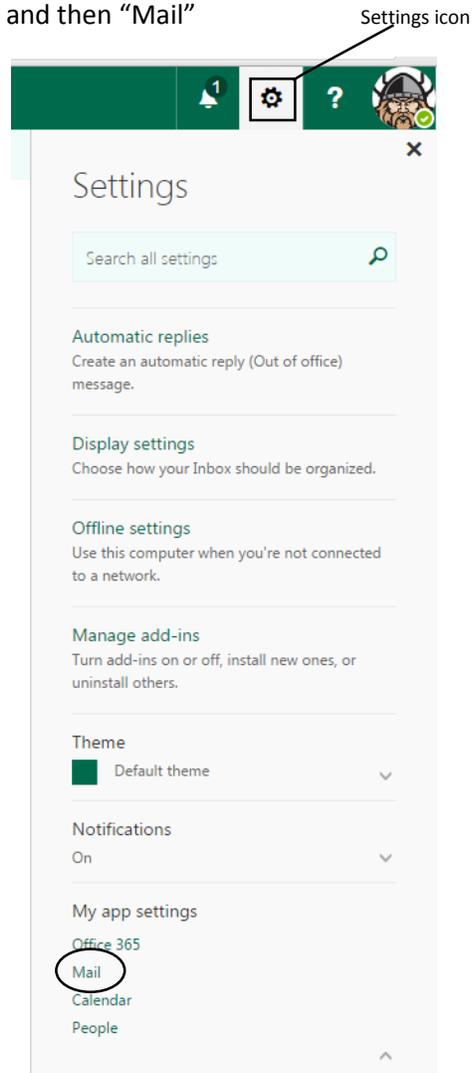




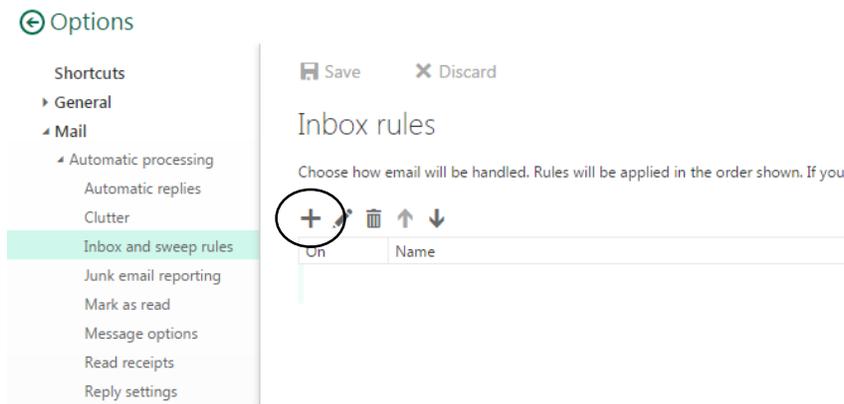
Create a rule

- 1) Select the "Settings" icon and then "Mail"

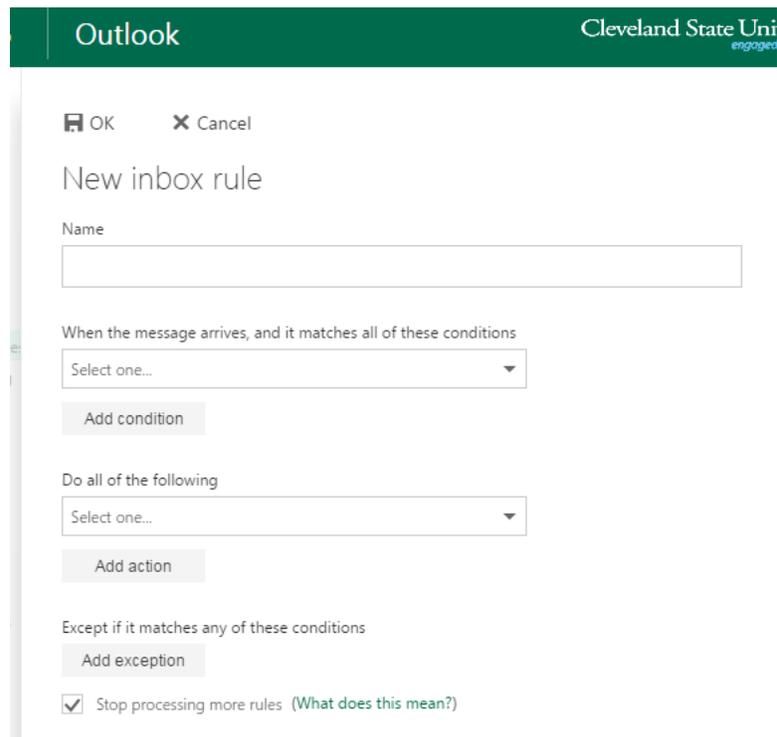




- 2) Select “Inbox and sweep rules” of the left and under “Mail / Automatic processing” select the “+” sign to create a new rule



- 3) A pop-up will appear, enter the name of the rule in the field titled “Name” and then select the options available in the remaining fields and complete as needed. Once all information has been entered, select “Save” to save the rule.





- 4) Once saved, the rule will appear in the list and automatically be enabled. To disable the rule simply uncheck the box next to it. To delete and remove the rule from the list, select the rule and then select the trash can icon

