



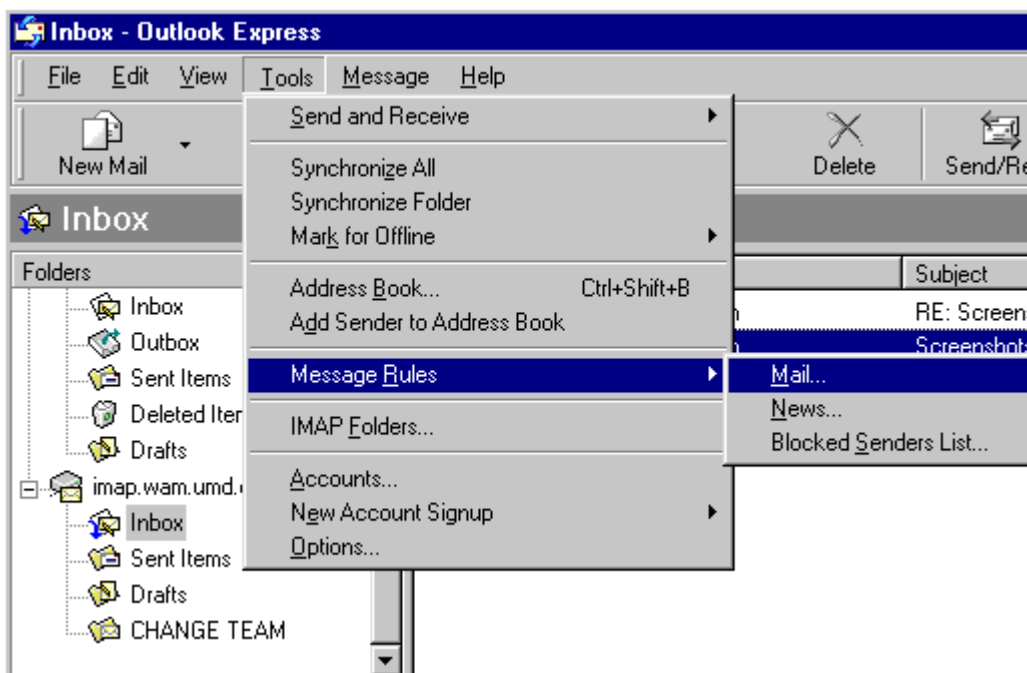
## Using Message Rules in Outlook Express

### Filters (Message Rules)

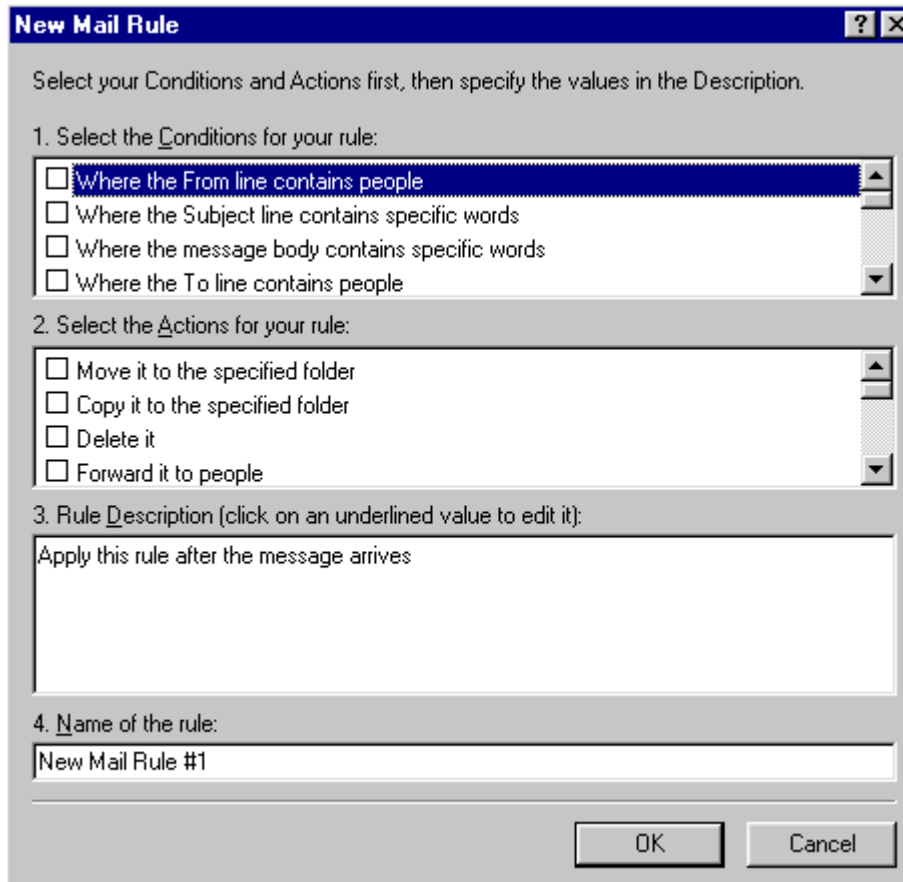
Filters help you organize your mail. If you receive large amounts of messages everyday, instead of crowding your inbox with all the messages, you can have filters set so messages get distributed into different folders. **Outlook Express** filters are called Message Rules and they can only be used when you have your account set up through a **POP** server.

### Setting Filters (Message Rules)

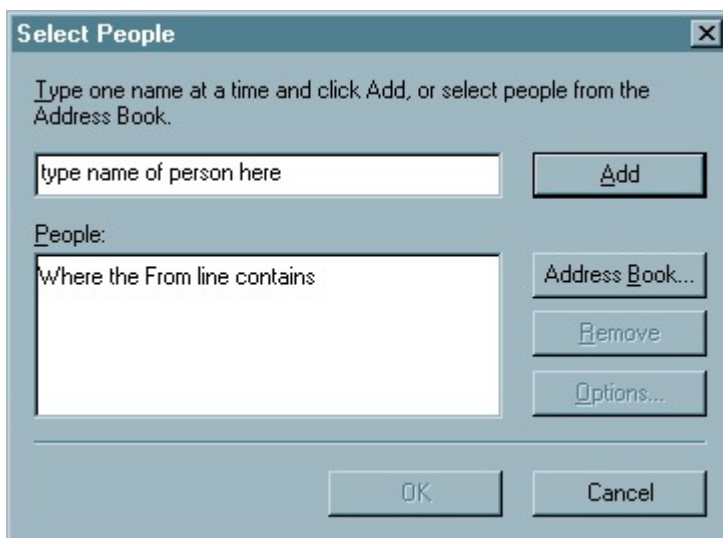
1. Click on the **Tools** menu, select **Message Rules** and **Mail**.



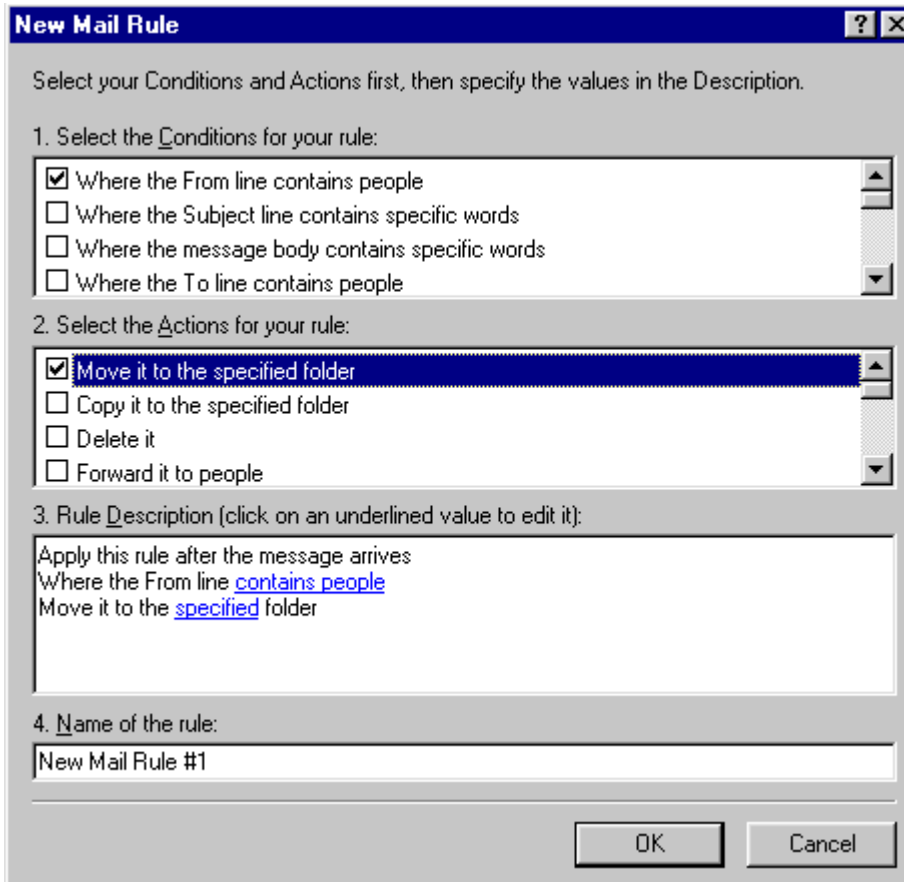
2. The **New Mail Rule** dialog box appears.
3. The box is divided into 4 parts. The first part is to configure what messages are filtered, the second is to configure what to do with the filtered messages, the third is a sub configuration of the first and the third (depending on which is active). The Fourth section is the name of the rule (you can give it any name).
4. In this example the first section, **1. Select the Conditions for your rule** will be set to **Where the From line contains people** because usually mail is filtered with respect to who sends the message.
5. Notice that because you have section one active, section three (**3. Rule Description**) changes so you can configure whose mail will be filtered.



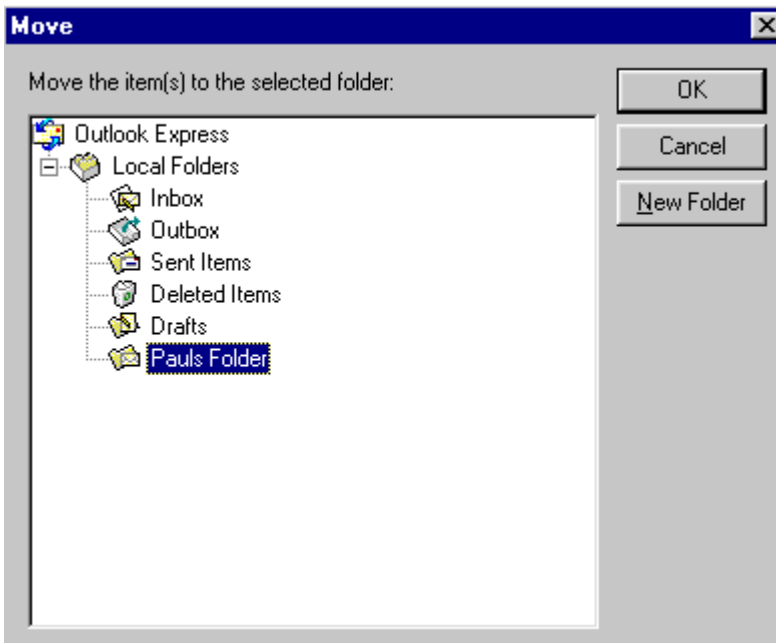
6. Click on the blue underlined text contains people in section 3 of the **New Mail Rule** dialog box.
7. The **Select People** dialog box appears.



8. Type in the name of the person whose mail you would like to filter and click **Add**.
9. Click **OK** when you are finished adding all the names that you want.
10. Now in section two, **2. Select the Actions for your rule:**, specify what you would like to do with the message once it has been filtered. You have several options such as delete and move to a folder. Because the most common action is to move it to a folder **Move it to the Specified folder** is checked.
11. Notice that now section three has a new option; Move it to the specified folder.



12. Click on specified in section three of the **New Mail Rule** dialog box.
13. The **Move** dialog box appears. Select the folder where you would like to move the folder to (it cannot be the Inbox), then click **OK**.



14. In section four, **4. Name of the rule** type in a name (a good name would be one that describes the type of filter that it is).



**New Mail Rule** ? X

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the From line contains people
- Where the Subject line contains specific words
- Where the message body contains specific words
- Where the To line contains people

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives  
Where the From line contains people  
Move it to the specified folder

4. Name of the rule:

Name the rule

OK Cancel

15. Click **OK**.

16. Log out from Outlook Express. the next time you log in the rules will be applied to any **NEW** incoming messages.