

Using email filters

Mail rules (also referred to as mail filters) allow you to instruct your email program to relocate or delete incoming e-mail based on the characteristics of the e-mail (who sent it, the subject matter, etc.). You can use these mail rules to organize your e-mail and reduce the number of messages that go to your Inbox.

Set Up an Incoming Mail Filter in Windows Live Hotmail

To file incoming mail automatically in Windows Live Hotmail:

- Select *Options / More options...* (or just *Options* in Windows Live Hotmail classic) from the toolbar.
- Follow the *Automatically sort e-mail into folders* link under *Customize your mail*.
- Click *New filter*.
- Select the desired filtering criterion under *Which messages are you looking for?*
- Choose the folder to receive all mail matching your criterion under *Where do you want to put these messages?*
- Click *Save*.

Set Up an Incoming Mail Filter in MSN Hotmail

First, you should [create a new MSN Hotmail folder to file your messages in](#).

Click *Manage folders* beneath the folders list. Click *New*. Enter the desired name under *Folder name:*. Click *Save*.

Then, to set up a mail:

- Select *Options* from the main Hotmail navigation bar.
- Make sure the *Mail* category is selected.
- Follow the *Custom Filters* link.
- Click *New Filter*.
- Select the criterion under *Filter Criteria*.
 - For example, to catch all messages from sender@example.com, the criterion would read: *Identify incoming messages which: are from the e-mail address: sender@example.com..*
- Select the Hotmail folder to file all filtered messages in.
 - Alternatively, select *Delete these messages* to have Hotmail automatically delete all emails matching the criterion.
- Click *OK*.

Set Up an Incoming Mail Filter in Yahoo!

You can use Filters to organize your mail. Yahoo! Mail Filters don't block mail, they steer messages as they arrive into different folders.

To set up a new filter, click *Options* in the upper right corner of your Mail page. Under "Management", click *Filters*. Click *Add*, give the filter a name, and choose from a variety of options to automatically direct certain messages into a specific folder. For example, send any messages you get from your family into a folder called "Family". Handy! When you're done, click *Add Filter*.

Set Up an Incoming Mail Filter in Google

Gmail's filters allow you to manage the flow of incoming messages. Using filters, you can automatically [label](#), archive, delete, star, or forward your mail, even keep it out of Spam -- all based on a combination of keywords, sender, recipients, and more.

To create a filter:

1. Click **Create a filter** (next to the **Search the Web** button at the top of any Gmail page).
2. Enter your filter criteria in the appropriate field(s).
3. Click **Test Search** to see which messages currently in Gmail match your filter terms. You can update your criteria and run another test search, or click **Next Step**.
4. Select one or more actions from the list. These actions will be applied to messages matching your filter criteria in the order in which the actions are listed -- for example, you could choose to **Forward** matching messages to a specific email address, then **Delete** the messages.
5. If you'd like to apply this filter to messages already in Gmail, select the **Also apply filter to x conversations below** checkbox.
6. Click **Create Filter**.

To create a filter from within a message:

1. Click the drop-down menu next to **Reply**.
2. Select **Filter messages like this**.
3. Enter your filter criteria in the appropriate field(s).

To edit or delete existing filters:

1. Click **Settings** (at the top-right of any Gmail page).
2. Click **Filters**.
3. Find the filter you'd like to change and click its **edit** link, or click **delete** to remove the filter.
4. If you're editing the filter, enter the updated criteria for the filter in the appropriate fields, and click **Next Step**.
5. Update any actions and click **Update Filter**.

You can create an unlimited number of filters, but only 20 filters can forward to other addresses. You can maximize your filtered forwarding by [combining filters](#) that send to the same address.

Set Up an Incoming Mail Filter in Outlook Express

Next, set up email filters, also known as Message Rules, in Outlook Express. Message Rules deliver email from certain people, or containing specific subject lines, to specified folders. Here's how to set up these email filters in OE.

You set a condition, an action, and a destination. Outlook then checks the server for incoming email and follows the rules you assign to each condition. Rules are easy to set up.

1. Go to Tools, Message Rules, Mail, and New.



2. In the first section, choose the conditions for the rule. For example, if you choose "Where the From Line Contains People," Outlook will select each email from a designated person or group.
3. In the second section, assign Outlook an action. Check "Move it to the Specified Folder," and Outlook will automatically place all email from the chosen person in the designated folder.
4. The third section spells out each step of your rule. Any underlined text can have more detail and can be edited. Click on the text that says "contains people." A pop-up window appears. You can either type the email address in the top field or click the address book to select one or more addresses. Click OK when you finish. You'll see that the underlined text now contains the email address you specified.
5. Click Specified Folder. A window will pop up containing all your existing Outlook folders. You may either select a folder or create a new one.
6. Give the rule a name so you can manage it from now on. You'll see your new rule with a check in front of it and a description of what the rule does at the bottom. Any time you wish to change the rule, just select it and choose Modify.

You can add all sorts of rules to Outlook Express, turning them on or off when you choose. If you have a slow connection, you might want to put size restrictions on your email so large files are deleted or aren't downloaded. You can also block certain addresses from sending you mail.

Set Up an Incoming Mail Filter in Outlook

Microsoft Outlook 2000

1. Enter **Outlook** and click on your Inbox. Under the **T**ools menu, select **R**ules Wizard.



2. In the new windows that pops up, select . Under the 'Which type of rule do you want to create?' heading, select 'Move messages based on content.' Then click .


3. To filter email based on _____, under the 'Which condition(s) do you want to check?' select:

You must make a new Rule for each different type, otherwise only mail that meets *all* of the criteria will be filtered.

| Filter based on: | Example: | Do: |
|-----------------------------------|--|--|
| Sender(s) email address or server | <i>eg.</i> joe@hotmail.com, @yahoo.com | Click on <input checked="" type="checkbox"/> with <u>specific words</u> in the sender's address. Then, click on <u>specific words</u> and enter the email address or server. |
| Subject of email | <i>eg.</i> ACC-330 | Click on <input checked="" type="checkbox"/> with <u>specific words</u> in the sender's address. Then, click on <u>specific words</u> and enter the search string. |

| | | |
|--|---------------------------------------|--|
| <p>Outlook's junk mail or adult content filter. From here you can specify the email address from a Junk Mail or Adult Content sender</p> | <p><i>eg.</i> joe@hotmail.com</p> | <p>Click on <input checked="" type="checkbox"/> suspected to be junk e-mail or from Junk Senders or <input checked="" type="checkbox"/> containing adult content or from Adult Content S... .</p> <p>To filter a specific junk mail or adult content address, click on 'Junk Senders' or 'Junk Senders' or Adult Content Senders .</p> |
|--|---------------------------------------|--|

4. After clicking , you will be asked what you want done with the filtered email message(s). You can select any item (one one) in the list of checkboxes. Possible actions include automatic deletion, move to Trash folder, and move to a specified folder. Click  to continue.

5. Next, you will be asked if there are any exceptions. If you are aware of any possible exceptions, you would choose the correct checkbox and enter the information there. Click  to continue.

6. a) You will then be asked to supply a name for your filter (Rule). It is suggested that you call it something descriptive, to distinguish it from any other rules you create.

b) There is a checkbox asking if you want to run this filter on messages *already* in your Inbox. If you wish to do this, check the box.

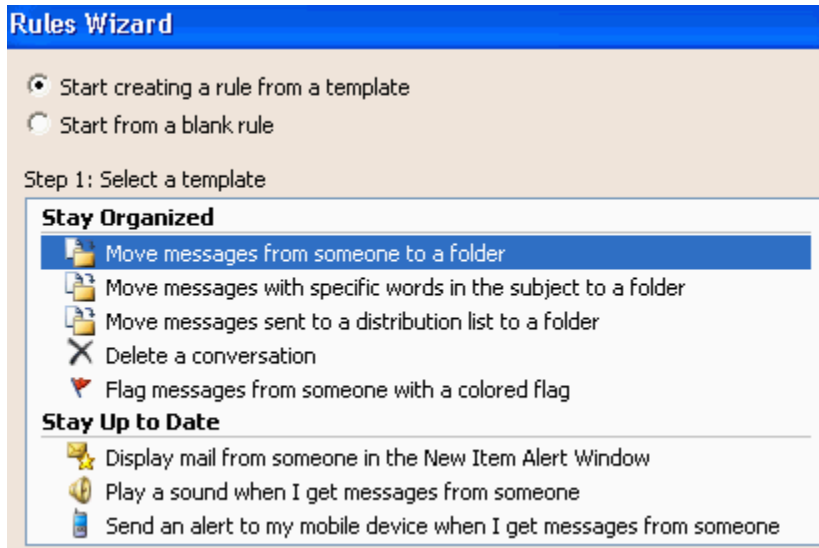
c) There is a checkbox asking if you want this rule turned on. Unless you're simply creating the filter for use at a later date, leave it checked.

d) Click , then  to finish creating your mail filter.

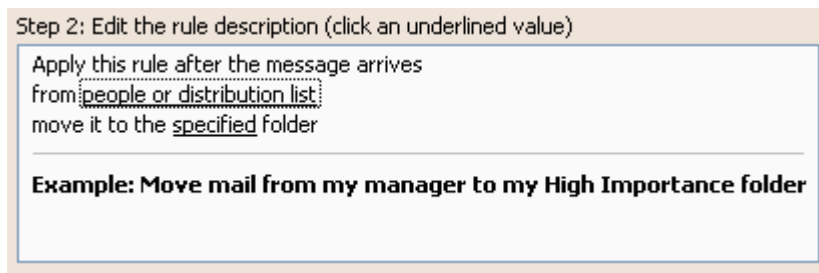
Microsoft Outlook 2003/2007

1. In the Outlook menu bar, click on **Tools** and then **Rules and Alerts**.
2. In the Rules and Alerts window that appears, choose from the **Apply changes to this folder** drop-down box the mail account to which you want to apply the rule.
3. Click on the **New Rule** button on the left.

- The next window allows you to start designing your rule. In this example, we are creating a rule from an existing template, so the default setting **Start creating a rule from a template** is selected. Because the most common mail rule (or filter) is one that moves a message to a particular folder if the message is from a particular person or group, the template **Move messages from someone to a folder** is selected from the list of templates.



- In the lower half of the window is the text of the rule. Certain words or phrases that need to be defined for the rule are underlined in blue. Clicking on the underlined word or phrase will give you the opportunity to define it. In this example, click on the phrase **people or distribution list**.



- The Rule Address window will appear. In this window, you will choose the name of the person or group from your address book or your Contacts list to which you want the rule to apply. In the **Show names from the** drop-down box, choose **Contacts**. A list of your contacts will appear in the list on the left. Click on the person to whom you want the rule to apply and click the **From** button to choose that person.
- Click the **OK** button. You will return to the Rules Wizard window. You can see that the phrase people or distribution list has been changed to the name and e-mail address of the person chosen in the previous step. Click on the underlined phrase **specified**.
- A new window will appear that lists your available mail folders so you can select to which folder messages from your contact person will be moved. You can either select an existing folder or by using the **New** button you can create a new folder. Once you have selected the folder, click the **OK** button.
- You will return to the Rules Wizard window. Now that you have defined all of the blue underlined phrases, the rule is complete. Click on the **Finish** button.

10. You will now return to the original Rules Wizard window, where you will see a list of all of the current mail rules. You can create additional rules by clicking on the **New Rule** button and repeating the process. After you have a number of rules, you can change the order in which the rules are applied by using the blue up and down arrows above the list of rules (Note: it is possible for an e-mail to meet the criteria for more than one rule). Once you are done, click the **OK** button.
11. Incoming e-mail messages will then be analyzed by Outlook as they arrive, and the mail rules will be applied to the appropriate messages. In this example, messages from Jane Someone will be moved into the Jane mail folder as they arrive (instead of ending up in the Inbox like other incoming messages).