

## **To filter your incoming email in Outlook Express**

For demonstration purposes, we will set up a filter for all email with "Elementally" in the Subject, into a new folder called "Website".

1. Open Outlook Express, then go to Tools, Message Rules, Mail and select New.
2. Check "Where the Subject line contains specific words" in Box 1, then check "Move it to the specified folder" in Box 2.
3. In Box 3, firstly click on contains specific words.  
In the first box, type "Elementally" and select Add – it will appear in the lower box.  
Select OK to take you back to the New Mail Rule box.
4. Still in Box 3, now click on specified.  
Another box will open called "Move".  
Select the New Folder button, and type "Website" in the Folder Name box, then OK. This new folder will then be highlighted in the "Move" box – select OK and you will be taken back to the New Mail Rule box and the rule will state "Move it to the Website folder".
5. Click into Box 4 and give your rule a name, such as "Website email", then select OK. You will be taken back to the Message Rules box and your new rule will be listed. Select OK.
6. You can test your rule by sending yourself an email with Elementally in the Subject line. If you "Send and Receive", when the email comes back to you, it should go straight into the new Website folder.

There are many rules that you can apply and that could help you manage how you deal with your email. There are no doubt similar facilities available in other email packages, such as Outlook, Eudora, etc – don't be afraid to have a good look around, and use the program's Help.

If you have any problems applying the above, please get in touch with [helpsheet@elementally.co.uk](mailto:helpsheet@elementally.co.uk) and we'll try to help you.