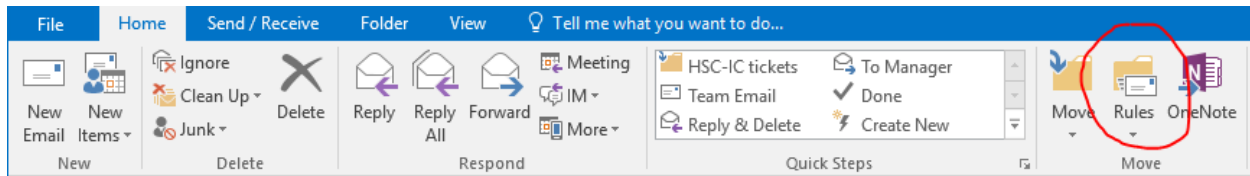
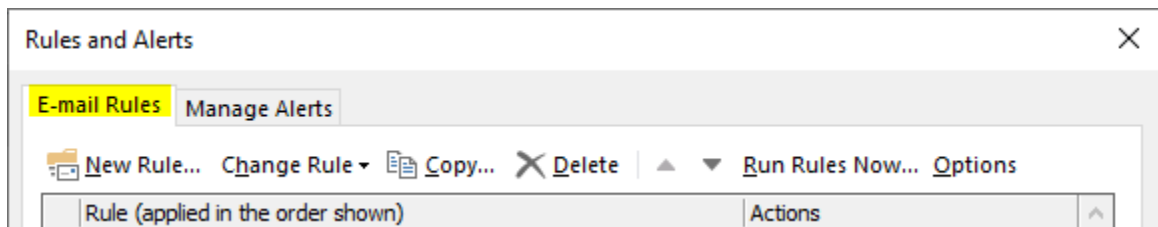


Under the Rules menu:



Select Manage Rules & Alerts, then **click** on the E-mail Rules tab:



In the Rules Wizard, **click** on Apply rule on messages I receive, then **click** Next:

Rules Wizard



Start from a template or from a blank rule

Step 1: Select a template

**Stay Organized**

- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a public group to a folder
- Flag messages from someone for follow-up
- Move RSS items from a specific RSS Feed to a folder

**Stay Up to Date**

- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

**Start from a blank rule**

- Apply rule on messages I receive**
- Apply rule on messages I send

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

Cancel

< Back

Next >

Finish

Step 1: Select Conditions - **Click** the box next to 'with [specific words](#) in the body'

Step 2: Edit the rule - **Click** the link for '[specific words](#)'

Rules Wizard

Which condition(s) do you want to check?

**Step 1: Select condition(s)**

- ☐ from people or public group
- ☐ with specific words in the subject
- ☐ through the specified account
- ☐ sent only to me
- ☐ where my name is in the To box
- ☐ marked as importance
- ☐ marked as sensitivity
- ☐ flagged for action
- ☐ where my name is in the Cc box
- ☐ where my name is in the To or Cc box
- ☐ where my name is not in the To box
- ☐ sent to people or public group
- ☒ with specific words in the body
- ☐ with specific words in the subject or body
- ☐ with specific words in the message header
- ☐ with specific words in the recipient's address
- ☐ with specific words in the sender's address
- ☐ assigned to category category

**Step 2: Edit the rule description (click an underlined value)**

Apply this rule after the message arrives  
with specific words in the body

**Enter** phrases that direct you to Unsubscribe or alter email preferences and Click Add. **Repeat** for common words or phrases starting with 'unsubscribe'. **Click** OK when list is complete:

Search Text

Specify words or phrases to search for in the body:

unsubscribe Add

Search list:

"unsubscribe" or  
"click here" or  
"if you do not wish to" or  
"if you no longer" or  
"email preferences"

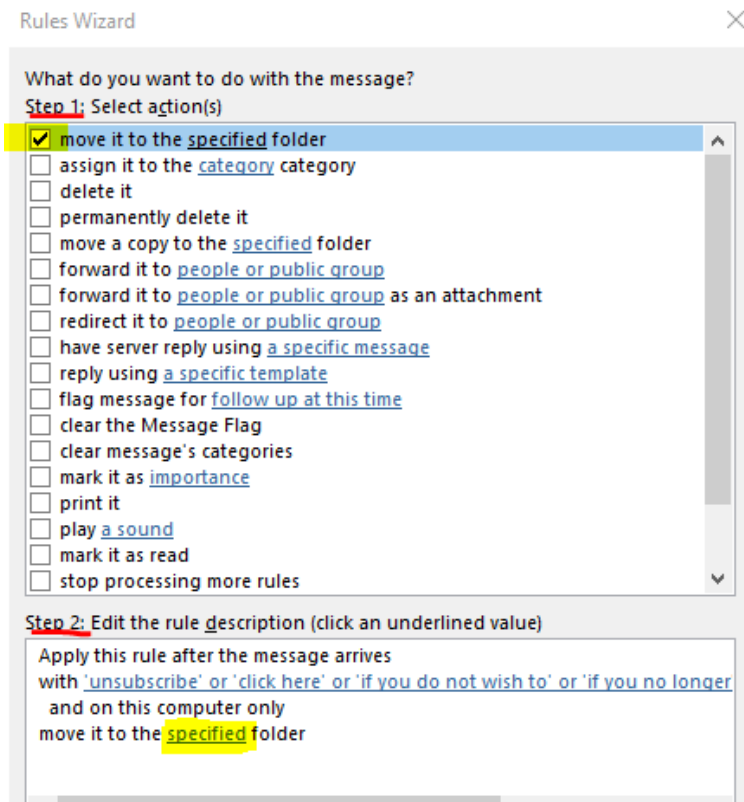
Remove

OK Cancel

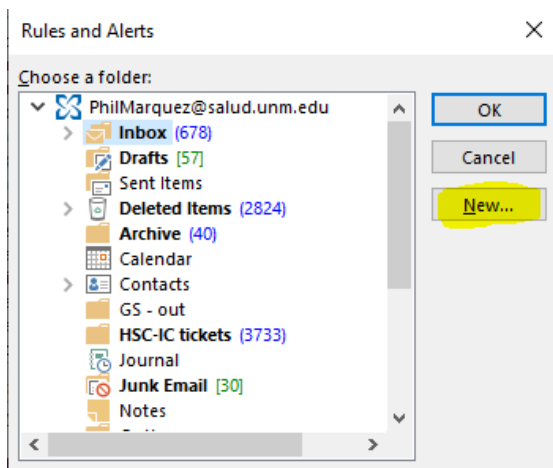
This returns you to the Rules Wizard. Now **click** the box next to 'on this computer only', then **click** Next:

Step 1: Select Actions – **Click** the box next to 'Move it to the [specified](#) folder'

Step 2: Edit the rule - **Click** the link for '[specified](#)' folder



**Click** New to create a new folder:

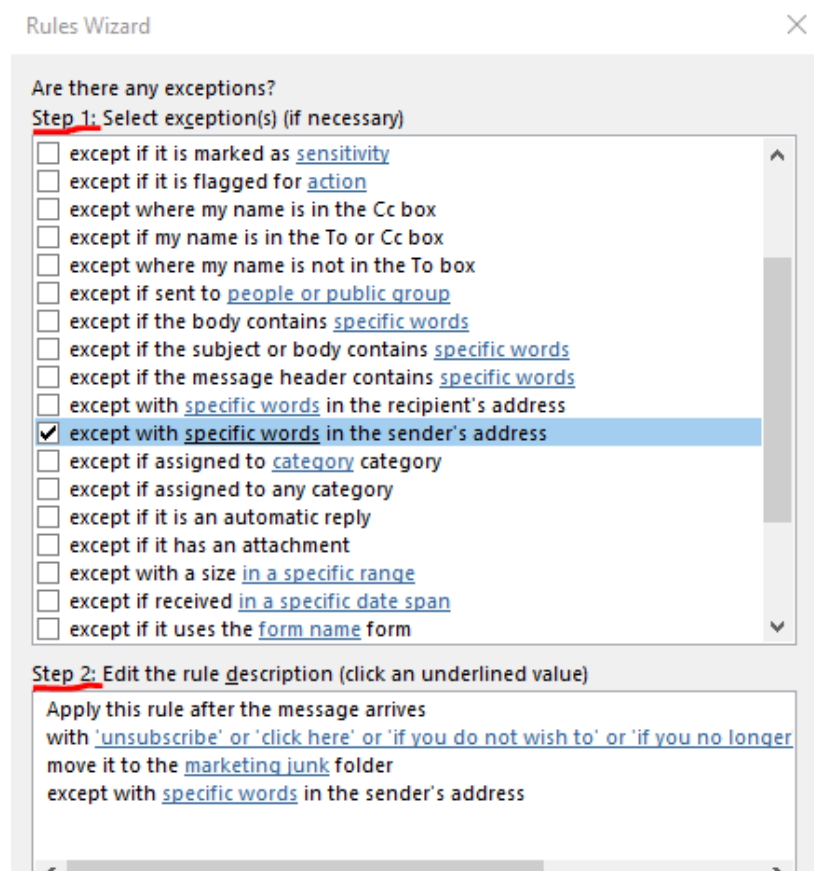


**Specify** the Name of the new folder, make sure Inbox is highlighted, **click** OK to create the new folder. The new folder is created. This is where all the filtered (unwanted) mail will be moved. You could Delete the mail you filter, but this allows you to skim the folder for filtered mail you actually do want.

**Click** Ok again to return to the Rule Wizard. **Click** Next to apply exceptions to the rule.

Step 1: **Check** the box next to except with '[specific words](#)' in the sender's address.

Step 2: **Click** the link for '[specific words](#)'



Rules Wizard

Are there any exceptions?

**Step 1: Select exception(s) (if necessary)**

- ☐ except if it is marked as [sensitivity](#)
- ☐ except if it is flagged for [action](#)
- ☐ except where my name is in the Cc box
- ☐ except if my name is in the To or Cc box
- ☐ except where my name is not in the To box
- ☐ except if sent to [people or public group](#)
- ☐ except if the body contains [specific words](#)
- ☐ except if the subject or body contains [specific words](#)
- ☐ except if the message header contains [specific words](#)
- ☐ except with [specific words](#) in the recipient's address
- ☒ except with [specific words](#) in the sender's address
- ☐ except if assigned to [category](#) category
- ☐ except if assigned to any category
- ☐ except if it is an automatic reply
- ☐ except if it has an attachment
- ☐ except with a size [in a specific range](#)
- ☐ except if received [in a specific date span](#)
- ☐ except if it uses the [form name](#) form

**Step 2: Edit the rule description (click an underlined value)**

Apply this rule after the message arrives  
with '[unsubscribe](#)' or '[click here](#)' or '[if you do not wish to](#)' or '[if you no longer](#)  
move it to the [marketing junk](#) folder  
except with [specific words](#) in the sender's address

Enter domain names from wanted email such as from @unm.edu, @salud.unm.edu, or any domain name you want to receive email from (@dell.com), then click OK.

Search Text

Specify a word or phrase to search for in the sender's address:

Add

Search list:

- "@unm.edu" or
- "@salud.unm.edu" or
- "@anywanteddomainname.com"

Remove

OK Cancel

In the same manner, **create** additional exceptions for:

Or except if the subject contain [RE:](#)

Or except if sender is in [All Address Lists](#) Address Book

When done with Exceptions, **click** Next.

**Specify** a name for the new rule. **Click** Turn on this Rule, then **click** Finish.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Junk Marketing rule

Step 2: Setup rule options

☐ Run this rule now on messages already in "Inbox"

☒ Turn on this rule

☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives  
with: unsubscribe or click here or if you do not wish to or if you no longer  
move it to the marketing junk folder  
except with '@unm.edu' or '@salud.unm.edu' or '@anywanteddomainname.c

< >

Cancel < Back Next > Finish



If you click Run this rule now on messages already in “Inbox”, it will filter out anything already in your inbox and then turn it on going forward.