming mail:



Matches: **from: (@abtech.edu)**
Do this: Star it

- i)

- j) Edit the filter and choose Also apply filter to matching conversations.

Update filter

Cancel

☒ Also apply filter to matching conversations.

Click Update filter

- k) Go back to Inbox and see Starred Emails.