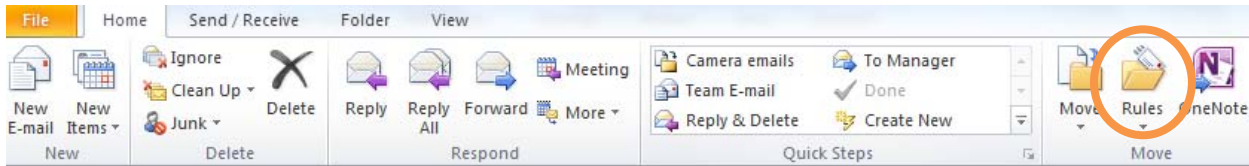


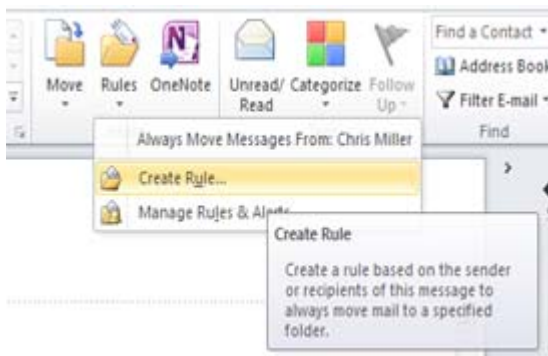


## How to Create a Rule to Move Incoming E-mails to a Specific Folder

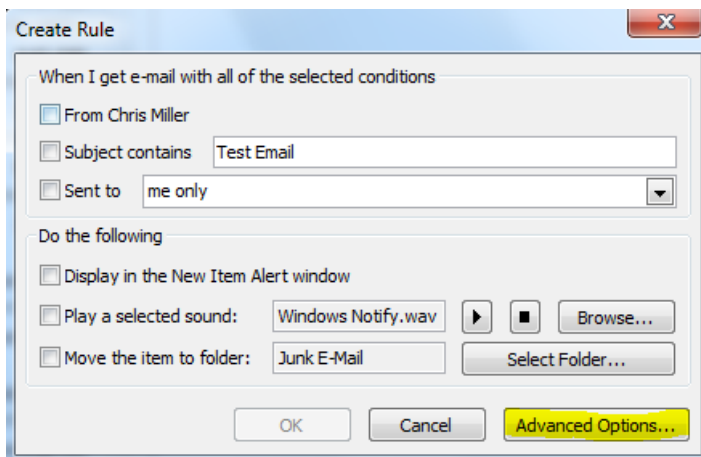
1. Click on the “Rules” button within the top menu.



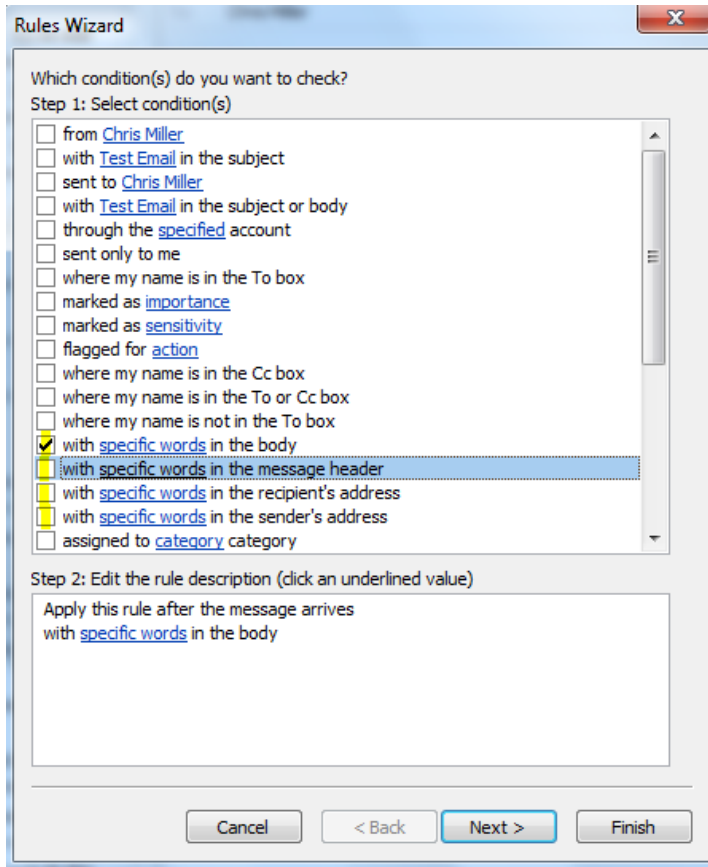
2. Select “Create Rule” from the drop down menu. This will open up a new “Create Rule” window.



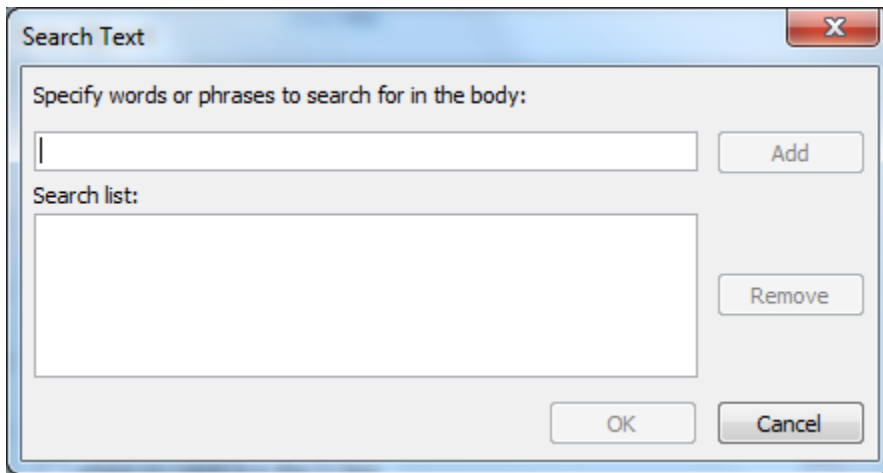
3. Select “Advanced Options” from the new create rule window. This will open up another window.



4. Select any or all of the highlighted selections to create specific rules for your specific application

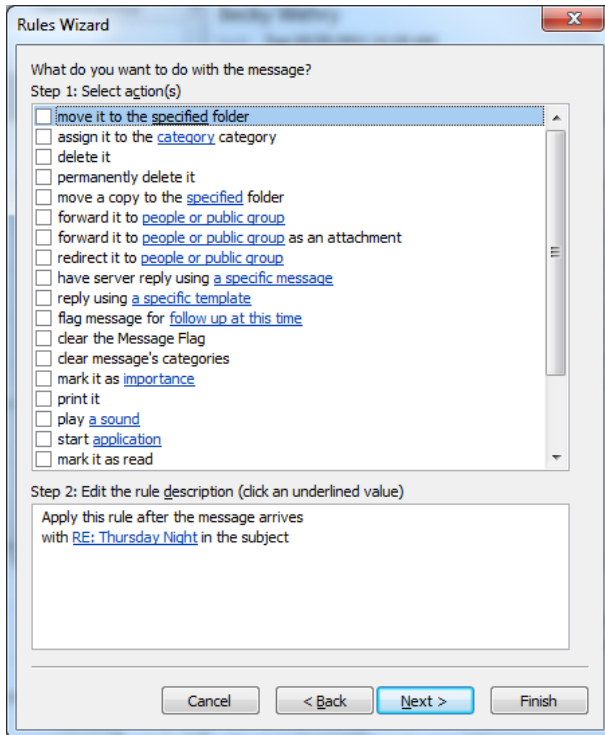


5. Click the blue underlined words in order to specify what conditions you want it to look for.

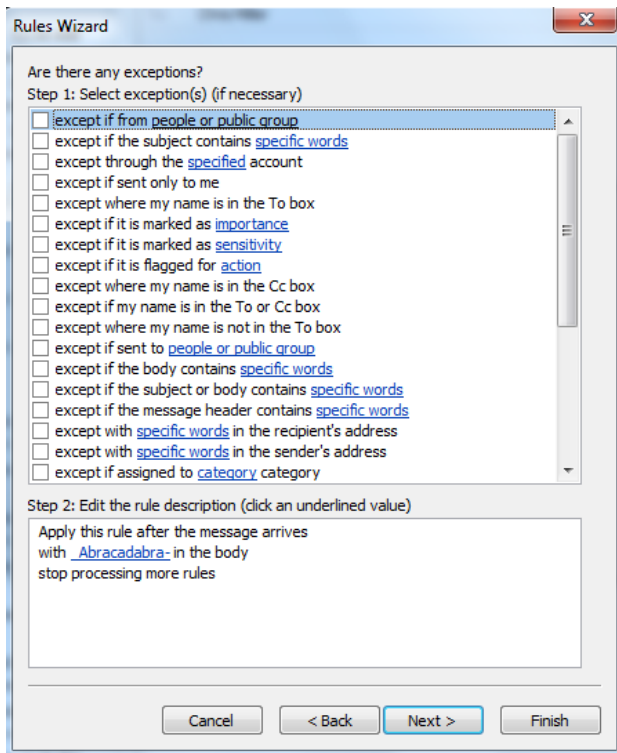


6. Once all words or phrases are entered, click the OK button.

7. Select the action that you want to take place, and customize it by clicking on the blue underlined words:



8. Select any Exceptions required.



9. Finalize your newly created rule by completing steps 1,2, & 3 and Click “Finish”.

