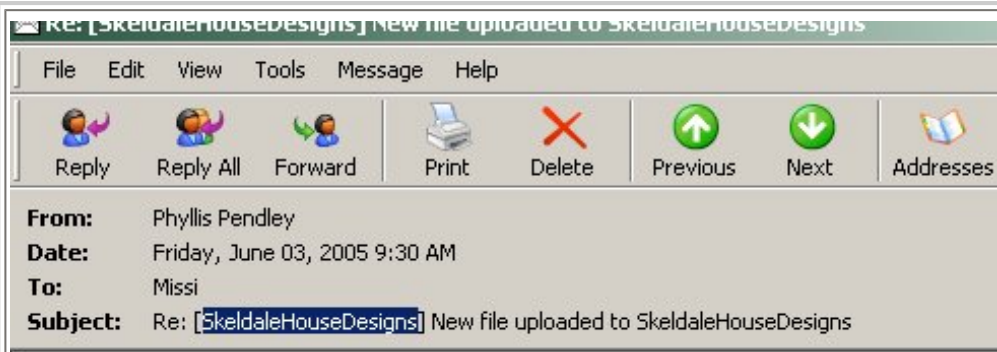


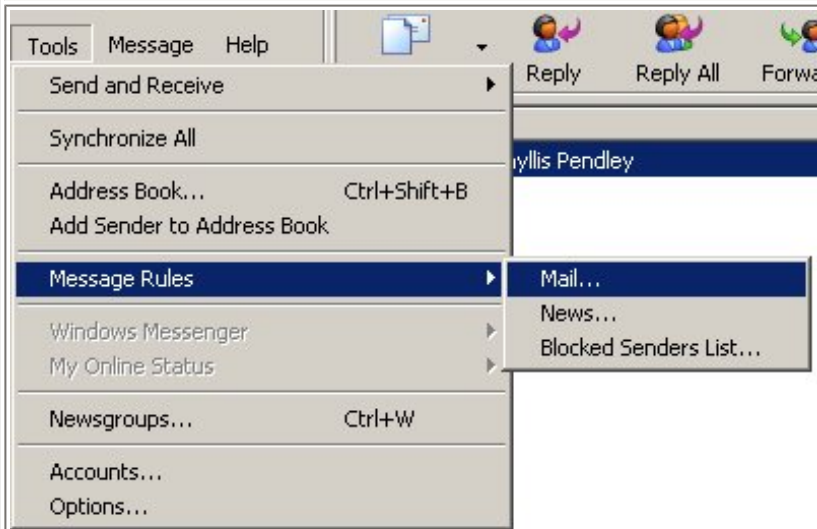
Organizing your Email

Using Message Rules

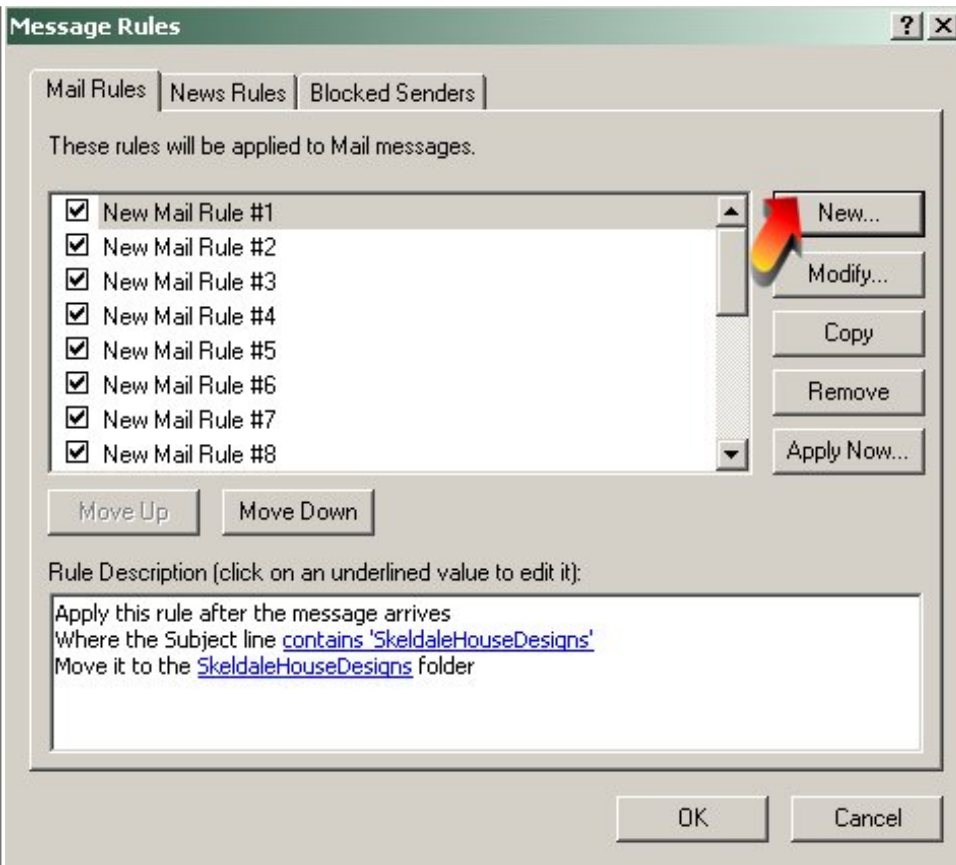


Hi lite the subject matter, in this case the group name on the email and right click on it and copy. Hold it in your clipboard

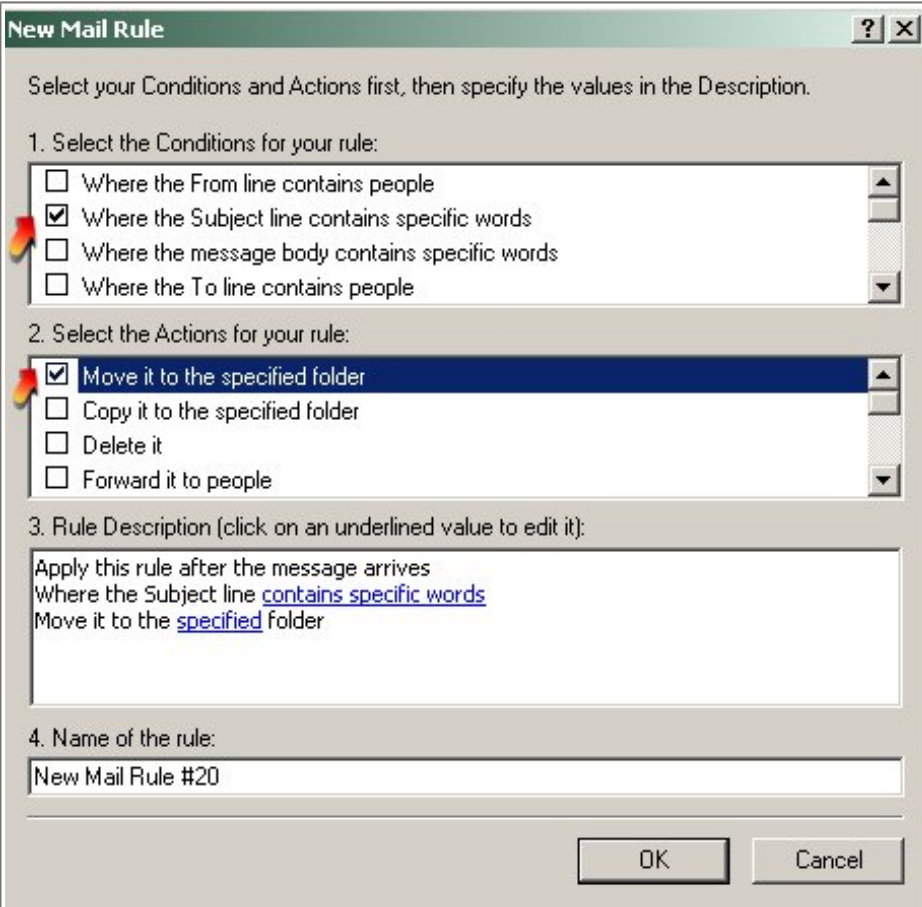
That would be great, I need management, lol. BTW----I haven't forgotten about
-----still waiting for the flowers to bloom, lol. And just as I started to write about
just then remembered I was over filling the pond, LOL. -----(((E
----Phyllis



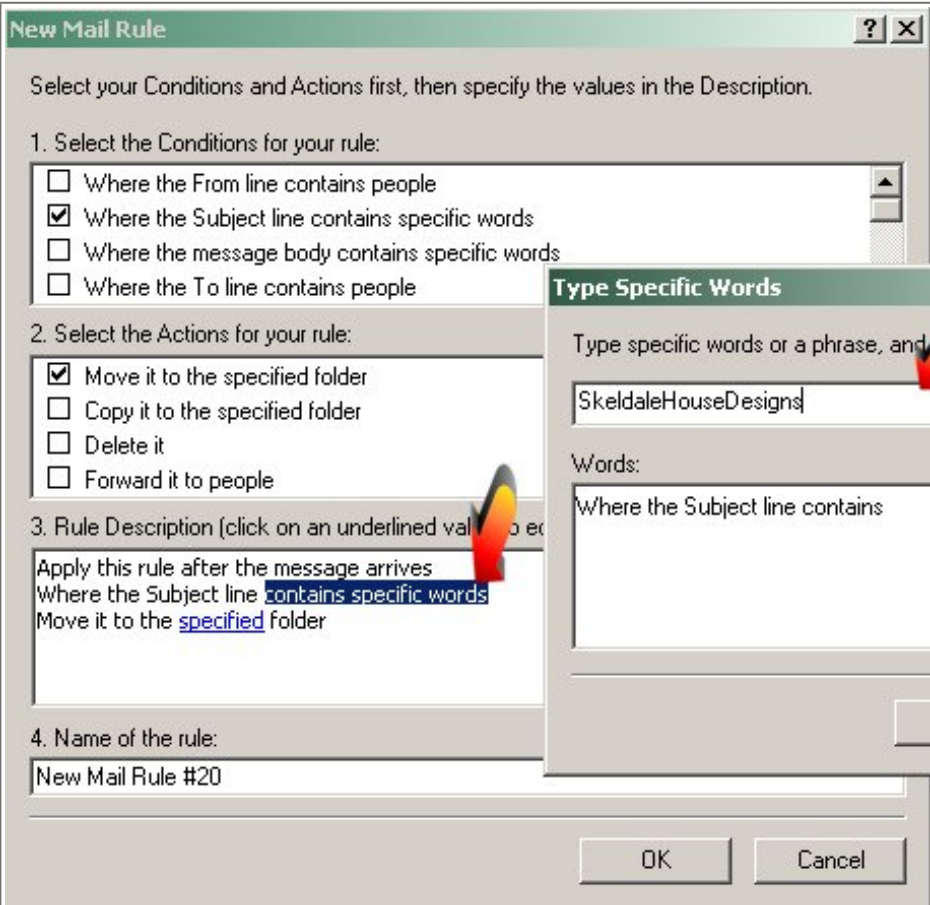
Now go to Tools. Message Rules and to mail



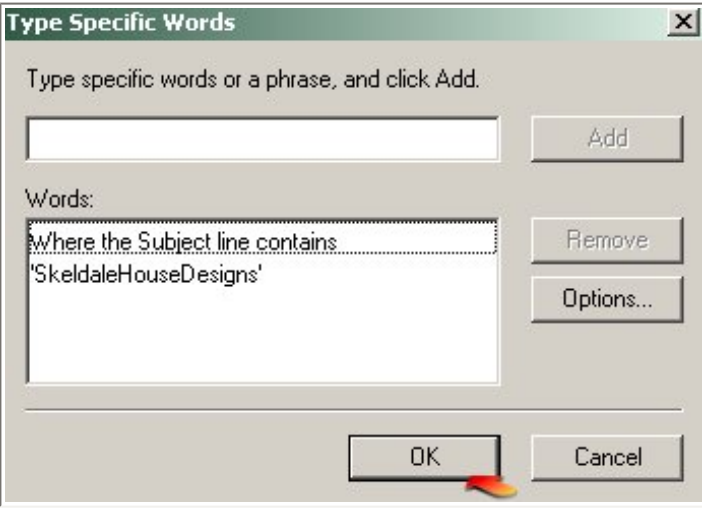
Click on New



Check the 2 boxes as shown

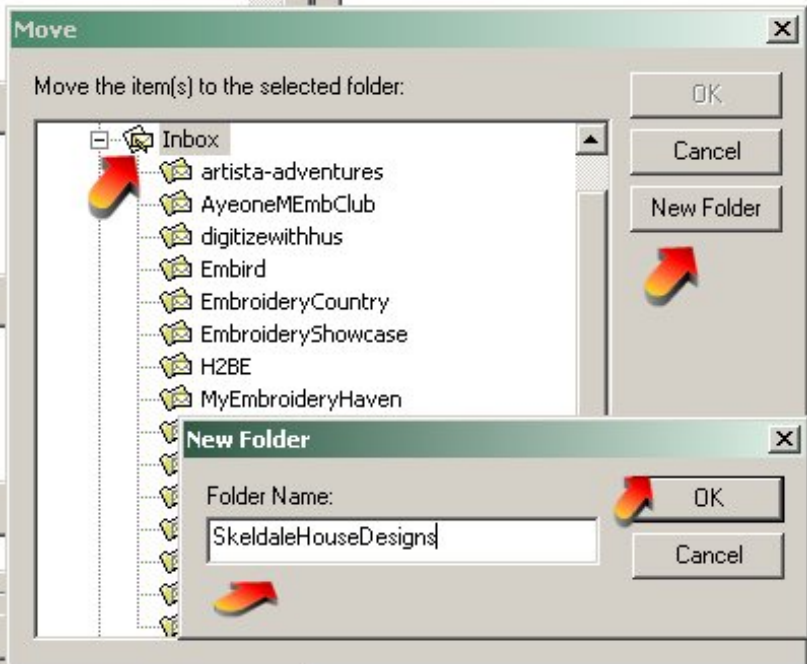
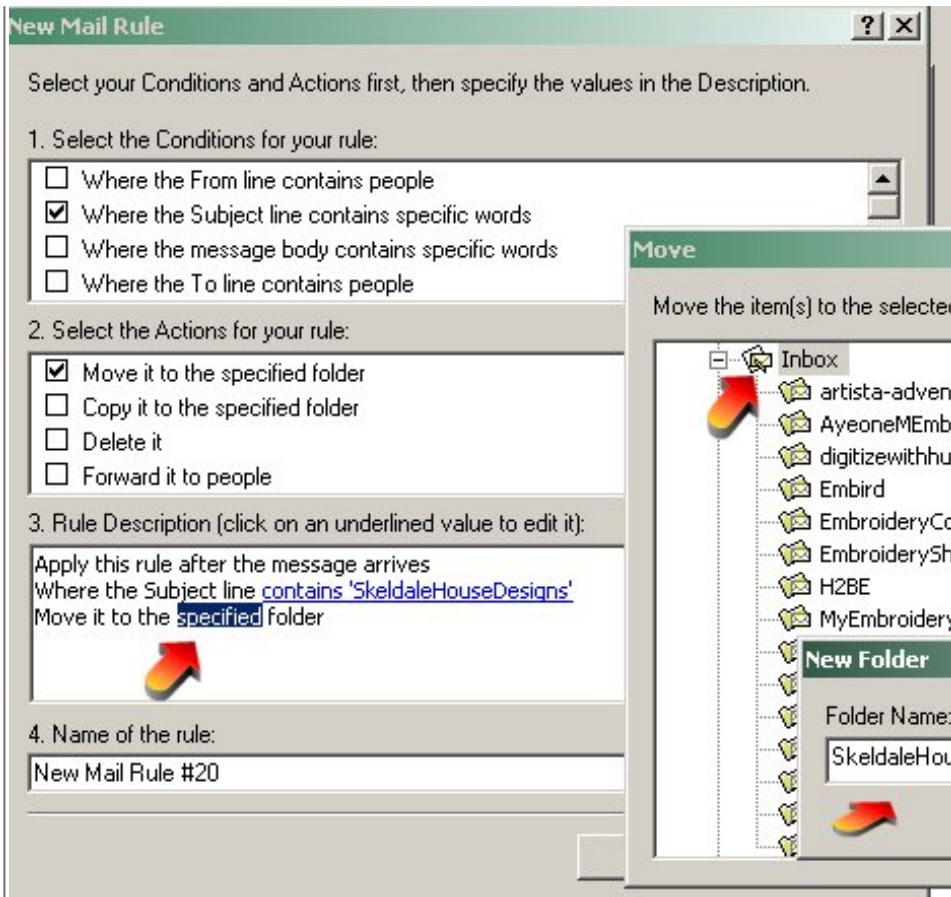


Now click on the words as shown and right click and paste the group name and click on add

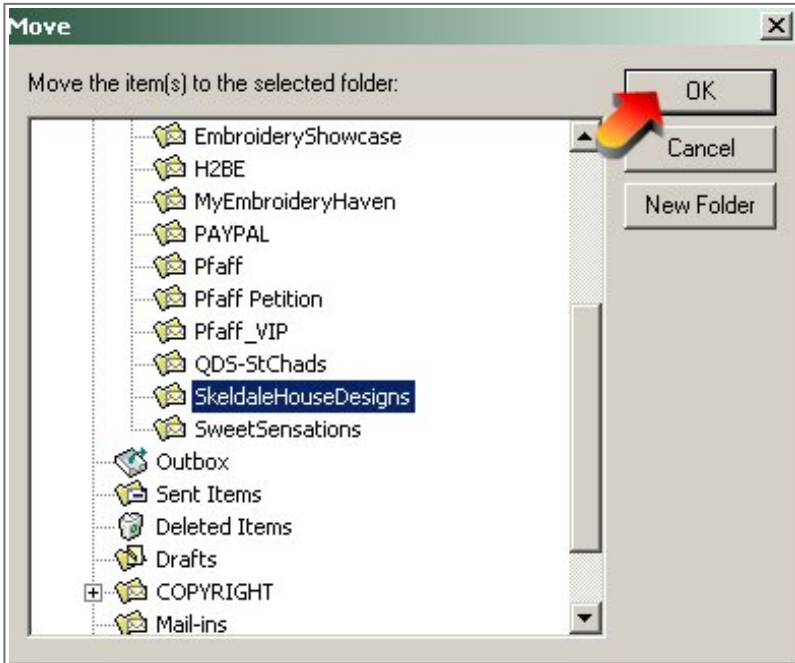


Click ok

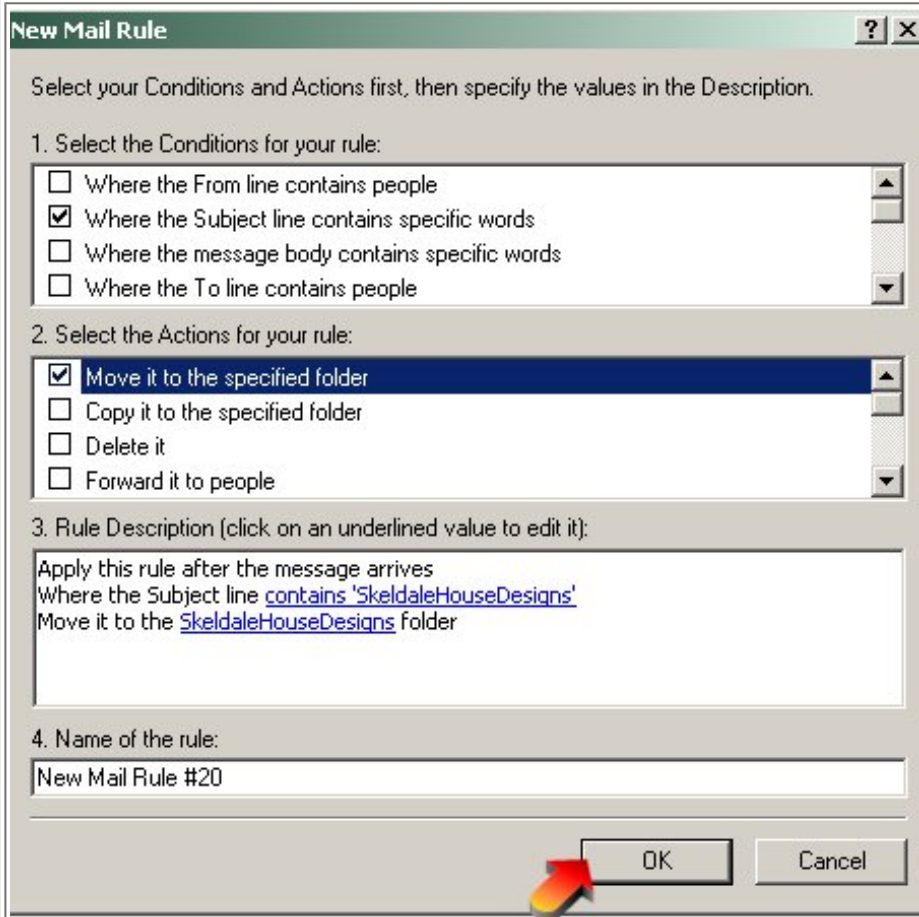
Click on the word



Specific as shown click on New folder, and once again right click and paste, Click ok



Click OK



One more time click OK and your message rule is made.. Now when your email comes in for the group it will go to that folder...

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