

I'm going to do a brief talk about GitHub notifications and how to use Gmail filters to stay sane.

Everything I'm going to show you is things I do. It might work for you too, or something like this might work for you, or it might not.

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At one point or another all our inboxes end up looking like this, or worse.

A lot of unread email.

A lot of notifications.

Not really clear at a glance what we need to look at first, or what is most important.

Some notifications are relating to projects we are intimately involved in.

Some notifications are relating to projects that we care about, are important, and maybe we want to stay in touch with, but we aren't actively involved and we don't want to look at every issue or PR.

**TRANSITION:** What we're going to look at is how to turn an inbox that looks like a pool of random incoming email with no organization...

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**TRANSITION:** What we're going to look at is how to turn an inbox that looks like a pool of random incoming email with no organization...

...into a view that organizes notifications so it is clear which notifications we need to look at today, or soon.

And which notifications we might come to later, or ignore if we're short on time.

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The first thing we can see is we're making use of Gmail's Priority Inbox feature.

Email is being categorised into email that is important, and email that isn't.

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		[GitHub] [stellar/go] Feature Request: Stellar Playground Horizon MVP (#3274) - There have been seve

Some notifications are being labeled with some specific labels:

- RR = Review Requested
- Team = PRs where a team I am in has been requested to review.
- Me = PRs where I personally have been requested to review.

**TRANSITION:** Let's look at how to set this up...



TRANSITION: Let's look at how to set this up...

There are three things we need:

- Inbox Type
- Labels
- Filters

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		considering thi	ment Foundation Mail ar ngs like how you've treat ou, and many other facto	ted similar messag	•	•		

Inbox type is easy. There's a good chance you're already using it.

In your settings on the Inbox tab, choose Priority Inbox.

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Next we need to make that Important emails appear in a section.

**TRANSITION:** Now to set-up labels...

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	Me		show hide
	Team		show hide
		1	

TRANSITION: Now to set-up labels...

We only need a few labels.

One for all GitHub notifications so that we can filter out GitHub notifications when we want to only look at other email.

And a label for reviews requested for ourselves personally, and for team reviews. I like to make them sub-labels, but you don't have to do that.

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You can also give your labels colors to highlight labels that might signal higher priority than other high priority notifications.

Colors configuration is accessible in the main view, by hovering the mouse over the label in the sidebar.

**TRANSITION:** Finally, let's setup the filters...

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	Matches: cc:your_activity@noreply.githu Do this: Skip Inbox, Mark as read, Mark in					edit	delet
~	Matches: (cc:author@noreply.github.com cc:team_mention@noreply.github.com ( cc:security_alert@noreply.github.com) Do this: Mark it as important		-			edit	delet
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**TRANSITION:** Finally, let's setup the filters...

This takes a little more effort.

When GitHub sends you a notification in the carbon-copy (CC) field of the email will be an email address that tells you why you're receiving the notification.

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You can see here on the third filter that it is marking as important any notification that's being sent because:

- We authored the issue/PR, or are assigned to it.
- We were mentioned.
- A team we were in was mentioned.
- Or it's a security alert.

+	Settings Filters		
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	<ul> <li>Matches: cc:your_activity@noreply.github.com</li> <li>Do this: Skip Inbox, Mark as read, Mark it as important</li> </ul>	edit	delet
~	Matches: (cc:author@noreply.github.com OR cc:manual@noreply.github.com OR cc:mention@noreply.github.com OR cc:team_mention@noreply.github.com OR cc:assign@noreply.github.com OR cc:state_change@noreply.github.com OR cc:security_alert@noreply.github.com) Do this: Mark it as important	edit	delet
	<ul> <li>Matches: cc:subscribed@noreply.github.com</li> <li>Do this: Never mark it as important</li> </ul>	edit	delet
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	<ul> <li>Matches: cc:review_requested@noreply.github.com "requested your review on"</li> <li>Do this: Apply label "RR/Me", Mark it as important</li> </ul>	edit	delet
	<ul> <li>Matches: cc:review_requested@noreply.github.com "requested review from"</li> <li>Do this: Apply label "RR/Team", Mark it as important</li> </ul>	edit	delet
	Create a new filter Import filtere		

The fourth filter never marks as important a notification that we're receiving only because we're subscribed to a repo. If I'm subscribed but not otherwise involved in an issue I don't need to prioritize it.

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	Matches: cc:subscribed@noreply.github.com Do this: Never mark it as important	edit	delet				
	Matches: cc:push@noreply.github.com Do this: Skip Inbox, Never mark it as important	edit	delet				
	Matches: cc:review_requested@noreply.github.com "requested your review on" Do this: Apply label "RR/Me", Mark it as important	edit	delet				
	Matches: cc:review_requested@noreply.github.com "requested review from" Do this: Apply label "RR/Team", Mark it as important	edit	delet				
	Create a pow filter - Import filtere						

The fifth filter causes push commits to PRs to skip the inbox, but it doesn't mark them as read. If someone is pushing commits to a PR I'm reviewing I don't need to look at each commit. I wait till the author leaves a comment and that comment will then surface the email thread, and because the pushes were not read, Gmail will automatically open the conversation with the pushes and comment unfurled so I can see everything that happened since I last looked.

+	Settings	Filters						
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	Matches: cc:your_activity@noreply.github.com Do this: Skip Inbox, Mark as read, Mark it as important							
~	Matches: (cc:author@noreply.github.com OR cc:manual@noreply.github.com OR cc:mention@noreply.github.com OR cc:team_mention@noreply.github.com OR cc:assign@noreply.github.com OR cc:state_change@noreply.github.com OR cc:security_alert@noreply.github.com) Do this: Mark it as important							
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	Matches: cc:push@noreply.github.com Do this: Skip Inbox, Never mark it as im					edit	delet	
	Matches: cc:review_requested@noreply.github.com "requested your review on" Do this: Apply label "RR/Me", Mark it as important							
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The final two filters label PRs where a review has been requested. Here we have to also filter on the contents of the email to know if its a personal review or team review.

TRANSITION: I skipped over one filter...

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~		Matches: (cc:author@noreply.github.com OR cc:manual@noreply.github.com OR cc:mention@noreply.github.com OR cc:team_mention@noreply.github.com OR cc:assign@noreply.github.com OR cc:state_change@noreply.github.com OR cc:security_alert@noreply.github.com) Do this: Mark it as important									edit	delet
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TRANSITION: I skipped over one filter...

Which is the filter on your activity.

GitHub has an optional filter where it will send you notifications for everything you do on GitHub.

If you leave a comment, open an issue or PR, etc, you'll get a notification.

If you turn this on it means Gmail conversations will hold a complete view of not only what other people have done but yourself as well, and I find particularly helpful for seeing in Gmail what my participation has been on an issue.

**TRANSITION:** If you want to use this you need to...turn on the feature in GitHub.



TRANSITION: If you want to use this you need to ... turn on the feature in GitHub.

**TRANSITION:** In your notifications settings under the email notification preferences, check the box...to include your own updates.



**TRANSITION:** In your notifications settings under the email notification preferences, check the box...to include your own updates.

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	<ul> <li>Everything else</li> </ul>	
	□☆∑ 13	GitHub Re: [stellar/go] ingest/ledgerbackend: Use context to handle termination and cleanup of c
		GitHub [stellar/go] ingest/ledgerbackend: Use contexts to handle termination and cleanup of capt
	□ ☆ ∑ ■ ■ 35	GitHub [stellar/go] ingest/ledgerbackend: Handle user initiated shutdown during catchup (#3258) -
		GitHub [stellar/stellar-design-system] CircleCl added (#1) - Merged #1 into main.
		GitHub [stellar/go] Feature Request: Stellar Playground Horizon MVP (#3274) - There have been seve

With those settings and config you should end up with an inbox that prioritizes issues you're already engaged with, or that you've been asked to be involved with.

You can customize this a lot, you might want to make all issues for a specific repo important, or all issues opened by people on your team.

I'd love to hear if anyone is doing anything similar.

## More Info

leighmcculloch.com/posts/filtering-github-notifications-in-gmail

I wrote a brief tutorial about this a little while ago, if you want to copy and past the filters, they're listed there.