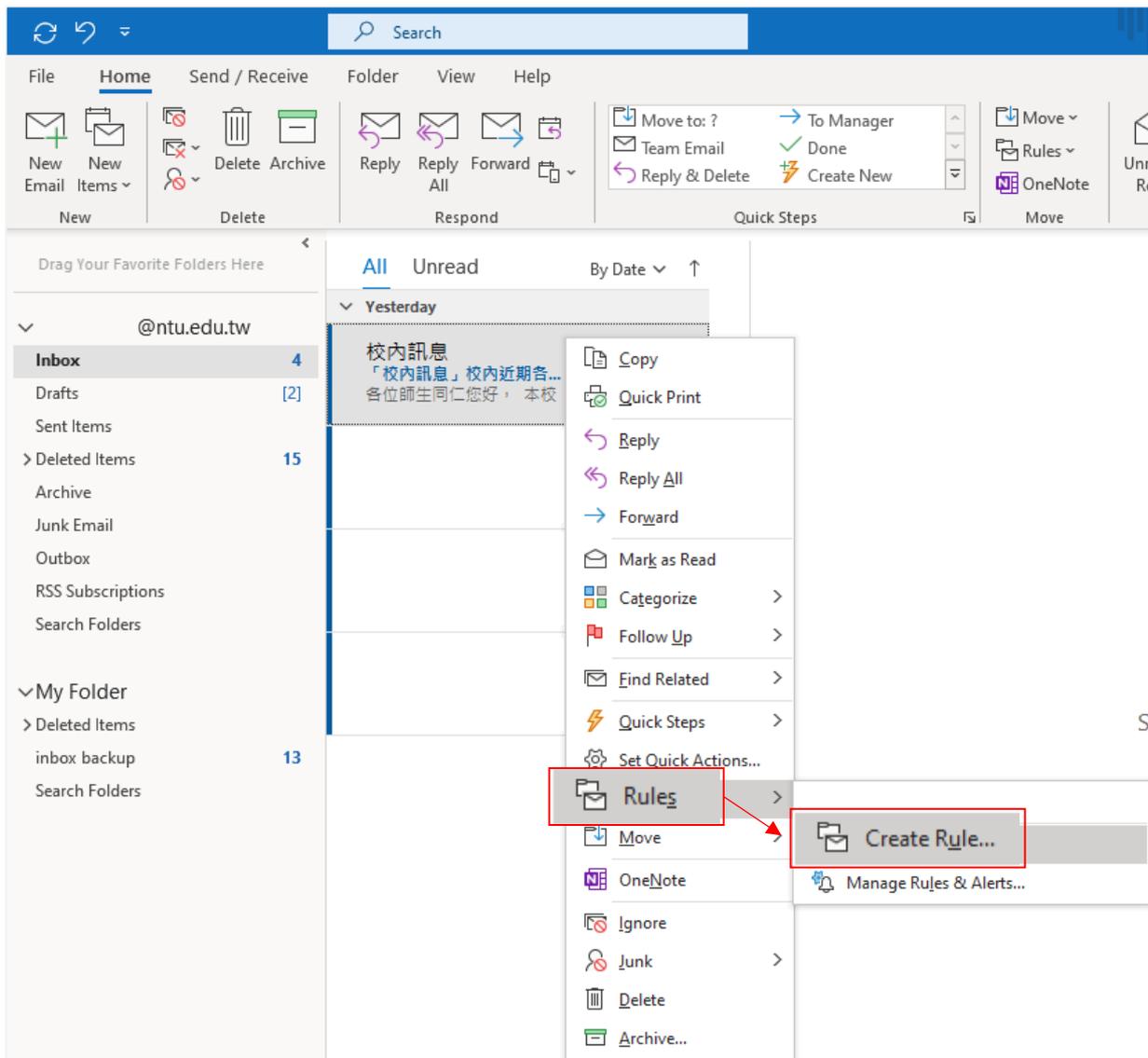


Setting up email rules

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” .

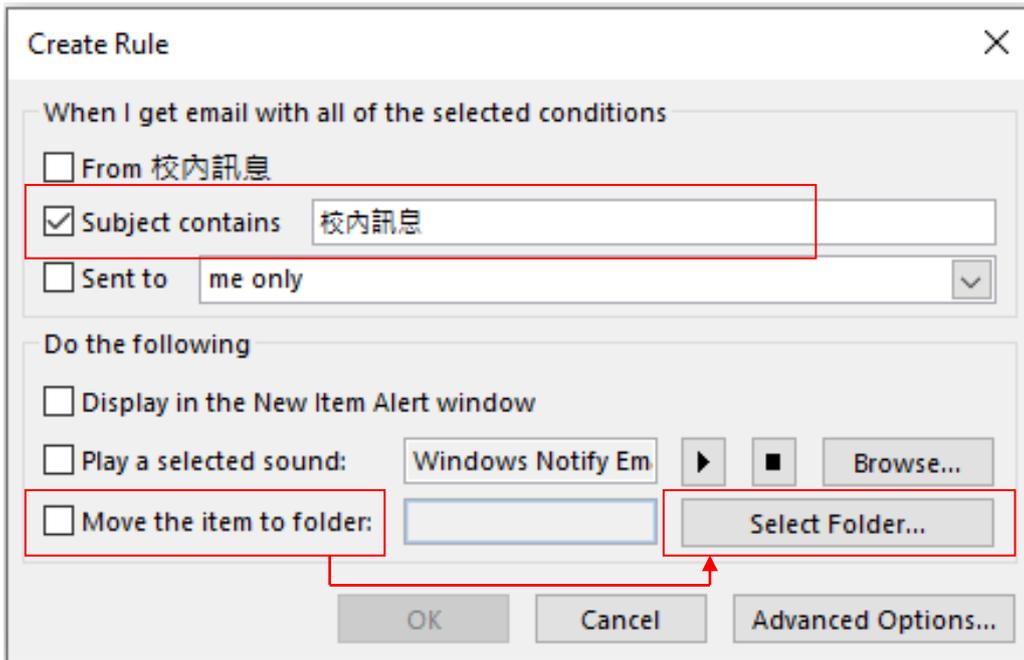
1. Right-click on the emails, select **【Rules】** → **【Create Rule】** .



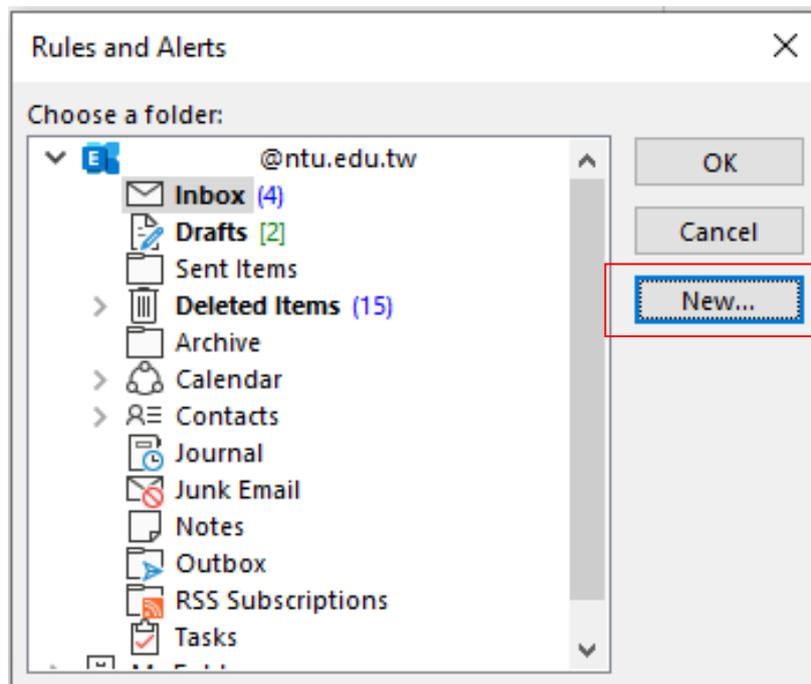
2. Check the **【Subject contains】** , fill in the words in the box,
and check the **【Move the item to folder】** → **【Select Folder】** .

Using “校內訊息” as an example.

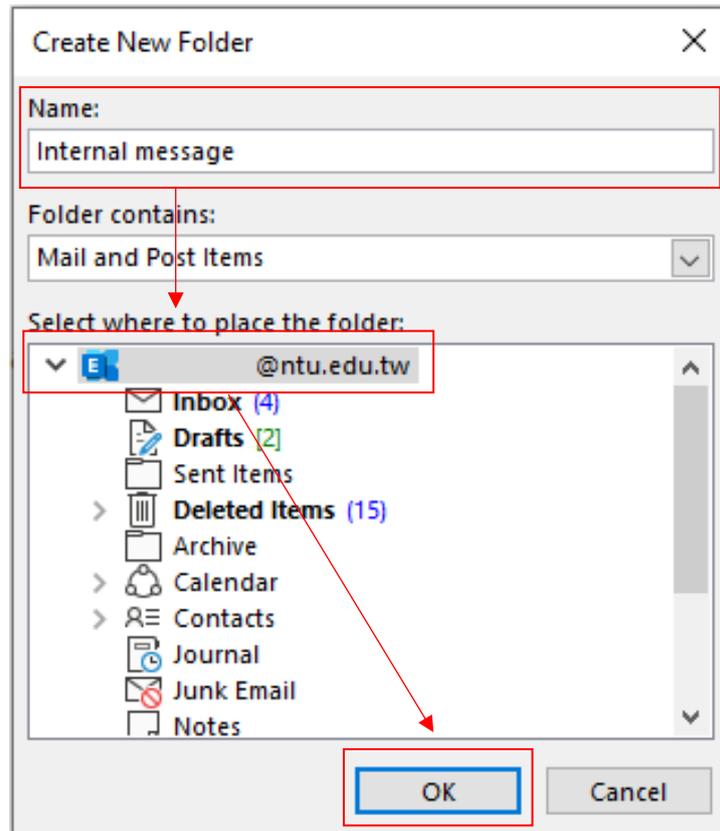
(校內訊息 means internal school messages, if you want create this rule ,you can duplicate these words.)



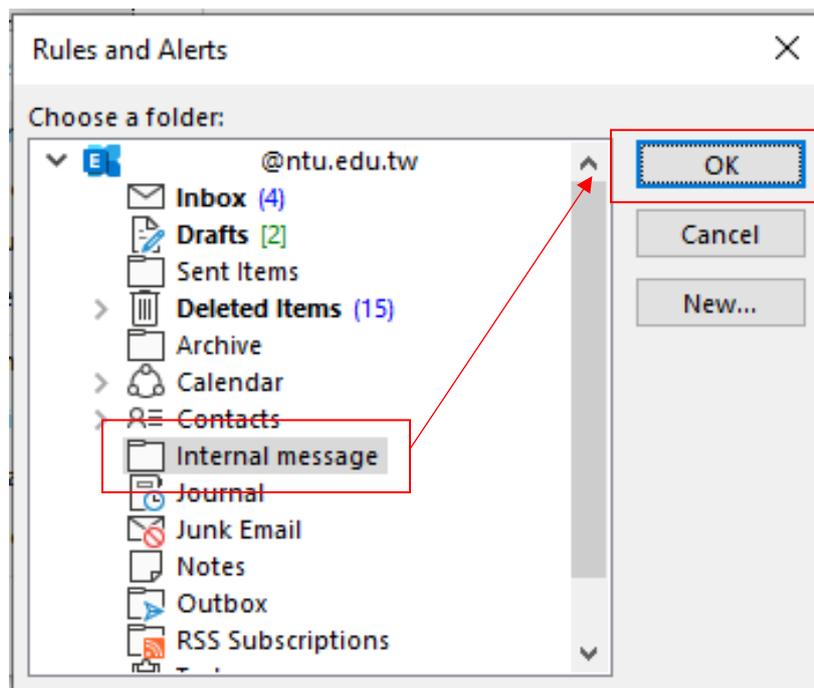
3. You can select a folder or click **【New】** to create folder.



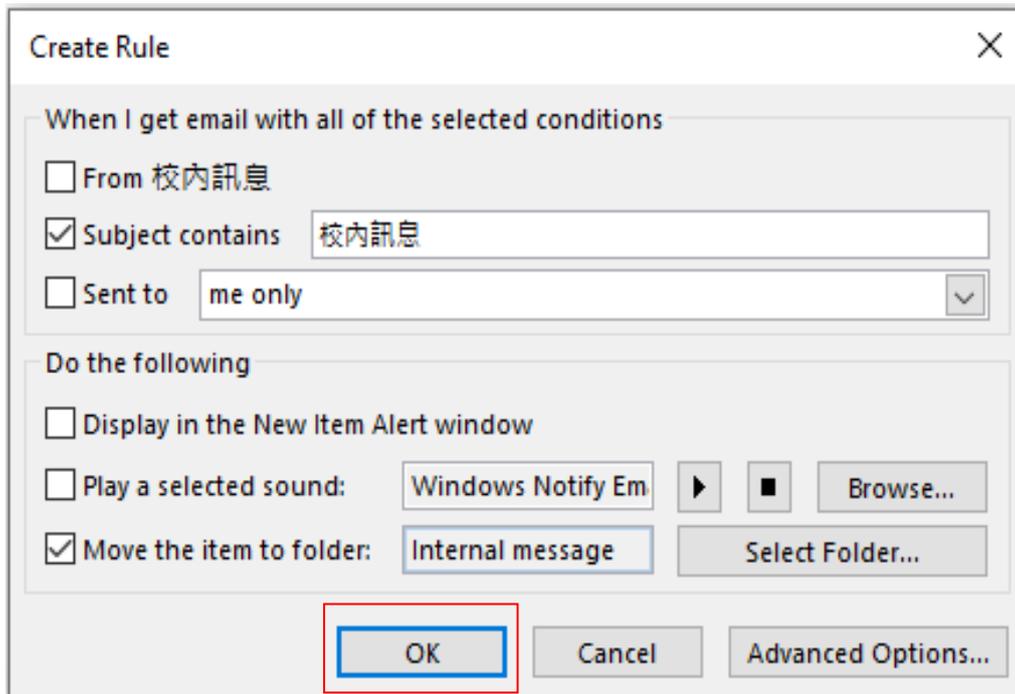
4. Enter the name , and select where to place the folder, then click **【OK】** .



5. Select the folder you just created, click **【OK】** .



6. Click **【OK】** to create rule.



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】**.

