How to create an OTP filter from SARS to Dooya- GMAIL





## Create the OTP Filter

|                                    | 1.Click on this |
|------------------------------------|-----------------|
|                                    | icon            |
|                                    |                 |
| Q                                  | × #             |
| Has attachment Last 7 days From me |                 |
|                                    | c Jul 18        |
|                                    |                 |
|                                    |                 |

| Q                           |   | ×      |  |  |  |
|-----------------------------|---|--------|--|--|--|
| From                        |   |        | 2. noreply@sars.gov.za                                       |  |  |
| То                          |   |        |  |  |  |
| Subject                     |   |        | 3. SARS Efiling OTP  |  |  |
| Has the words               |   |        |  |  |  |
| Doesn't have                |   |        |  |  |  |
| Size                        | greater than 🔹 MB                                   | •      |  |  |  |
| Date within                 | 1 day 👻   | Ē      |  |  |  |
| Search                      | All Mail  | •      |  |  |  |
| Has attach                  | ment 🔲 Don't include chats                          |        |  |  |  |
|                             | Create filter                                       | Search | 4. Create Filter   |  |  |
|                             |   |        |  |  |  |
|                             |   |        |  |  |  |
|                             |   | ti     | ck the box and   |  |  |
| ← When a mes                | sage is an exact match for your search criteria:    | a      | it@dooya.co.za   |  |  |
| Skip the Inbox (Archive it) |   |        |  |  |  |
| Mark as read                |   |        | opulated   |  |  |
| Star it                     |   |        | amail address is not there                                   |  |  |
| Apply the lab               | Del Choose label                                    | vet n  | lease try refreshing the                                     |  |  |
| Forward it to               | ait@dooya.co.za                                     | page/  | page/closing the browser, and                                |  |  |
| Delete it                   |   | openi  | opening it again as Gmail                                    |  |  |
| Never send i                |   | doesr  | doesn't seem to pick it up                                   |  |  |
| Always mark                 | it as important                                     | auton  | natically sometimes.   |  |  |
| Never mark i                | t as important                                      |        |  |  |  |
| Categorize a                | s: Choose category                                  | If the | If the e-mail still does not<br>appear please send a message |  |  |
| Also apply fil              | ter to <b>3</b> matching conversations.             | appe   |  |  |  |
| Note: old mail will         | nail will not be forwarded on the WhatsApp support. |        |  |  |  |
| 2 Learn more                | Create filter                                       |        |  |  |  |

Might ask you to verify again

## Please double-check this on your filter



## NB: Tick Disable

## Scroll all the way down



Might ask you to verify again