

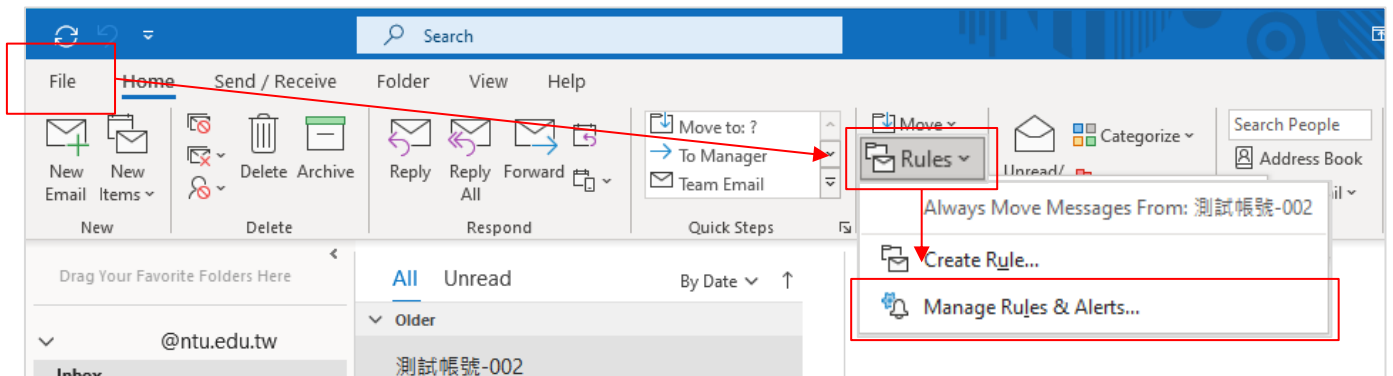
Set up rules to back up your inbox.

We will set up rule to backup inbox and provide a tutorial for faculty, staff, students, and alumni. This rule moves a mail copy to the specified folder for keeping.

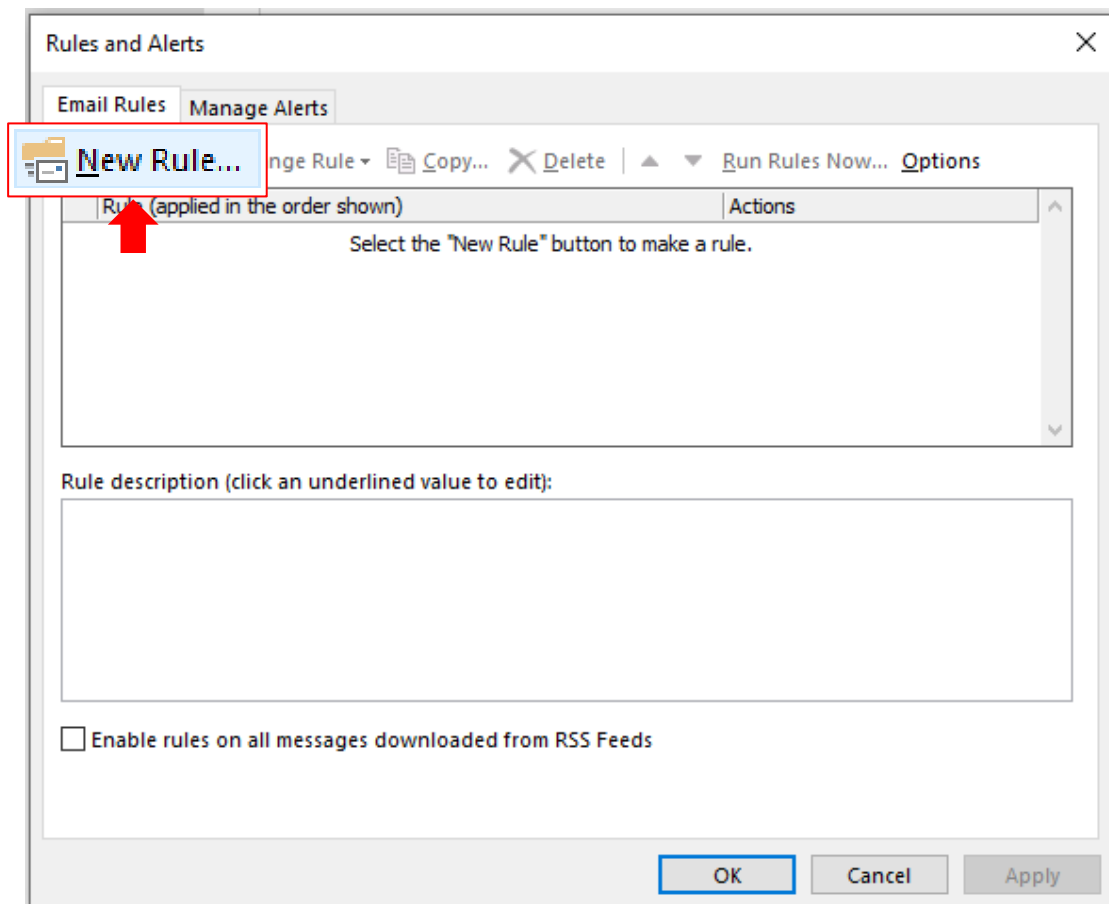
Advantages : In case of loss or accidental deletion, it will not affect the emails backed up in the backup folder.

Disadvantages : You cannot back up emails from custom personal folders, only inbox emails can be backed up.

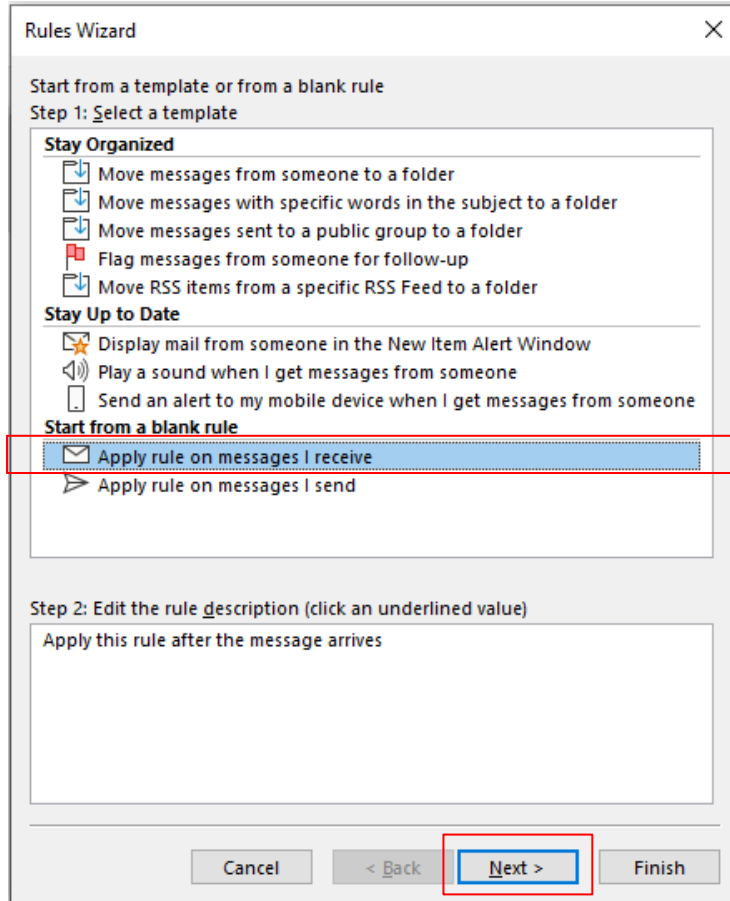
1. Click **【File】** → **【Rule】** → **【Manage Rules & Alert】** .



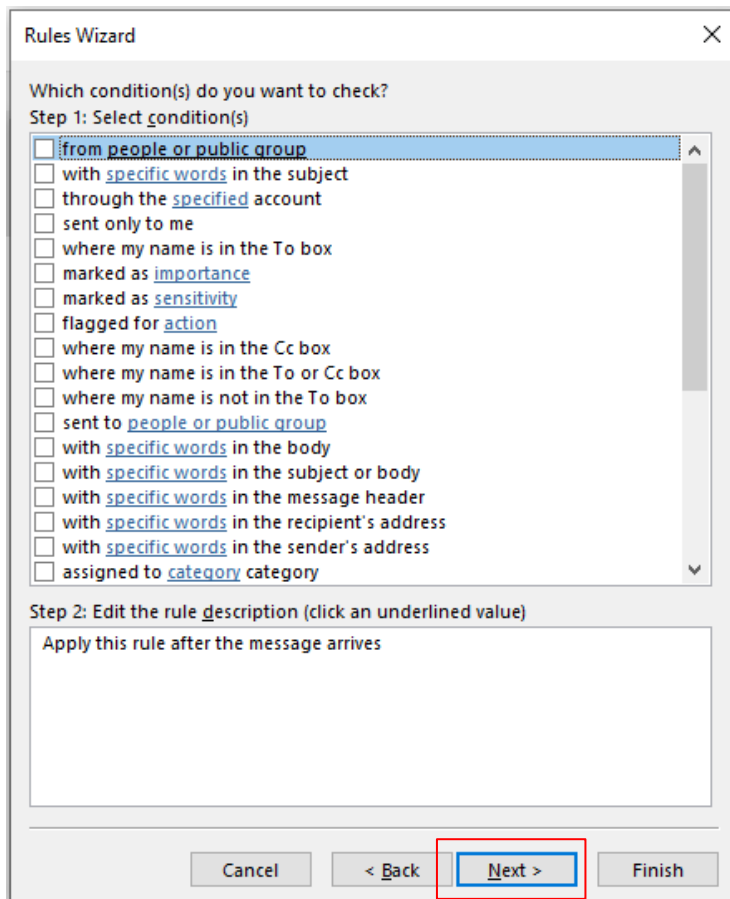
2. Click **【New Rule】** .



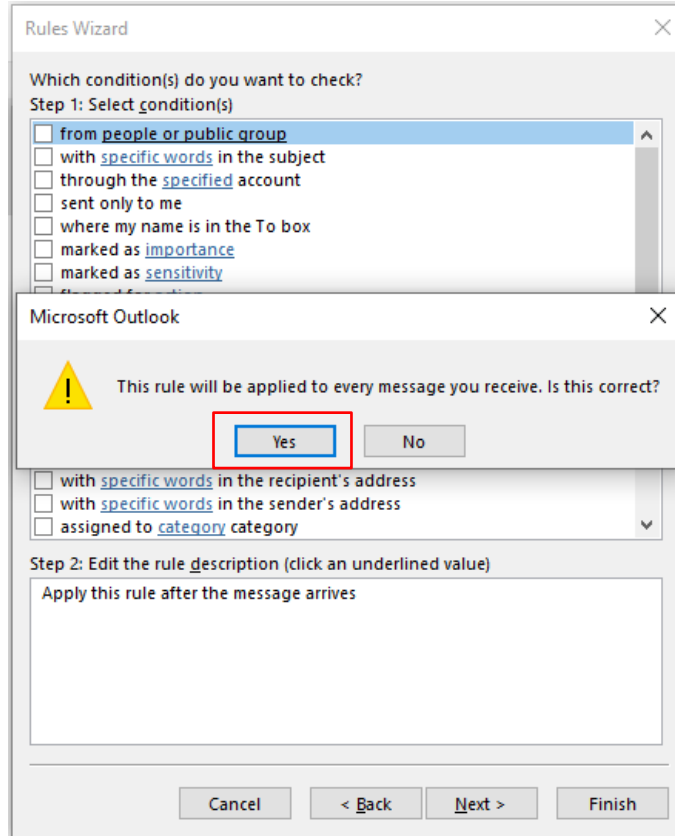
3. Select 【Apply rule on messages I receive】 , and click 【Next】 .



4. Proceed to the next step without selecting any conditions.

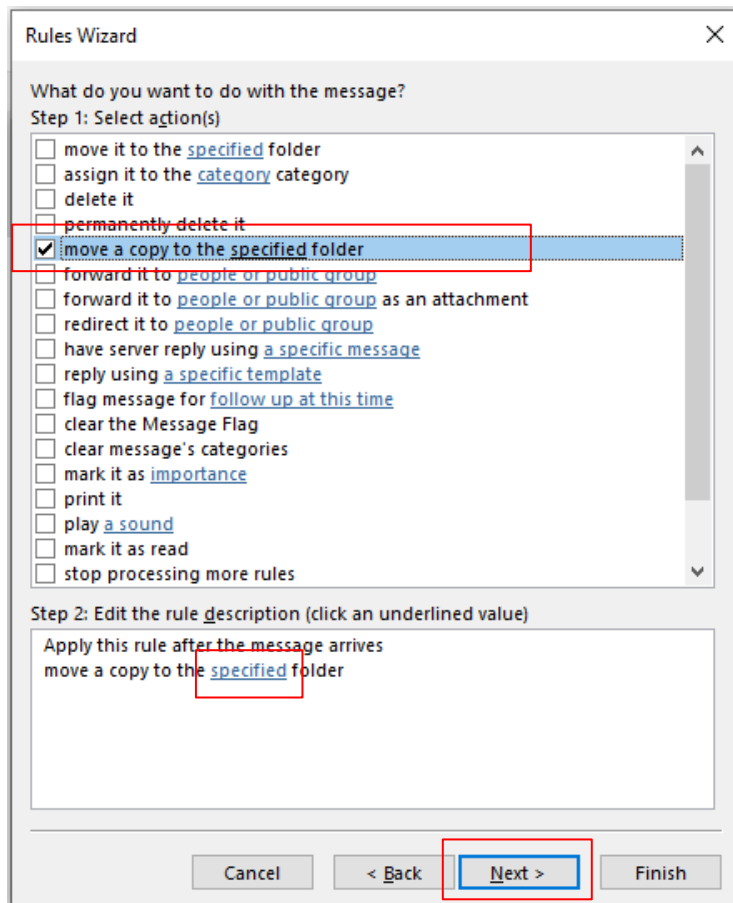


5. Pop up the confirmation window, click **【Yes】** .



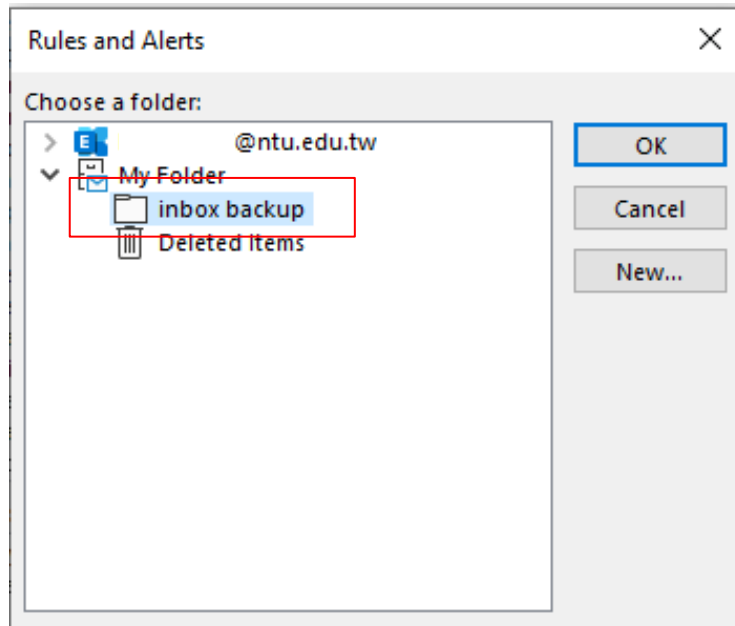
6. Select action, check the **【move a copy to the specified folder】** .

Edit the rule description, click **【specified】** to set the location, and click **【Next】** .

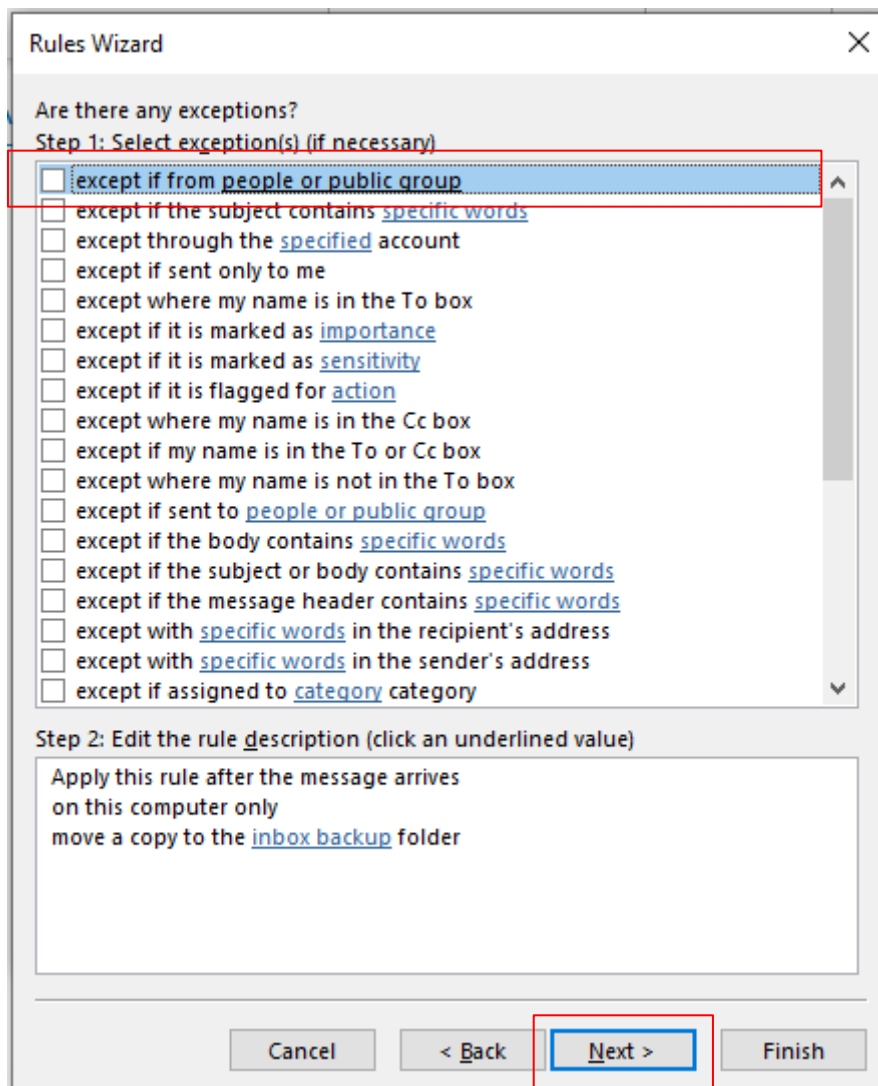


7. You can choose the folders or click **【Add】** to add it.

click **【OK】** return to the original window, and continue to the next step.



8. Click **【Next】** without selecting any rules.





9. Fill in the **【Rule name】** ,
check **【Run this rule now on messages already in “inbox backup”】** to
back up previous emails as well.

After clicking **【Finish】** , Incoming emails will be backed up to the specify
folder according to the rule.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

inbox backup

Step 2: Setup rule options

Run this rule now on messages already in "inbox backup"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
on this computer only
move a copy to the inbox backup folder

Cancel < Back Next > Finish