5. If you'd like to apply this filter to messages already in Gmail, select the **Also apply filter to x conversations below** checkbox.
6. Click **Create Filter**.

Please note: When you create a filter to forward messages, only new messages will be affected.

To create a filter from within a message:
1. Click the drop-down menu next to **Reply**

From the Compose window:
1. Click **Compose**

- **Canned responses –** allows you to easily insert text that you repeatedly send to multiple recipients with the click of a button. NOTE: Canned responses are saved as Drafts and are stored in your All Mail Label. In order to prevent accidentally deleting canned responses, it is recommended that you create a label called "Canned Responses" and apply the label when you create the canned response.
- **Signature Tweaks –** places your signature directly below the body of your message (rather than at the bottom of the message – useful if message includes a lot of quoted text (previous messages).
- **Title Tweaks –** changes the tab on your browser when new mail has arrived.
- **Undo Send –** allows you to stop the sending of messages for a period of up to 30 seconds after you hit send. NOTE: If you navigate into another function you cannot use this feature.