



# Setting E-mail Filters

1. Click on the E-mail tool
2. Click on the "Options" tab



4. Select the hyperlink for "Filters" from the listing below

On the next screen:

Use the breadcrumbs under "Your Location:" to go back to options (or any previous view), not the back button on your browser

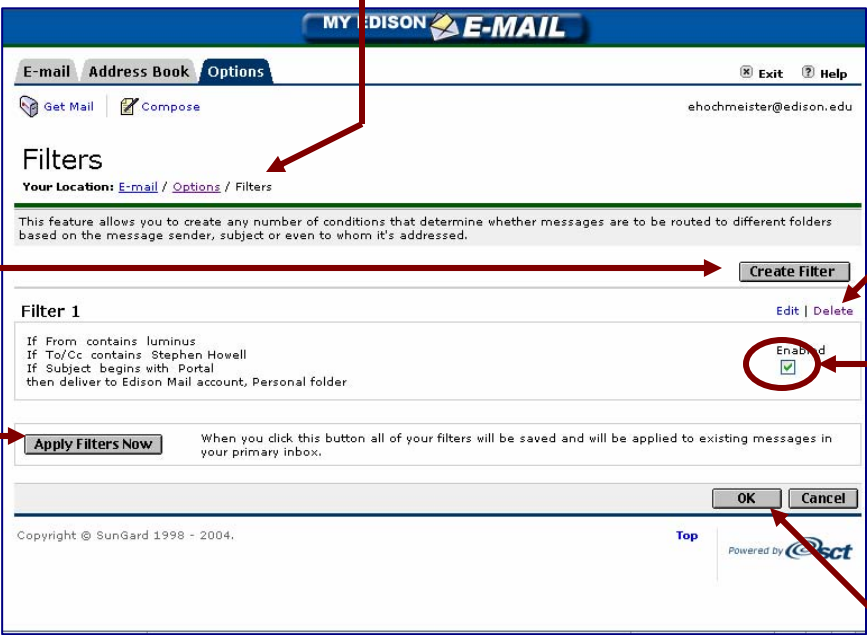
5. To create a new filter, click "Create Filter", this takes you to the "create/edit filter" screen (below)

8. Click the "Apply Filters Now" button to select all created filters on e-mail messages, and begin using them

6. Click the edit hyperlink to modify, or delete hyperlink to remove for each filter

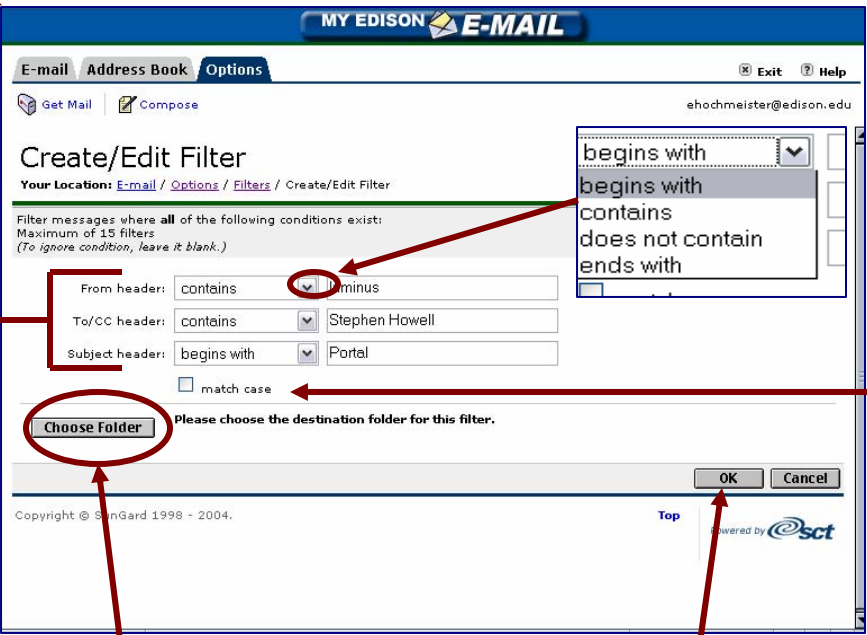
7. Use the "enabled" checkbox to pick and choose which created filters that you wish to use at that time

Once you have created or edited filters, Click "OK" button on the "Filters" page to save your changes and return to "options"



9. Filter messages by describing keywords about the e-mail that you wish to filter. You can put in keywords for the From, To/CC, and Subject headers (3). The drop down caret allows you to organize keywords by whether the header begins with, contains, does not contain, or ends with that keyword

10. Click the "match case" checkbox if you wish the keywords above to precisely match the capital and lower case letters you typed for those keywords



11. Click the "Choose Folder" button to select which folder the e-mails are filtered to (folders need to be created beforehand)

12. Click "OK" button to save the new filter.