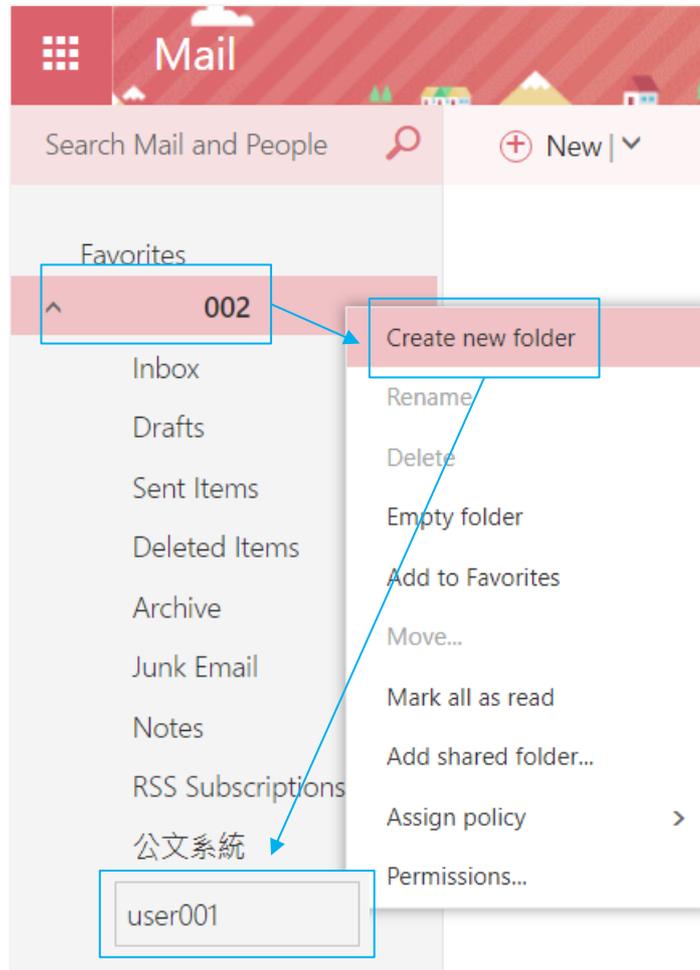


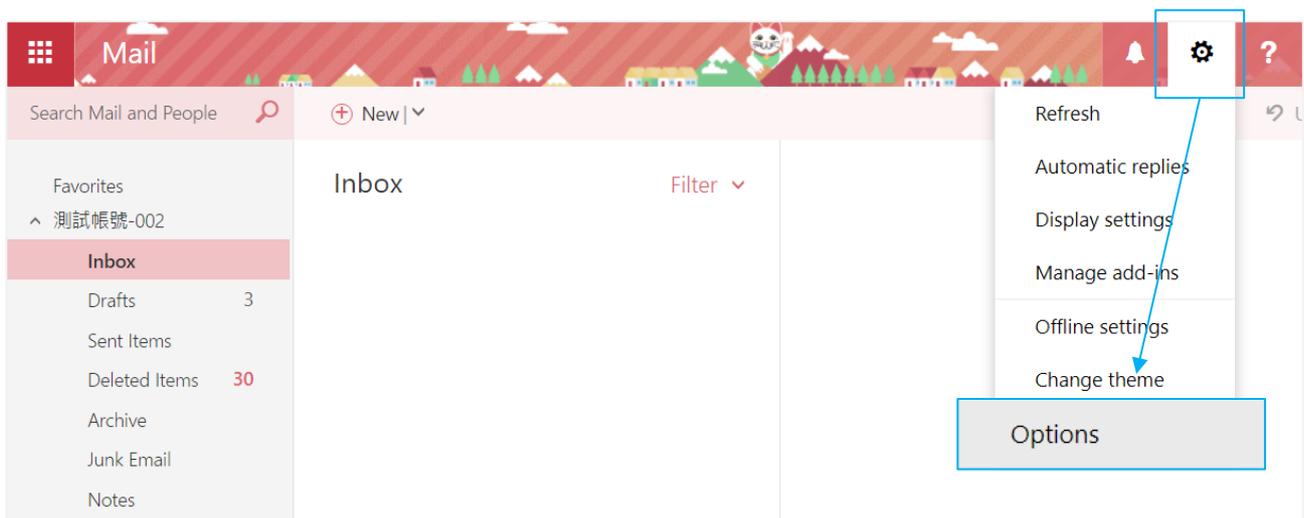
Create a rule that from specified senders

Move emails from specified senders to a folder.

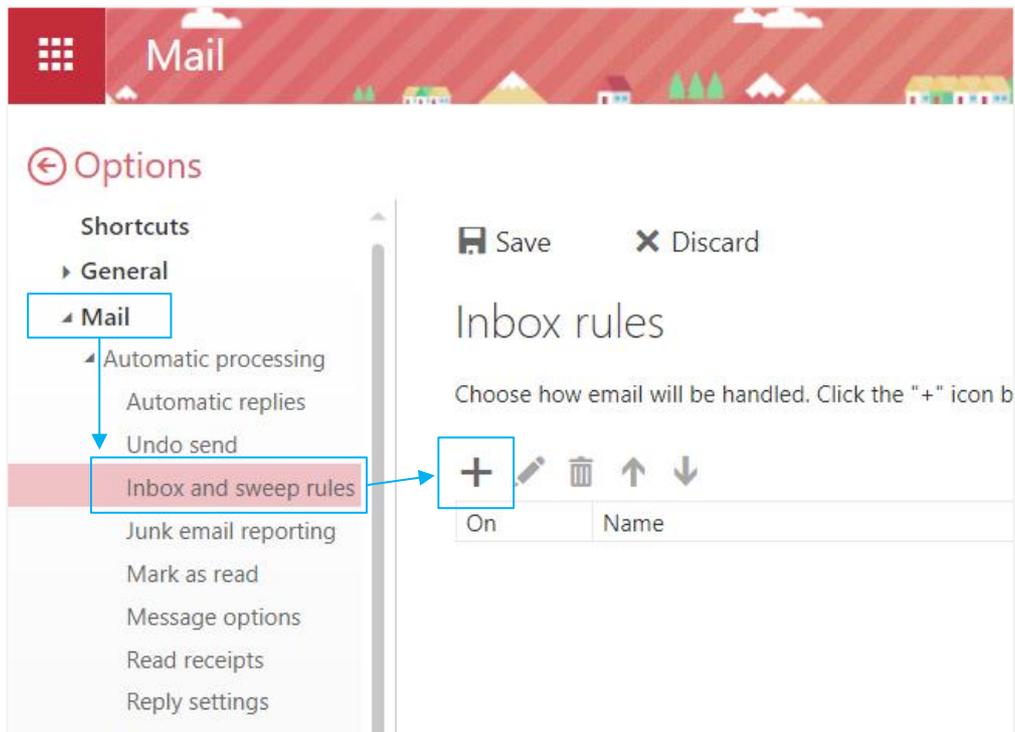
1. Right-click on your account, then select **【Create new folder】** and name the folder.



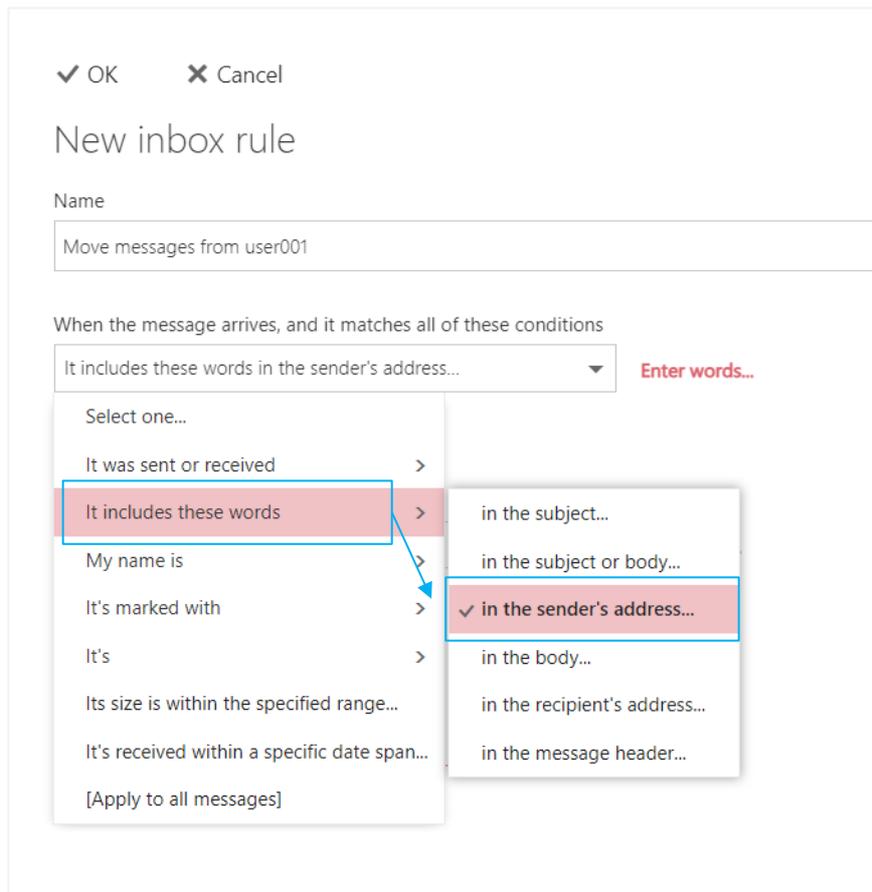
2. Please click on the settings icon, click **【Options】** . °



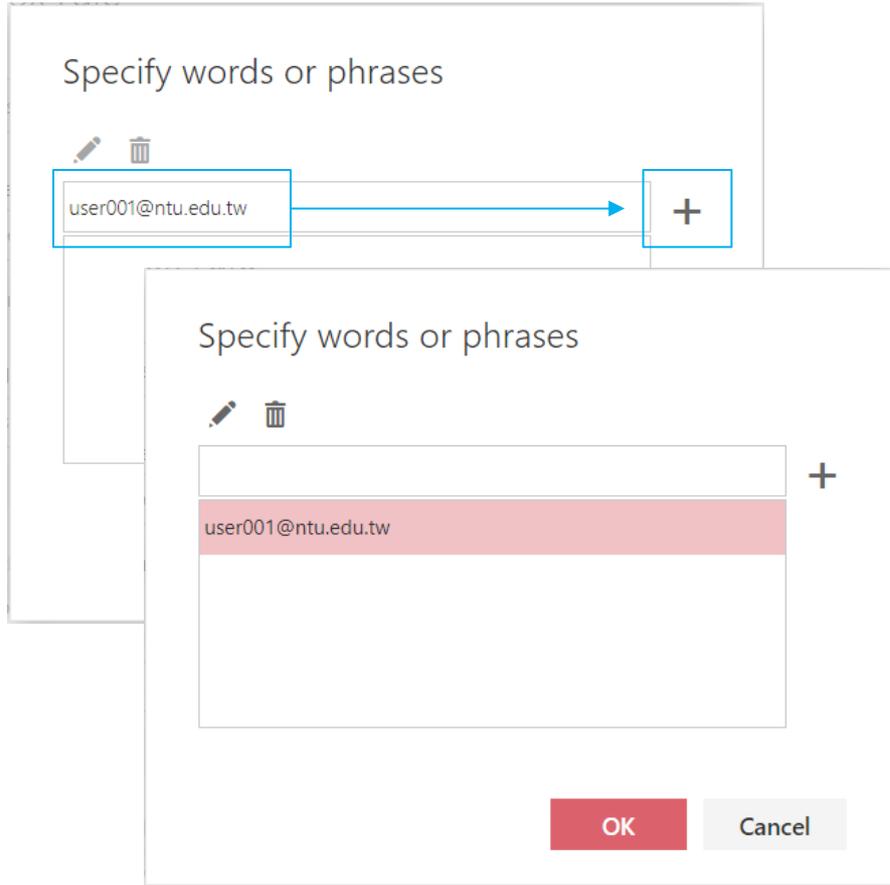
3. Click on **Mail** to expand → **inbox and sweep rule** ,
then click "+" to create rule.



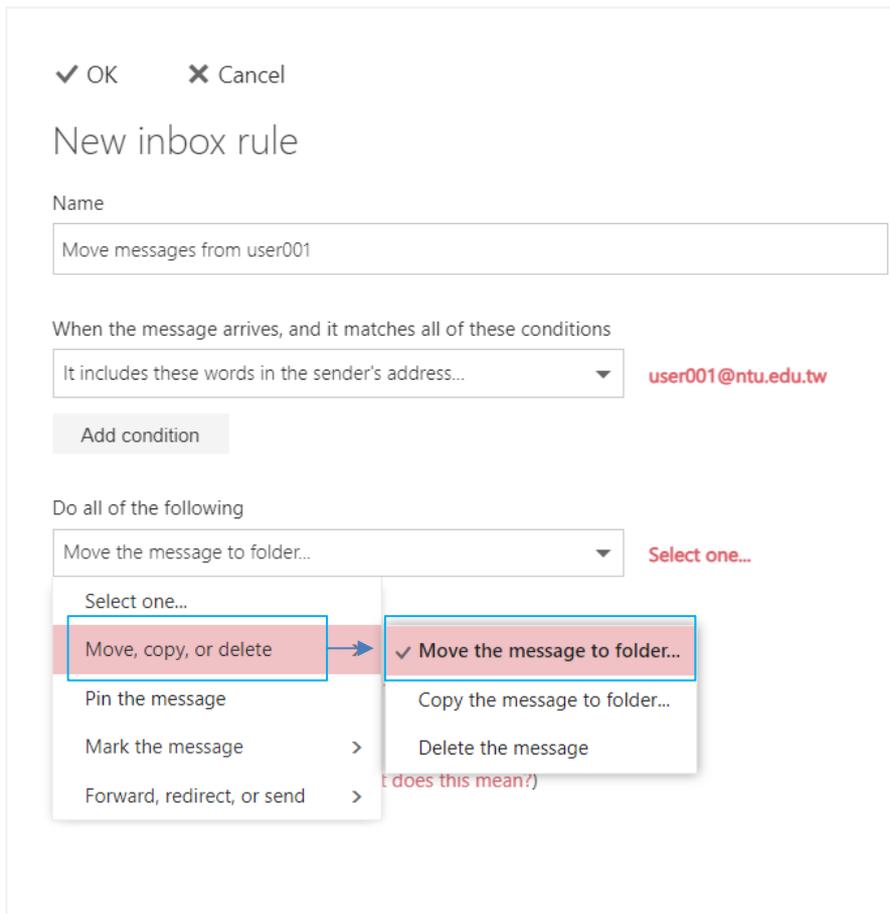
4. Fill in the **Name** ,set conditions, select **it includes these words** → **in the subject or body** .
You can also use other way, select **it was sent or received** → **received form...** .



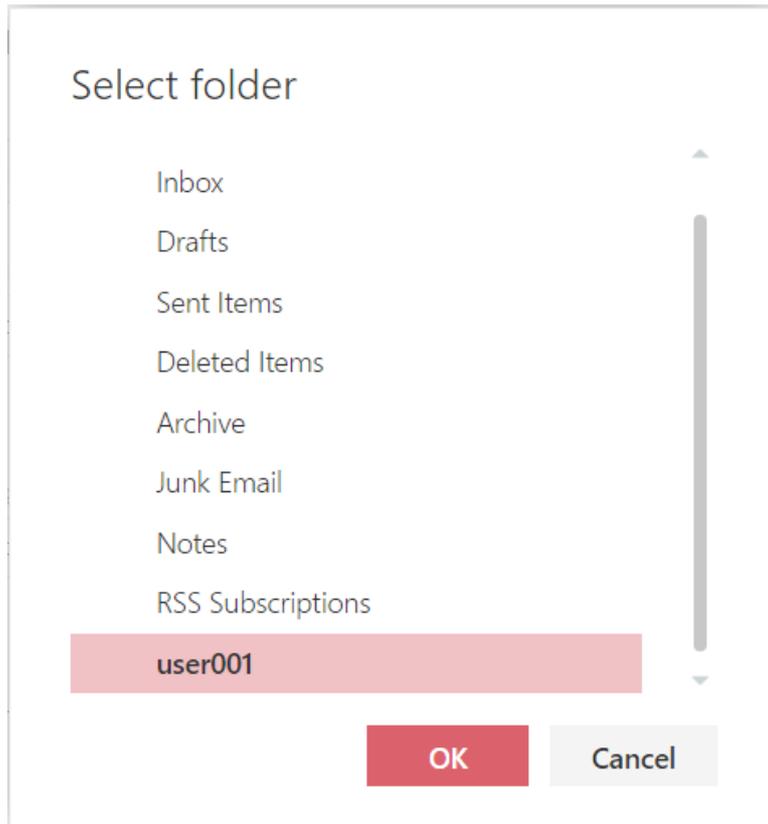
5. Fill in the specify words or phrases, click “+” to add, then click **【OK】** .



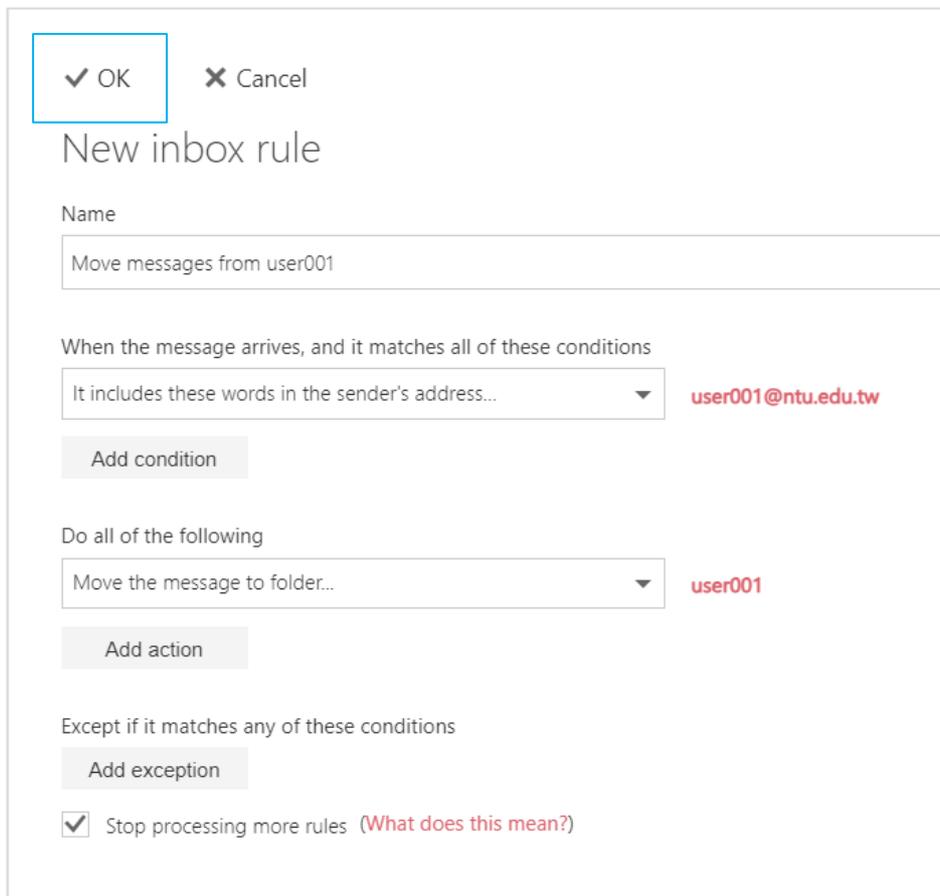
6. Select action, then choose **【Move, copy, or delete】** → **【Move the message to folder】** .



7. Select **【internal message】** folder, then click **【OK】** .



8. Confirm the information, click **【OK】** to Save.



✓ OK ✕ Cancel

New inbox rule

Name
Move messages from user001

When the message arrives, and it matches all of these conditions
It includes these words in the sender's address... **user001@ntu.edu.tw**
Add condition

Do all of the following
Move the message to folder... **user001**
Add action

Except if it matches any of these conditions
Add exception

Stop processing more rules [\(What does this mean?\)](#)



9. The rule setting is completed.

If you want modify the rule, click  to edit.

Save 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.

+ ✎ 🗑️ ⬆️ ⬇️

On	Name
<input checked="" type="checkbox"/>	Move messages from user001

Rule: 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