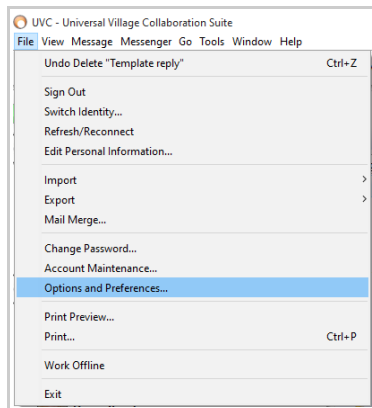


## How to use the Rules and Filters option

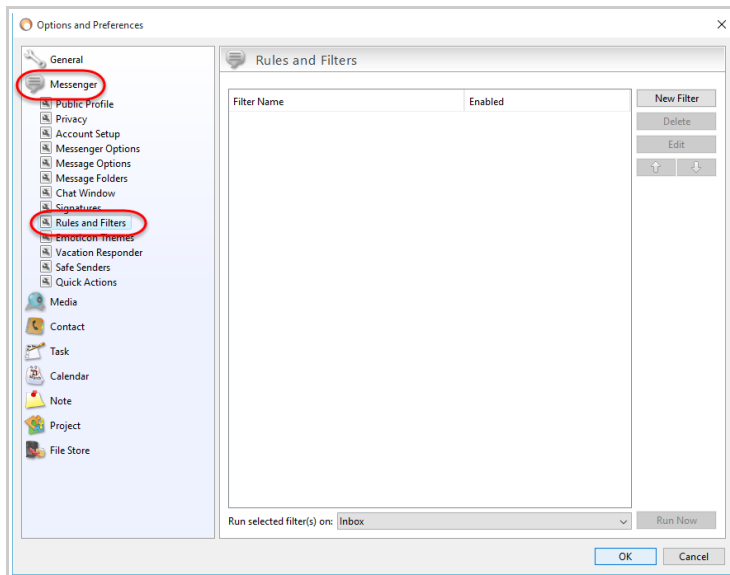
The option Rules and Filters is useful when you want to apply a specific automated rule or filter to more than one e-mail. This useful feature can be applied to e-mails you will be receiving and automatically sort them to a specific folders under My Inbox view.

In this scenario I will be creating a rule/filter which will add all e-mails that have an attachment of 1 or more and the subject of the e-mail contains the word TFSA . Any e-mails that meet **both** of these rules will be moved to my UVC Shared Folder.

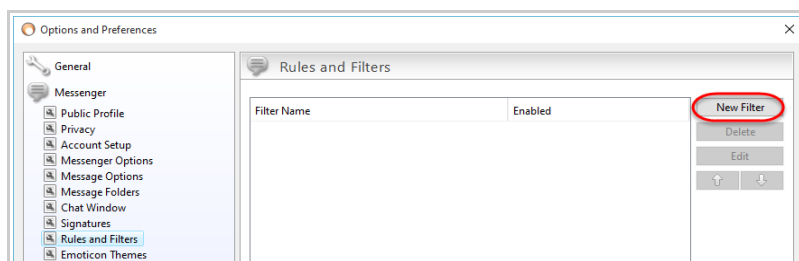
1. Click on **File and Options and Preferences...**



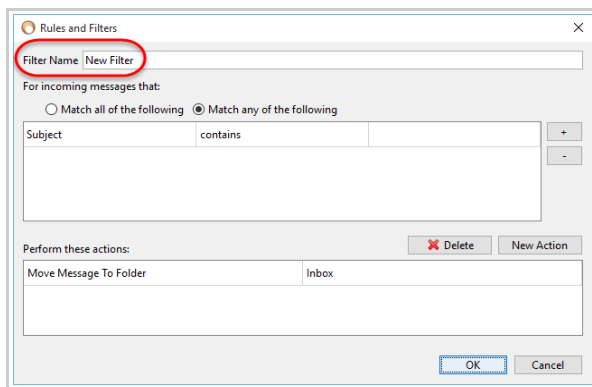
2. Click on the **Messenger** option and then **Rules and Filters**.



3. Click on the **New Filter** button to add a new filter.



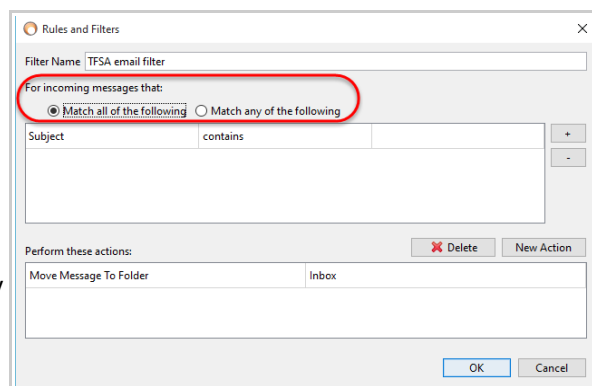
4. Specify a name for this filter under **Filter Name**.



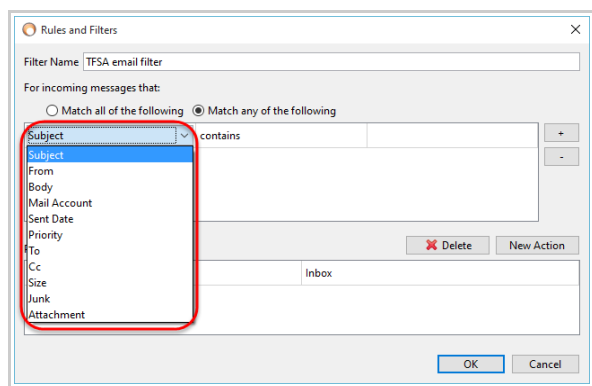
5. For incoming messages that section select if you want to:

- **Match all of the following** (all rules will need to match to get this filter action to work)
- **Match any of the following** (any of the rules need to match to get this filter action to work)

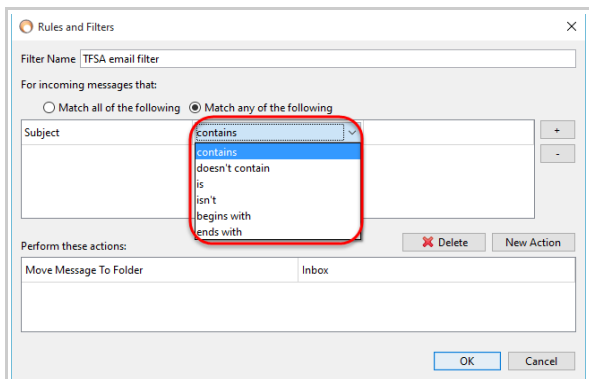
In my test scenario I want all e-mails that contains the word TFSA as an e-mail subject **and** that also have an attachment of 1 or more to be moved to my UVC Shared Folder. In this case I will select the **Match all of the following** option because I want both rules to be applied to any new e-mail that I receive.



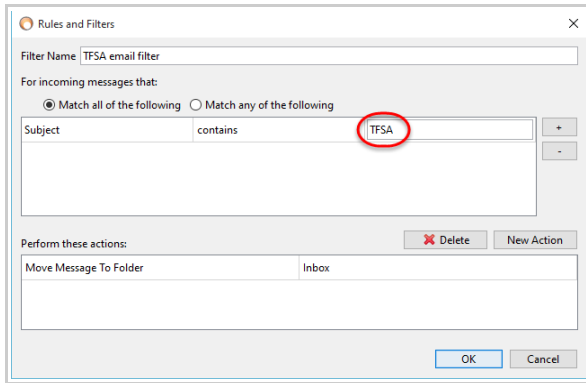
6. Next you will need to click on the drop down menu to select your first rule. Notice the available choices you have at your disposal to setup your rules. In this test scenario I will select the option **Subject**:



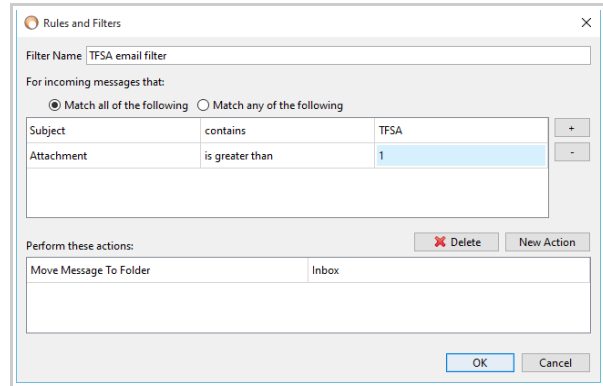
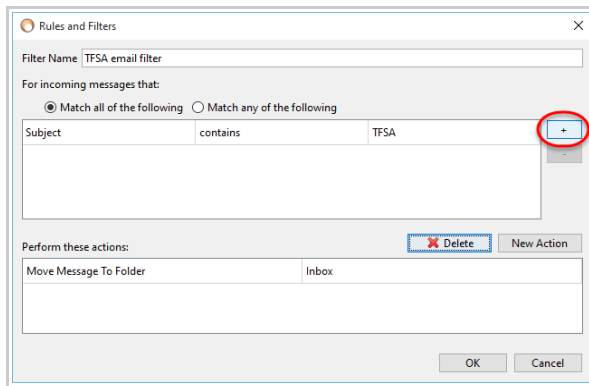
7. Repeat the same process as above but this time for the second drop down box. In this scenario I will select **Contains** as the option for **Subject**.



8. Finally add the keyword you want the rule to apply the the **Subject Contains**.

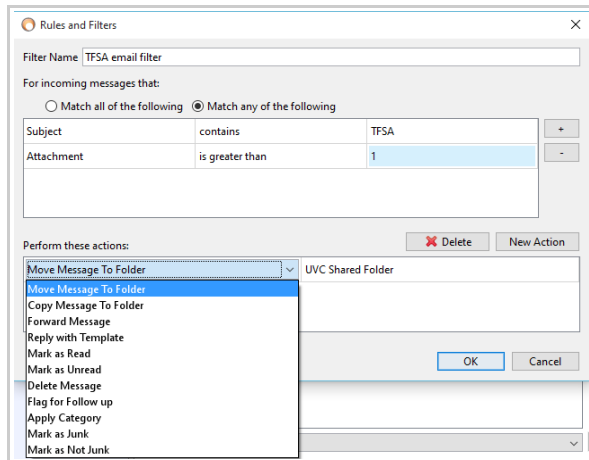


9. To add a new rule simply click on the **+ symbol**. Repeat the same process until you have added all the rules for your new filter.



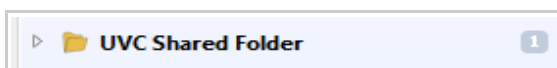
10. Once your done adding your rules/filters you will need to specify the action those rules/filters will do when they are met.

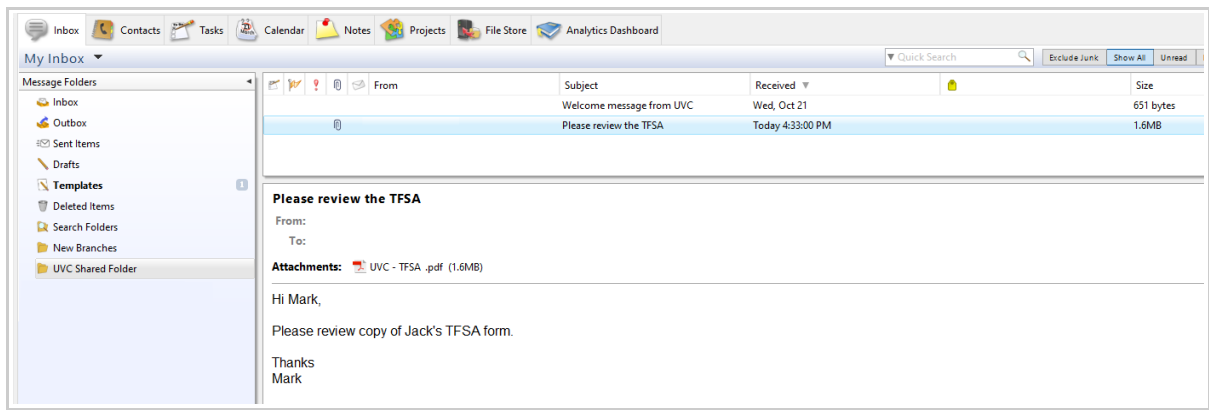
Under **Perform these actions** I will click on the drop down box to select the option **Move Message To Folder** and then select the UVC Shared Folder from the available listed folder.



11. Click on the **OK** button to save your new filter.

Now when you receive a new e-mail that meets both those rules it will be automatically be moved over to the folder you selected:





**Note:** The difference between **Match all of the following** and **Match any of the following** are enormous. I could of created the above scenario with the option **Match any of the following**. The difference would be that either rule would be applied to all received e-mails and not both rules.

If a receiving e-mail contained the word TFSA in it's subject but did not have any attachments then the e-mail would be filtered and moved to the UVC Shared Folder.

If a receiving e-mail did not contained the word TFSA in it's subject but had at least 1 attachment then the e-mail would be filtered and moved to the UVC Shared Folder.

The option **Match all of the following** and **Match any of the following** really depends on how you want your rules to apply to your action.