

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 \rightarrow [inbox and sweep rule],

then click "+" to create rule.

III Mail	
Options Shortcuts General	Save X Discard
 Mail Automatic processing Automatic replies Undo send Inbox and sweep rules 	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】.

New inbox rule		
Name		
Move messages from Internal Mes	sages(校內評	(息)
When the message arrives, and it n Select one	natches all o	f these conditions
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	>	in the sender's address
lt's	>	in the body
Its size is within the specified ra	ange	in the recipient's address

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

Specify	words or phrases
校內訊息	+
-	Specify words or phrases
	<u> </u>
	ただりまれんで、

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

New inbox rule			
ame			
Nove messages from Internal N	/lessag	es(校內訊息)	
Add condition	ubject (or body 🔻	校內訊息
Add condition o all of the following Move the message to folder	ubject (or body 👻	校內訊息 Select one
Add condition o all of the following Move the message to folder Select one	ubject (or body 👻	校內訊息 Select one
t includes these words in the su Add condition o all of the following Move the message to folder Select one	ubject (•r body • • Move the message to for	校內訊息 Select one
t includes these words in the su Add condition o all of the following Move the message to folder Select one Move, copy, or delete Pin the message	ubject (• Move the message to fo Copy the message to fo	校內訊息 Select one older
t includes these words in the su Add condition o all of the following Move the message to folder Select one Move, copy, or delete Pin the message Mark the message	> l	Move the message to for Copy the message to for Delete the message	校內訊息 Select one older

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

Select folder		
Drafts		A
Sent Items		
Deleted Items		
Archive		
Junk Email		
Notes		
RSS Subscriptions		
公文系統		
internal message		
	OK	Cancel

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

🗸 OK	🗙 Cancel			
New ir	box rule			
Name				
Move mess	ages from internal	message(校內訊息)		
When the m	essage arrives, an	d it matches all of thes	e conditions	
It includes t	hese words in the	subject or body	-	校內訊息
Add cond	dition			
Do all of the	following			
Move the n	nessage to folder		•	internal message
Add ac	ion			
Except if it n	natches any of the	ese conditions		
Add exce	ption			

9. The rule setting is completed.

If you want modify the rule, click 🖍 to edit.

R 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	Rule: Move messages from internal message(核
~	Move messages from internal message(校內訊息)	After the message arrives and the message includes specific words in the sub Do the following move the message to folder 'internal message' and stop processing more rules on this message
		This rule is: On