By now you are getting possibly several emails a day with attendance reports for google meets. Here is an easy way to deal with them if you want to get them out of your inbox, but still save them.

By your inbox, there is a scroll bar. Use this to scroll down to more. Click on more, then scroll further down and click on create new label.

In the box that pops up name your label. Something such as Google Meet Attendance. I didn't nestel it. Click on create. (you will need to know the name later on)

Then click on the gear in the upper right corner. In the box that opens, click on "See all settings"

Click on Filters and blocked addresses.

Click on create a new filter

On the from line type this email address: **meetings-noreply@google.com**

Click on create filter

Click these check boxes: Skip the in box, Mark as read, Apply the label (and pick the label you created above), Also apply filter to _____ matching conversations.

Then click on create filter.

This will automatically put all those google meet attendance reports into a folder instead of cluttering up your in box.