

Setting up email rules

Enable automatic processing of incoming emails according to the rule settings. This document serves as an example of "moving emails contains these words to specific folder".

1. Right-click on the emails, select [Rules] \rightarrow [Create Rule].





Check the 【Subject contains】, fill in the words in the box,
 and check the 【Move the item to folder】 → 【Select Folder】.

Using "校內訊息" as an example.

(校內訊息 means internal school messages, if you want create this rule, you can duplicate these words.)

Create Rule	×
When I get email with all of the selected conditions	
□ From 校内訊息	,
✓ Subject contains 校内訊息	
Sent to me only	~
Do the following	
Display in the New Item Alert window	
Play a selected sound: Windows Notify Em	Browse
Move the item to folder: Selec	t Folder
OK Cancel Adva	inced Options

3. You can select a folder or click [New] to create folder.

Rules and Alerts		×
Choose a folder:		
✓ ■ @ntu.edu.tw	~	ОК
🔄 Inbox (4)		
Drafts [2]		Cancel
Sent Items	ſ	
> III Deleted Items (15)		New
Archive	Ļ	
> 🖧 Calendar		
> A≡ Contacts		
Journal		
🔀 Junk Email		
D Notes		
Outbox		
RSS Subscriptions		
🛛 🔁 Tasks	~	
191 a. e. a.		



4. Enter the name , and select where to place the folder, then click **(**OK**)** .

Create New	Folder	×
Name:		
Internal me	ssage	
Folder conta	ins:	
Mail and Po	st Items	\sim
Select where	to place the folder:	
× 🖪	@ntu.edu.tw	^
	Indox (4) Drafts (2) Sent Items Deleted Items (15) Archive Calendar Contacts Journal Junk Email Notes	~
	OK Cancel	

5. Select the folder you just created, click **(**OK**)**.





6. Click **(**OK**)** to create rule.

Create Rule X
When I get email with all of the selected conditions
✓ Subject contains 校內訊息
Sent to me only
Do the following
Display in the New Item Alert window
Play a selected sound: Windows Notify Em Browse
Move the item to folder: Internal message Select Folder
OK Cancel Advanced Options

7. Click **(**OK**)** to complete the setting.

If you wish to apply this rule to previous emails,

please check the **[**Run this rule now on message already in the current folder **]**.

Succes	5
	The rule "校內訊息" has been created.
	OK