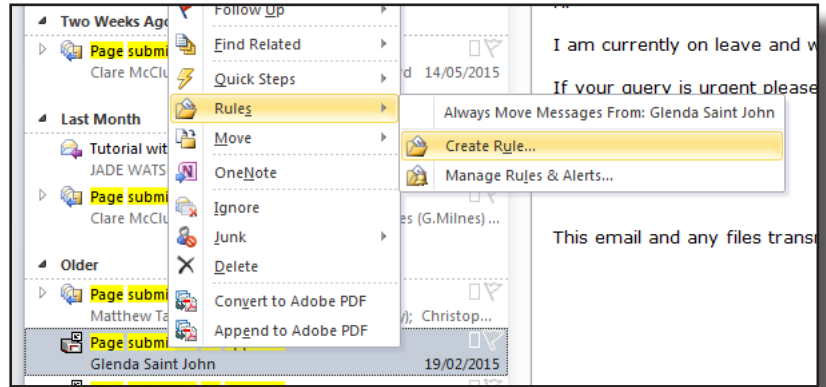


Creating mail rules

Rules can help keep some order in your Inbox. Messages can be filed into a folder, deleted or handled in lots of other ways.

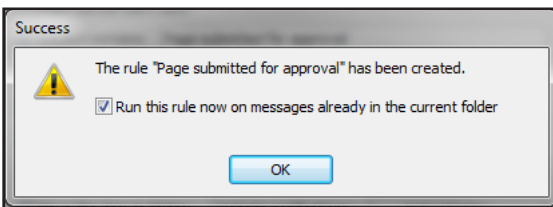
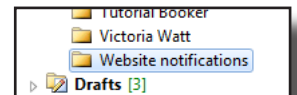
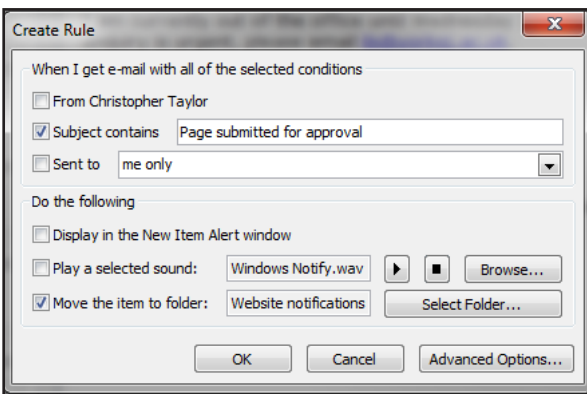
The easiest way to begin is to **right-click** a message that is typical of the ones to create the rule about. On the context menu, select **Rules** and **Create Rules...**



Filing mail to a folder

The simplest option on the Create rule box is to identify the person (from) or the words in the subject and then select Move the item to folder:

To select the destination folder, Click on **Select Folder**. select the folder you wish to use or click on **New** to create a new folder

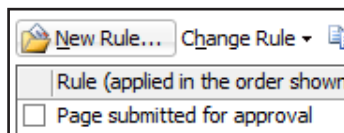
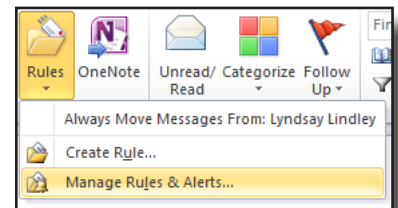


Click OK and then finally decide if you wish the rule to run retrospectively on the current folder.

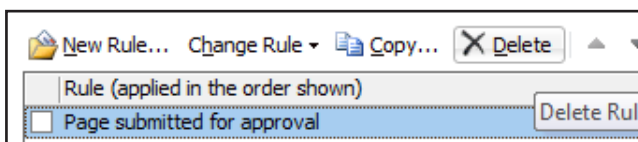
Turning off mail rules

On the **Home** menu, click on **Rules** and **Manage Rules & Alerts**.

To stop a rule from running, **deselect** the tick next to the rule name and click **OK**.



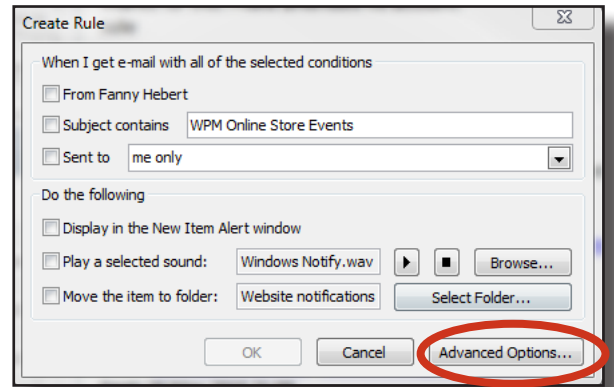
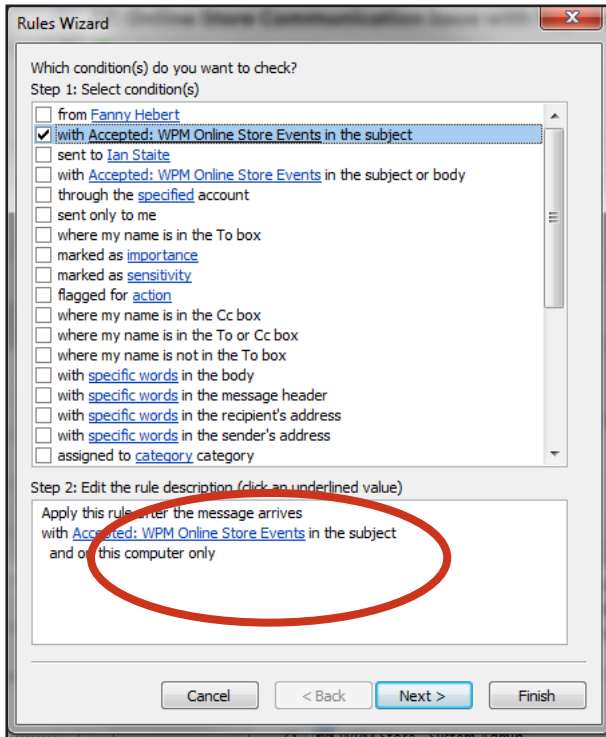
To delete the rule, select the name and then **Delete**



Advanced Mail Rule Options

The advanced options from the Create Rule window offer lots of options to decide:

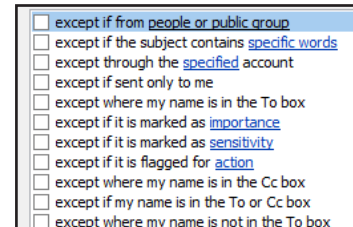
- which emails to act on
- what to do
- any exceptions that should be ignored.



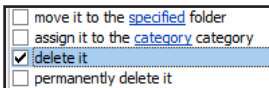
The three screens allow many choices and more than one can be selected on each screen.

Details for each choice are set in the lower box.

The third screen allows exceptions to the rule



Using advanced mail rules to delete mail



On the second Advanced options screen is the option to delete the mail which moves the message to the deleted Items folder. The option below will permanently delete the message.

Editing mail rules

On the **Home** menu, click on **Rules** and **Manage Rules & Alerts**.

Highlight the rule name and click on **Change Rule** and then on **Edit Rule Settings**

