How to Filter Mail into Folders (Labels) in Google Mail

1. Click on the Gear in top right corner of screen
2. Click on Settings from Drop down menu
3. Click on Filters and Blocked Addresses
4. Click on Create a New Filter (in about the middle of your screen)
5. Type in what you want to filter. For example, if you want to filter all mail from a specific person, type his/her email address in the From field. If you want to filter all email with a specific word in the Subject field, type that word in Subject field. If you want to filter all mail containing certain words anywhere in the email, type those words in the Has the Words field. Click on Create Filter with this Search in bottom right of window,
6. A window appears which allows you to select what to do with these filtered emails. For example, if you do not want them to show in the Inbox but go directly to a folder (label), check Skip the Inbox and also check Apply the Label. If the label has already been created, click the arrows next to Choose Label and select the label. If it hasn't already been created, click the arrows next to Choose Label and select New Label. Type the New Label Name. If you have emails already in your inbox which match the Filter criteria, you can click the box next to Also Apply Filter to conversations and then click the Create Filter button.
7. The label will automatically show on the left side of your Gmail. If you don't see it, click More and the rest of the labels will appear.

This is a great way to automatically organize your mail. If students are submitting essays to you, you could instruct them to put a certain keyword into their Subject field based on the assignment and all of them would automatically be filtered into the folder you set up.