

Filters/rules for E-mail Outlook Express 6

HACS Education Class 6/16/2003

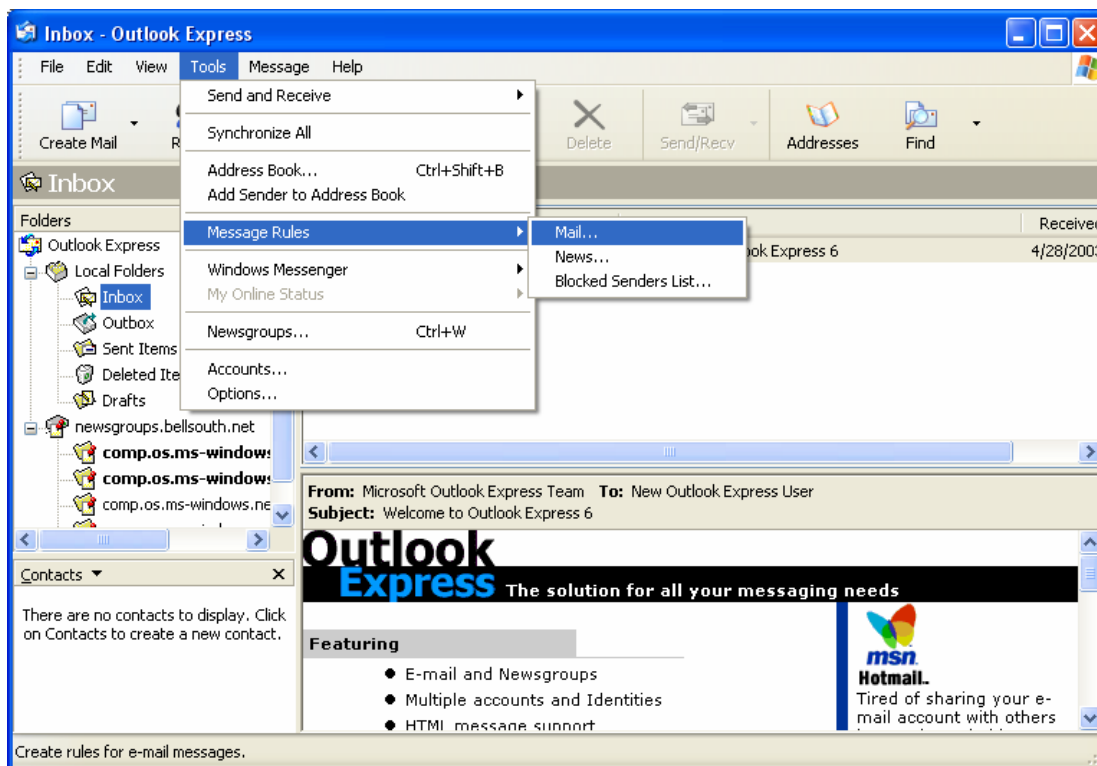
Jerry@liedl.org

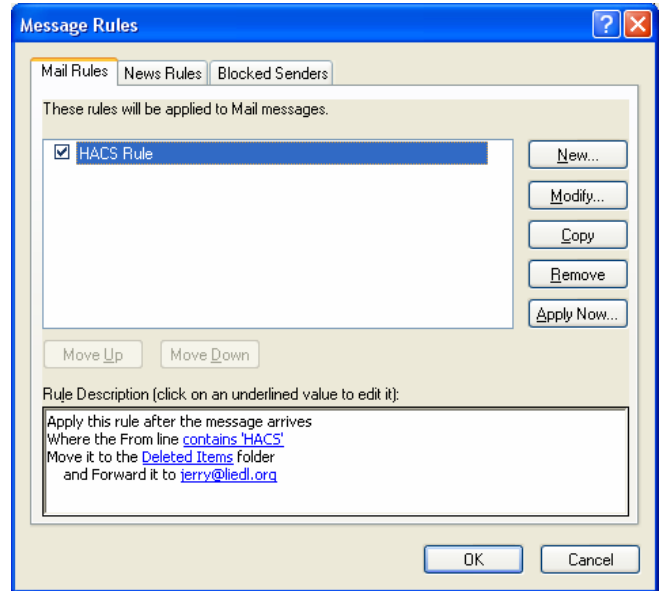
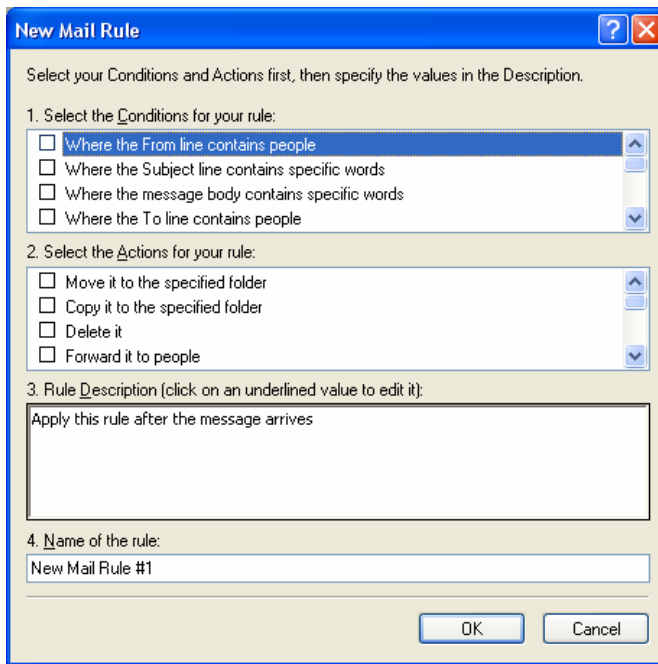
To create a rule for e-mail messages

1. On the **Tools** menu, point to **Message Rules**, and then click **Mail**.
Message rules cannot be created for IMAP or HTTP e-mail accounts.
2. If this is the first rule you are creating, proceed to step 3. Otherwise, on the **Mail Rules** tab, click **New** and proceed to step 4.
3. Select the conditions for your rule by selecting the desired check boxes in the **Conditions** section.
(You must select at least one condition.)
You can specify multiple conditions for a single rule by selecting more than one check box. Click the **and** hyperlink in the **Rule Description** section to specify whether all of the rule conditions must be met before the specified action occurs (and), or whether at least one must be met (or).
4. Specify the actions for your rule by selecting the desired check boxes in the **Actions** section. (You must select at least one condition.)
5. Click the underlined hyperlinks in the **Rule Description** section to specify the conditions or actions for your rule.
You can click **contains people** or **contains specific words** in the **Rule Description** section to specify the people or words you'd like Outlook Express to look for in messages. If you enter multiple people or multiple words per condition, use the **Options** button in the **Select People** or **Type Specific Words** dialog boxes to further customize the condition.
6. In the **Name of the rule** text box, select the default name or type a new name for your rule, and then click **OK**.

Notes

- You can create a new rule by selecting an existing one on the **Message Rules** tab and clicking **Copy**. This is helpful when the new rule you want to create is similar to an existing one.
- You can create a rule from a message by selecting an e-mail message in the main window and then on the **Message** menu clicking **Create Rule from Message**. This helps by automatically filling in the name of the person on the **From** line; no other information from the message, however, is entered into the rule





A freeware spam filter may be found at: <http://keir.net/k9.html>

K9 is an email filtering application that works in conjunction with your regular POP3 email program and automatically classifies incoming emails as spam (junk email) or non-spam without the need for maintaining dozens of rules or constant updates to be downloaded. It uses intelligent statistical analysis that can result in extremely high accuracy over time.

Backup/Archive E-mail

In Outlook Express: To compact and back up e-mail folders

1. Select an e-mail folder.
2. On the **File** menu, point to **Folder**, and then click **Compact**.
3. To back up the folder, find the folder file, and then copy it to a backup folder, floppy disk, or network drive. Outlook Express e-mail folders have a .dbx extension (for example, "Sent Items.dbx").

In Outlook: You Archive mail. Go to File and Select Archive to get following:



Retrieve archive folder: Go to File. Select Open and "Outlook Data File". Folders added as unit above active folder list and called "archive folders". To close archive folders right click and choose "close archive folders".