How to create auto filter into different folder for e-mail software Windows Mail in VISTA and Outlook Express for Windows XP.

This is useful if you want to sort out two different e-mail address that one of the new e-mail a/c you created want to sort incoming e-mail into different folder instead of put all together into same in box.

1. Launch program outlook express if use Win XP or windows mail if use VISTA.



2. Click on tools, message rules, mail.



3. If you see this, click new, if not go to step 4.

essage Rules	×
Mail Rules News Rules	
These rules will be applied to Mail messages. Note: Rules do not apply to IMAP accounts.	
☑ New Mail Rule #1	New Modify Copy Remove Apply Now
Move Up Move Down Rule Description (click on an underlined value to edit it):	
Apply this rule after the message arrives Where the To or CC line <u>contains</u> <u>'test@userdomain.com'</u> Move it to the <u>test@yourdomainname</u> folder	
	OK Cancel

4. Scroll down for box 1., click on check box where the to or CC line contain people.

New Mail Rule	×
Select your Conditions and Actions first, then specify the values in the Description.	
1. Select the Conditions for your rule:	
Where the message body contains specific words	~
Where the To line contains people	
Where the CC line contains people	
Where the To or CC line contains people	-
2. Select the Actions for your rule:	
Move it to the specified folder	~
Copy it to the specified folder	
Delete it	
Forward it to people	-
3. Rule Description (click on an underlined value to edit it):	
Apply this rule after the message arrives Where the To or CC line <u>contains people</u>	
4. Name of the rule:	
New Mail Rule #1	
OK	el

5. In box 2. click on check box where move it to the specified folder.

New Mail Rule	
Select your Conditions and Actions first, then specify the values in the Description.	
1. Select the Conditions for your rule:	
Where the message body contains specific words	*
Where the To line contains people	
Where the CC line contains people	
Where the To or CC line contains people	-
2. Select the Actions for your rule:	
Move it to the specified folder	~
Copy it to the specified folder	
Delete it	
Forward it to people	-
3. Rule Description (click on an underlined value to edit it):	
Apply this rule after the message arrives Where the To or CC line <u>contains people</u> Move it to the <u>specified</u> folder	
4. Name of the rule:	
New Mail Rule #1	
OK Cance	el 🚽

6. click on contain people as shown.

New Mail Rule	×
Select your Conditions and Actions first, then specify the values in the Description.	
1. Select the Conditions for your rule:	
Where the message body contains specific words	~
Where the To line contains people	
Where the CC line contains people	
Where the To or CC line contains people	-
2. Select the Actions for your rule:	
Move it to the specified folder	~
Copy it to the specified folder	
Delete it	
Forward it to people	-
3. Rule Description (click on an underlined value to edit it):	
Apply this rule after the massage onlyss Where the To or CC line <u>contains people</u> Move it to the <u>specified</u> folder	
4. Name of the rule:	
New Mail Rule #1	
OK	el

7. Type in the full e-mail address you want to auto filter, click add.

em your
Add
Contacts
Remove
Options
Cancel

8. click OK.

lype one name at a time and click Add, or select peop Nindows Contacts.	le from your
	Add
People:	
Where the To or CC line contains 'test@userdomain.com'	Contacts
	Remove

9. click on specific as shown.

lew Mail Rule	×
Select your Conditions and Actions first, then specify the values in the Description.	
1. Select the Conditions for your rule:	
Where the message body contains specific words	~
Where the To line contains people	
Where the CC line contains people	
Where the To or CC line contains people	-
2. Select the Actions for your rule:	
Move it to the specified folder	~
Copy it to the specified folder	
Delete it	
Forward it to people	-
3. Rule Description (click on an underlined value to edit it):	
Apply this rule after the message arrives Where the To ar CC line <u>contains people</u> Move it to the <u>specifiec</u> folder	
4. Name of the rule:	
New Mail Rule #1	
OK	cel

10. Click on new folder.



11. type in the folder name, click OK.

older Name:	ОК
test@yourdomainname	Cancel

12. Click ok.

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love	
Move the item(s) to the selected folder:	ОК
 Local Folders Inbox Outbox Sent Items Deleted Items Drafts Junk E-mail sip test@yourdomainname 	Cancel New Folder

13. It is optional to change box 4 Name of the rule. Click Ok.

New Mail Rule				
Select your Con	ditions and Actions first, then specify the valu	es in the	Descripti	on.
1. Select the Cor	nditions for your rule:			
🗌 Where the	message body contains specific words			
🗌 🗌 Where the	To line contains people			
Where the	CC line contains people			
🗹 Where the	To or CC line contains people	- 1		
2. Select the Act	ions for your rule:			
Mov it to	the specified folder			
Copy it to t	he specified folder			
🗌 Delete it				
Forward it	to people			
3. Rule Descripti	on (click on an underlined value to edit it):			
Apply this rule Where the To o Move it to the <u>t</u>	after the message arrives r CC line <u>contains 'test@userdomain.com'</u> <u>est@yourdomainname</u> folder			
4. Name of the r	ule:			
New Mail Rule	#1	-		