

Create a rule that from specified senders

Move emails from specified senders to a folder.

1. Right-click on your account, then select [Create new folder] and name the folder.

	Mail			
Searc	ch Mail and People	P	+ New Y	
Fa	vorites			
^	002	Creat	te new folder	
	Inbox	Rena	me	
	Drafts	Delet		
	Sent Items		Delete	
	Deleted Items	Empt		
	Archive		Add to Favorites	
	Junk Email	Move	2	
	Notes	Mark	Mark all as read	
	RSS Subscriptions		Add shared folder	
	小文多体	Assig	n policy >	
[user001	Perm	issions	

2. Please click on the settings icon, click [Options] . \circ





3. Click on [Mail] to expand \rightarrow [inbox and sweep rule],

then click "+" to create rule.

III Mail	
 Options Shortcuts General Mail Automatic processing Automatic replies Undo send 	■ Save ➤ Discard Inbox rules Choose how email will be handled. Click the "+" icon b
Junk email reporting Mark as read Message options Read receipts Reply settings	On Name

4. Fill in the 【Name】, set conditions, select 【it includes these words】
→ 【in the subject or body】.

You can also use other way, select [it was sent or received]

 \rightarrow [received form…].

lew inbox rule				
lame				
Move messages from user001				
Vhen the message arrives, and it matches all of these conditions It includes these words in the sender's address				
Select one				
It was sent or received >				
It includes these words	in the subject			
My name is	in the subject or body			
It's marked with	\checkmark in the sender's address			
lt's >	in the body			
Its size is within the specified range	in the recipient's address			
It's received within a specific date span	in the message header			
[Apply to all messages]				



5. Fill in the specify words or phrases, click "+" to add, then click (OK).

user001@n	i.edu.tw	+	
	Specify words or phrases		
	user001@ntu.edu.tw		+

6. Select action, then choose [Move, copy, or delete] \rightarrow [Move the message to folder].

ame			
Nove messages from user001			
hen the message arrives, and	it mato	ches all of these conditions	
t includes these words in the se	ender's	address 💌	user001@ntu.edu.tw
Add condition			
Add condition			
Add condition			
Add condition o all of the following Nove the message to folder		•	Select one
Add condition o all of the following Move the message to folder Select one		~	Select one
Add condition o all of the following Move the message to folder Select one Move, copy, or delete	->	✓ Move the message to for	Select one
Add condition all of the following Move the message to folder Select one Move, copy, or delete Pin the message	->	✓ Move the message to for Copy the message to for	Select one older
Add condition all of the following Move the message to folder Select one Move, copy, or delete Pin the message Mark the message	>	✓ Move the message to for Copy the message to for Delete the message	Select one older



7. Select [internal message] folder, then click [OK].

Select folder		
Inbox		A
Drafts		
Sent Items		
Deleted Items		
Archive		
Junk Email		
Notes		
RSS Subscriptions		
user001		
	OK	Cancel
	UK	Cancel

8. Confirm the information, click **(**OK**)** to Save.

✓ OK	× Cancel	
New i	nbox rule	
Name		
Move mes	sages from user001	
When the r	nessage arrives, and it matches all of these conditions	
It includes	these words in the sender's address $ullet$	user001@ntu.edu.tw
Add cor	dition	
Do all of th	e following	
Move the	message to folder 👻	user001
Add a	ction	
Except if it	matches any of these conditions	
Add exc	eption	
✓ Stop p	rocessing more rules (What does this mean?)	



9. The rule setting is completed.

If you want modify the rule, click

to	adit
ιΟ	ean.

Save X Discard				
Inbox rules				
Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.				
+ 〃 茴 ↑ ↓				
On Name	Rule: Move messages from user001			
Move messages from user001	After the message arrives and the sender's address contains these words: 'user001@ntu.edu.tw'			
	Do the following			
	move the message to folder 'user001'			
	and stop processing more rules on this message			
	This rule is: On			