

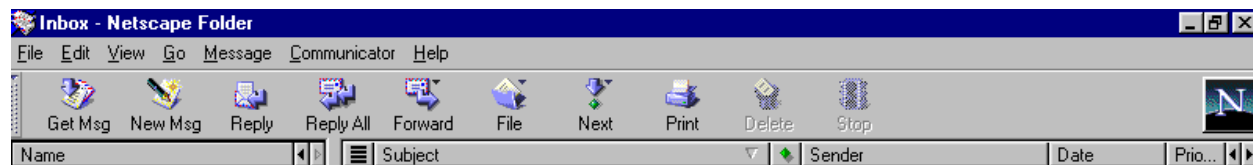
Message Filters In Netscape Mail

Why use Message Filters

You are on a list-serve and receive several e-mail messages a day - by creating a message filter, it automatically places these messages in a user-defined folder when they arrive.

How to Create a Message Filter

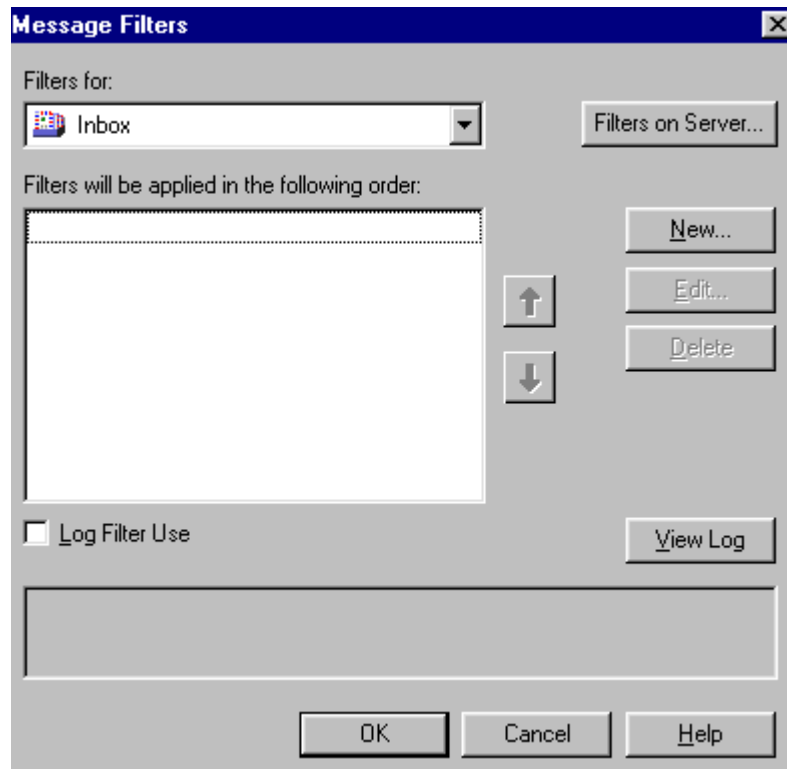
In Netscape and in the Messenger Window



Click on Edit

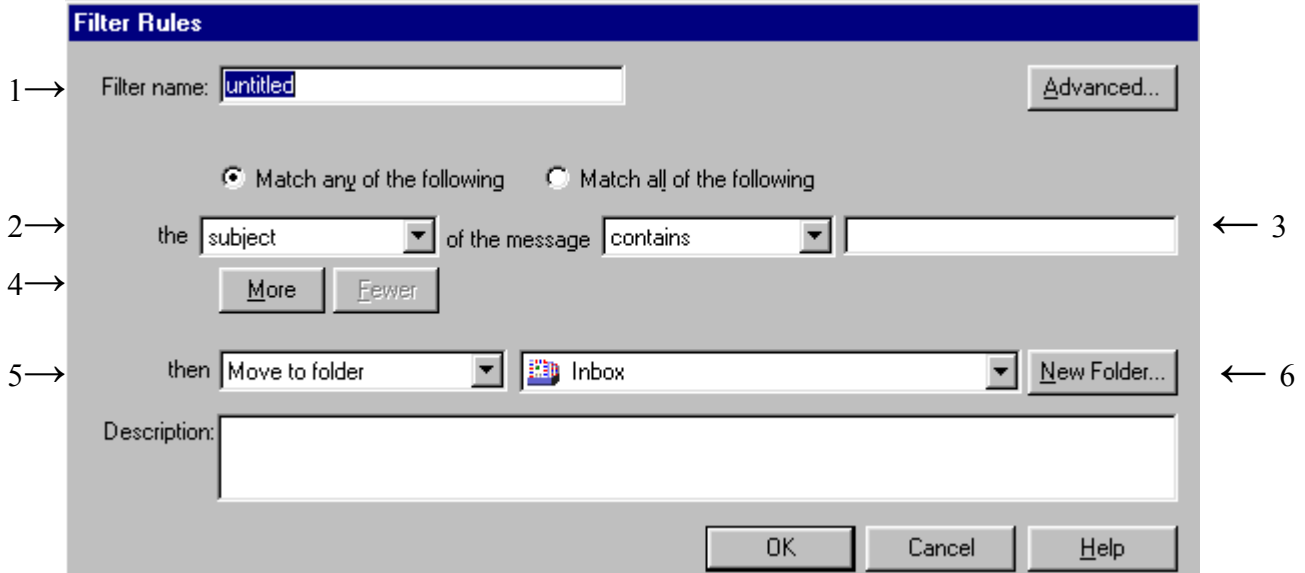
Click on Message Filters

The following window appears:



Click New

The following Filter Rules Window appears on the screen:



1. Next to **Filter name**

Enter a name you wish to call this filter such as the name of the list-server or person's name or organization name - Such As: **Naz Notices**

Two Options - Match any of the Following
or Match all of the Following

2. Next to **subject** - **click on Down Arrow** - and select one of the following:

- subject
- sender
- body
- date
- priority
- status
- to
- cc
- to or cc
- age in days

3. Next to *Contain* - click on *Down Arrow* and select one of the following:

- contains ←**
- doesn't contain
- is
- isn't
- begins with
- ends with

Now go to the empty box the right side of **Contain**
Type the name of list-serve (the email address)

or whatever the criteria is that you have established

Listserve sometimes have strange names in the Sender or From parts, such as Message has no-reply, and ft_staff has owner_ft_staff. Check the header on a message you have received to see what you need in Sender or From.

4. MORE (or) Fewer

**CLICK MORE TO ADD CRITERIA - SUCH AS ADDITIONAL EMAIL ADDRESSES THAT YOU WANT TO BE SENT TO THE DESIGNATED FOLDER
OR FEWER TO REMOVE THEM**

5. Now you have to tell the message to move to a specified folder

Options:

- Move to Folder ←**
- Change priority
- Delete
- Mark red
- Ignore thread
- Watch thread

Next to inbox - ***Click on down arrow*** - shows the list of folders under local mail

Click on a folder that has already been created

OR

6. To create a new folder

- Click on New Folder**
- Click on down arrow**
- Click up**
- Click on Local Mail**

Now type in the name of the new folder, such as ***Naz Notices***

Click okay

Click okay again

You have now created a message filter that states.....

All incoming messages from >>>>designated email address<<<< will be placed in the Naz Notices Folder

How do you know when a message is received in the folder?

The Folder Name will be **bolded** when the message arrives and also there will be a **green arrow indicator near the folder**.

When you want some messages to automatically go to Trash

If you receive messages from a sender or list-serve that you do not ever want to read and would like these messages to automatically go to TRASH:

Create a message filter that states
All incoming messages from "blank blank blank" will be placed in the TRASH folder.

Click Edit
Click Message Filter
Click New
Filter Name ____**???**____
subject or sender of message contains ____**???**____
then move to folder **Trash**
Click okay
Click okay

If you have any questions please contact the Lab Assistant on duty in Smyth Hall room 85 or call extension 2088. You may also call the User Support Line at extension 2111 on campus or dial 389-2111 from off campus.