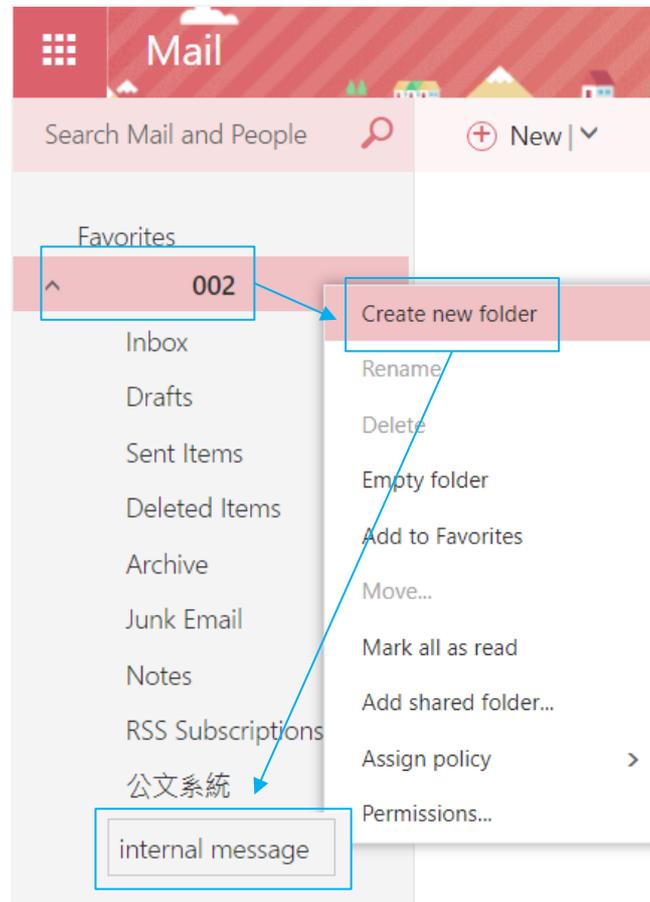


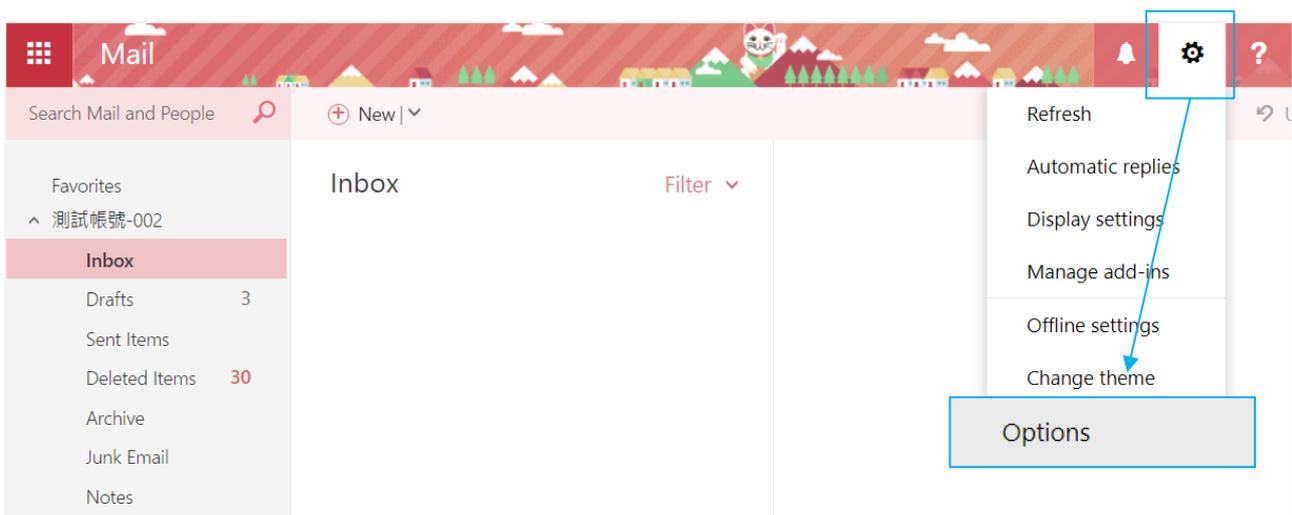
Create a rule that includes these words

When messages arrive that includes these words, it will be moved to the specified folder.

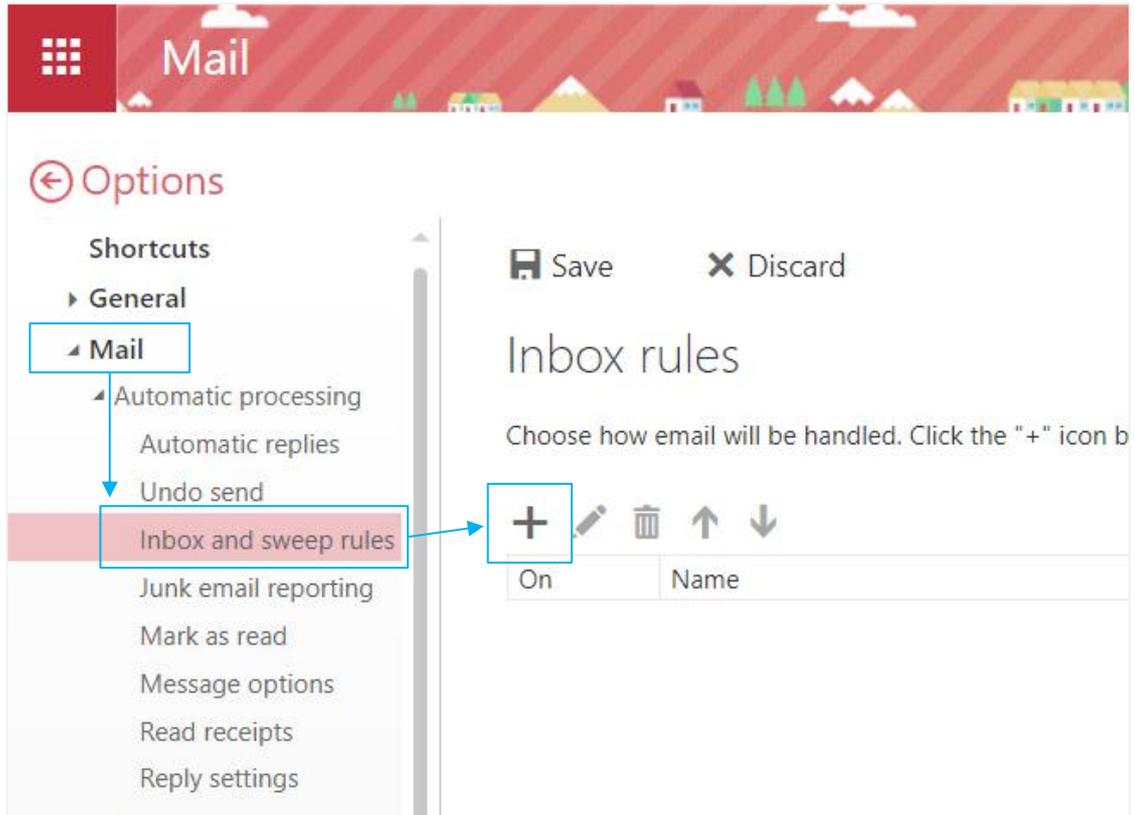
1. Right-click on your account, then select **【Create new folder】** and name the folder.
(Using Internal messages as an example.)



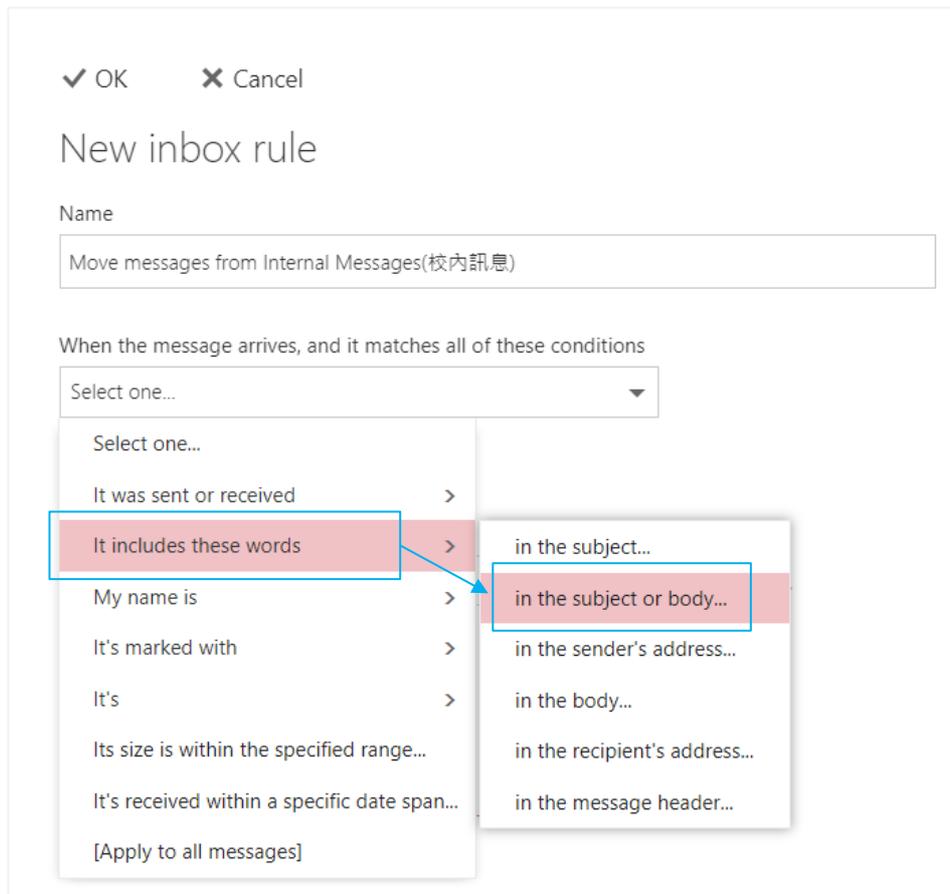
2. Please click on the settings icon, click **【Options】** . °



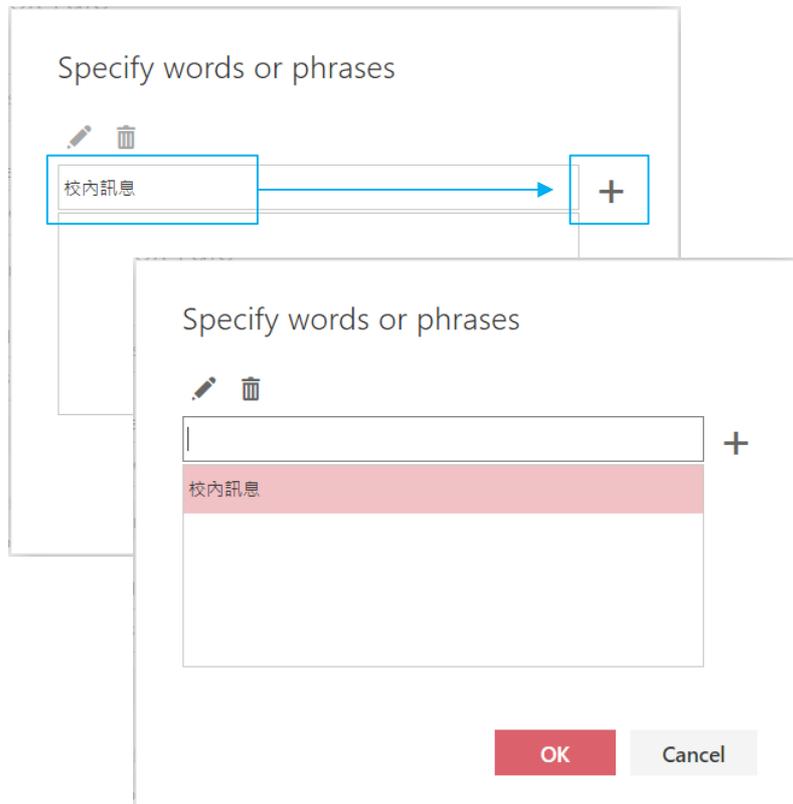
3. Click on **【Mail】** to expand → **【inbox and sweep rule】** ,
then click “+” to create rule.



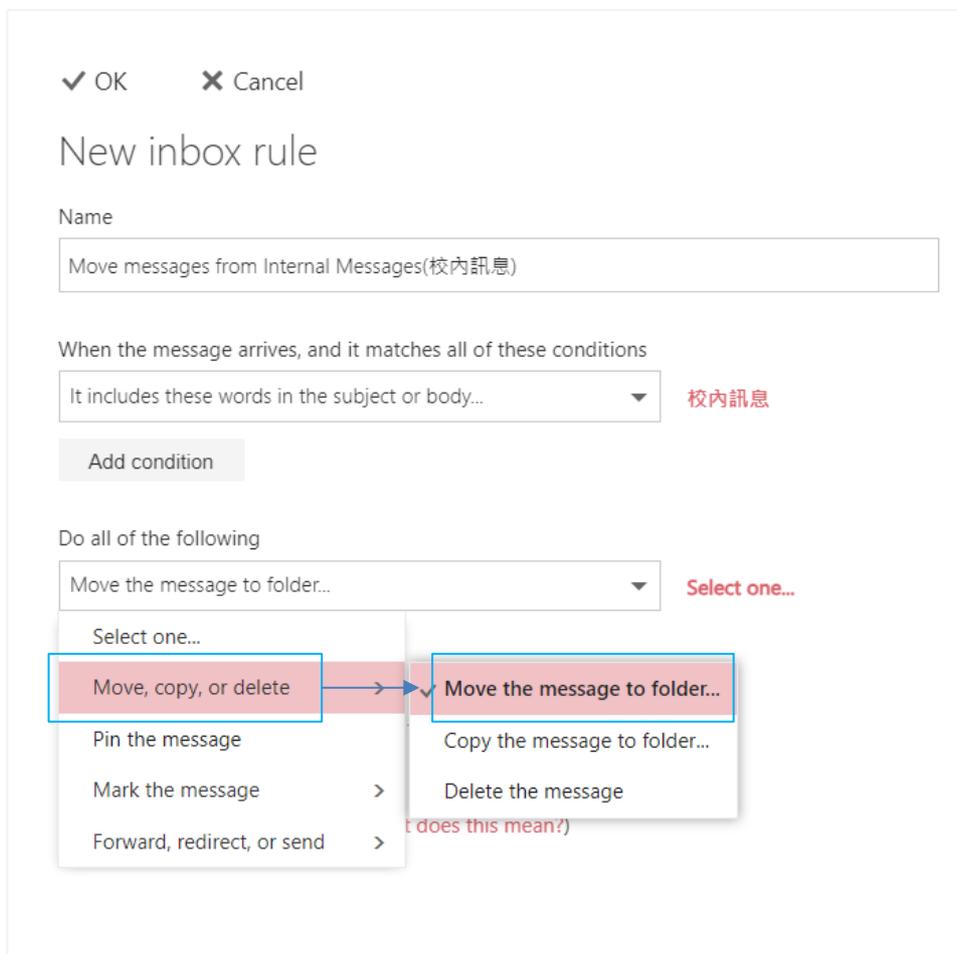
4. Fill in the **【Name】** , set conditions, select **【it includes these words】**
→ **【in the subject or body】** .



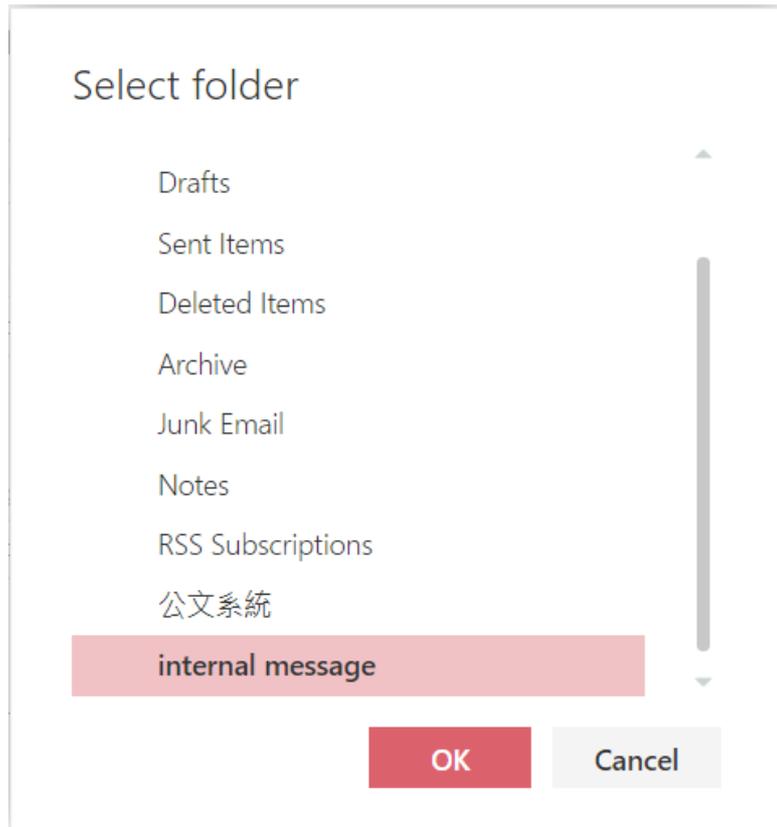
5. Fill in the specify words or phrases, click “+” to add, then click **【OK】** .
(校內訊息 means information issued by the school.)



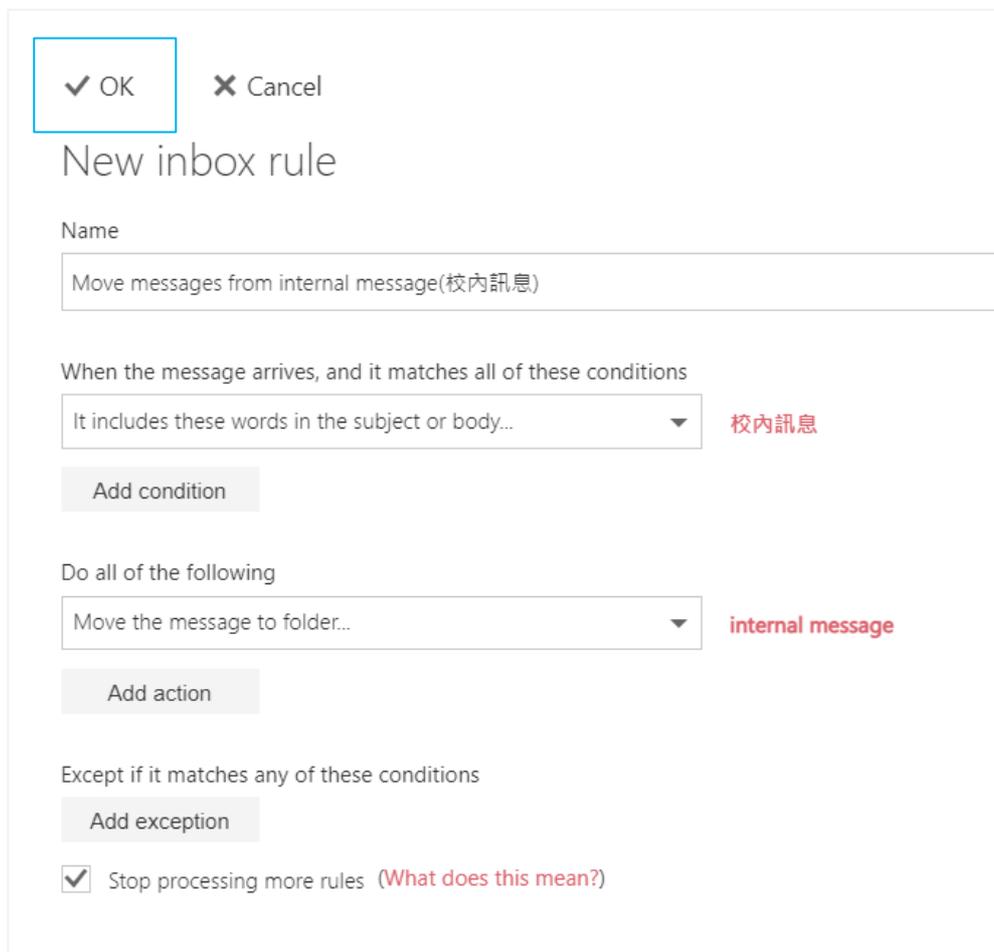
6. Select action, then choose **【Move, copy, or delete】** → **【Move the message to folder】** .



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



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





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.

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On	Name
<input checked="" type="checkbox"/>	Move messages from internal message(校內訊息)

Rule: Move messages from internal message(校內訊息)

After the message arrives and...
the message includes specific words in the subject

Do the following...
move the message to folder 'internal message'
and stop processing more rules on this message

This rule is: On