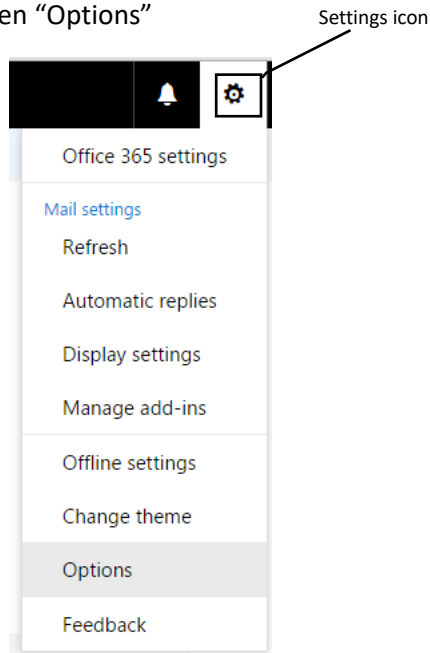


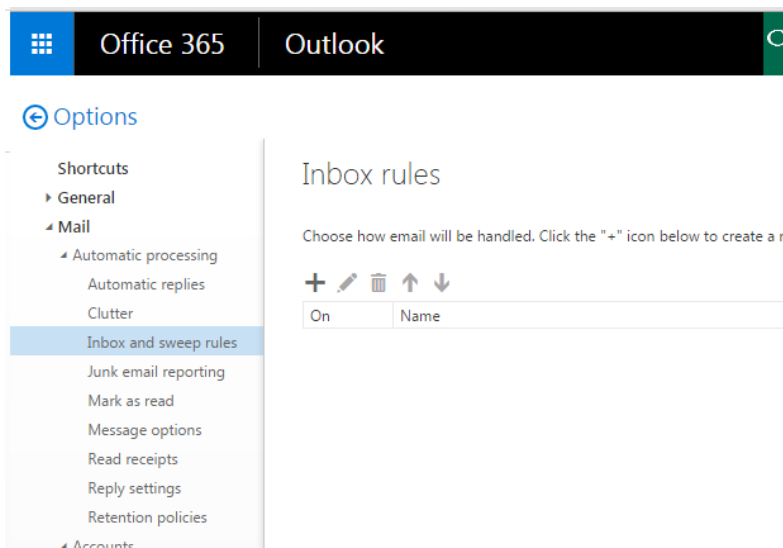


## Create a rule

- 1) Select the “Settings” icon and then “Options”

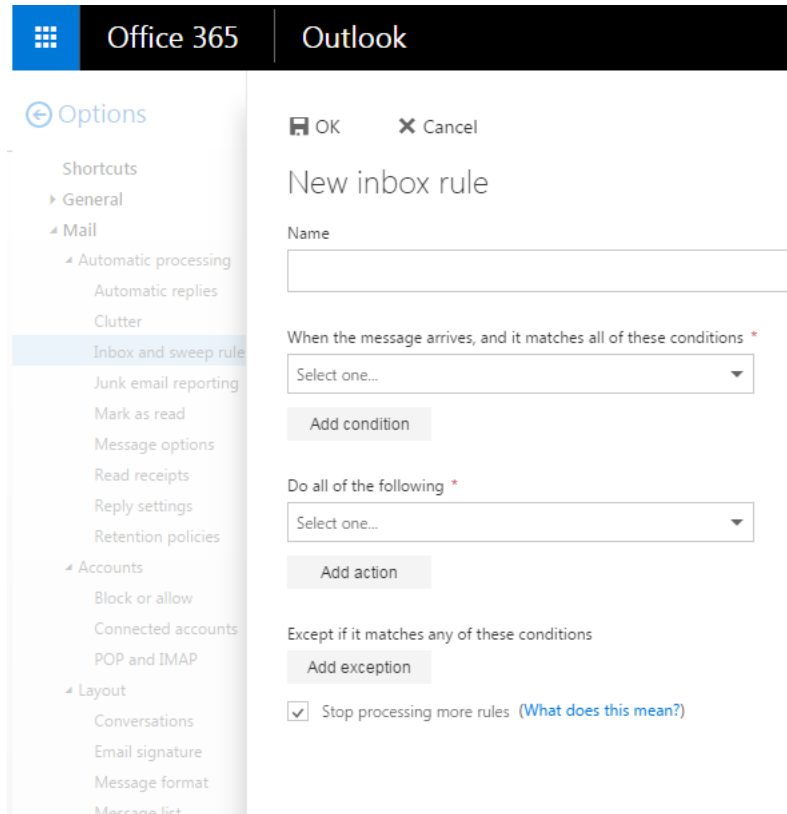


- 2) Select “Inbox and sweep rules” on the left and under “inbox rules” expand the “+” sign to create a new rule. Note: sweep rules are not rules for managing incoming mail and are addressed under different documentation.





- 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 "OK" 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

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### Options

- Shortcuts
- General
- Mail
  - Automatic processing
    - Automatic replies
    - Clutter
    - Inbox and sweep rules**
    - Junk email reporting
    - Mark as read
    - Message options
    - Read receipts
    - Reply settings
    - Retention policies
  - Accounts
    - Block or allow
    - Connected accounts

### Inbox rules

Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.

On	Name	Rule: my rule
<input checked="" type="checkbox"/>	my rule	<p><b>After the message arrives and...</b> the message was received from 'anywhere@dot.com'</p> <p><b>Do the following...</b> mark the message as Read And stop processing more rules on this message</p> <p><b>This rule is:</b> On</p>