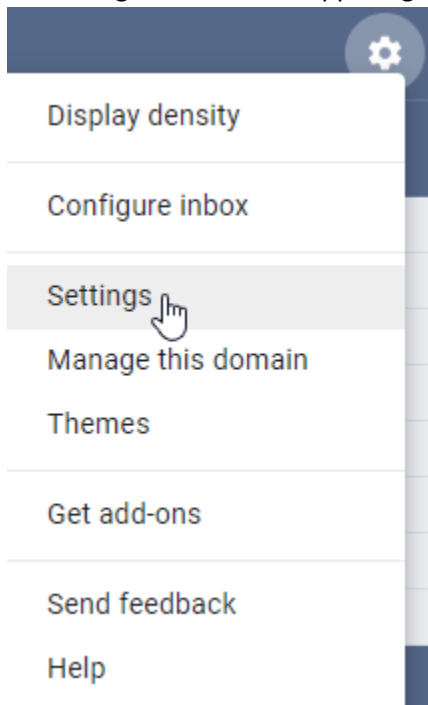


How to place voicemail messages into a separate folder in Gmail

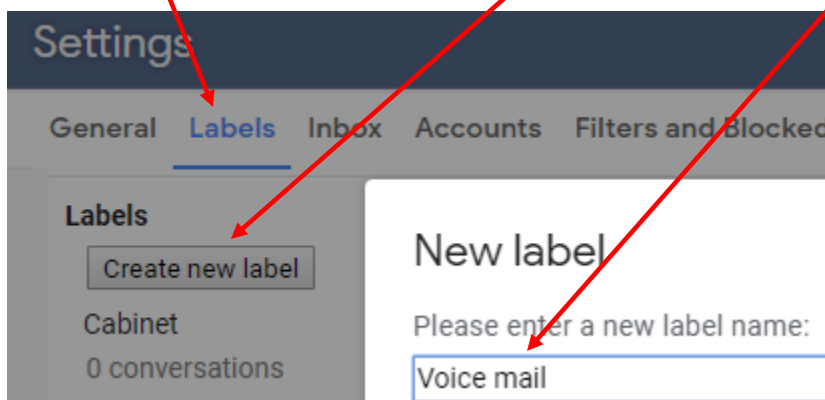
When someone leaves a voicemail message for you a blinking red light will appear on your phone. In addition, you will receive an email message with a sound file attached. You can open and listen to the message via the speakers on your computer or smartphone.

These voicemail to email messages normally appear in your Inbox in Gmail. Below are the directions how to have these message placed in a separate folder and not your Inbox

1. Click the gear icon in the upper right hand corner of the Gmail window and choose Settings

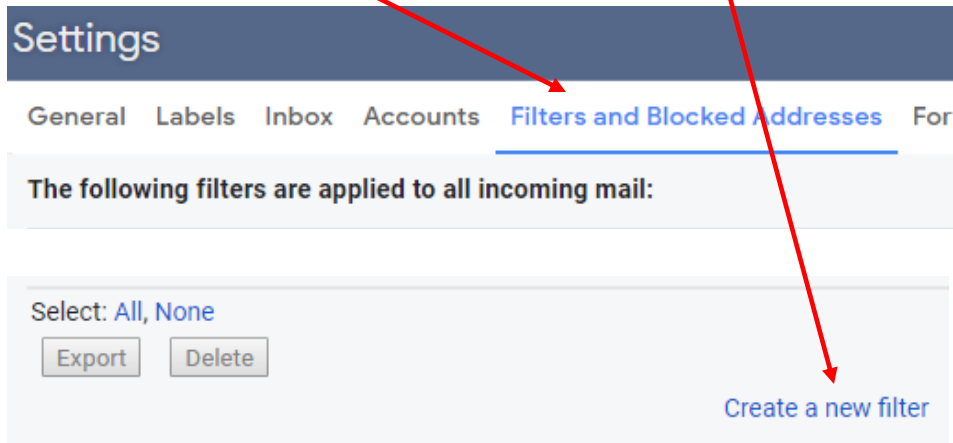


2. Click the Labels tab, then the button "Create new label", and call it Voice mail.

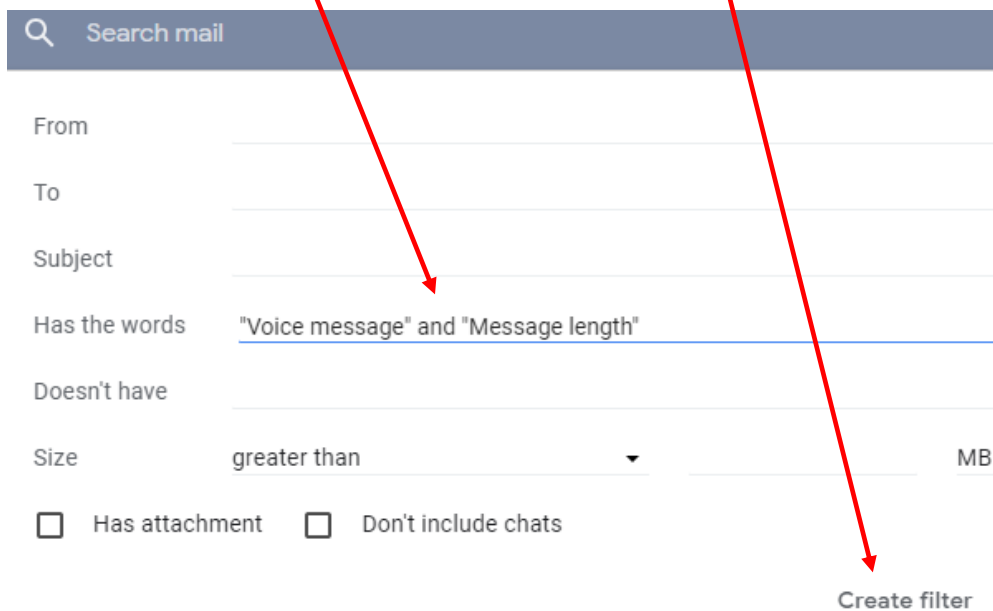


Note – you cannot name the label Voicemail since this is a reserved word in Gmail

3. Click the "Filters and Blocked Addresses" tab, then "Create a new filter"



4. Enter "Voice message" and "Message length" and click Create filter



5. Check "Skip the Inbox"
Check Apply the label and from the drop down choose Voice mail

