

## Creating Filters to Organize or Delete E-mail Messages in Eudora and Outlook Express

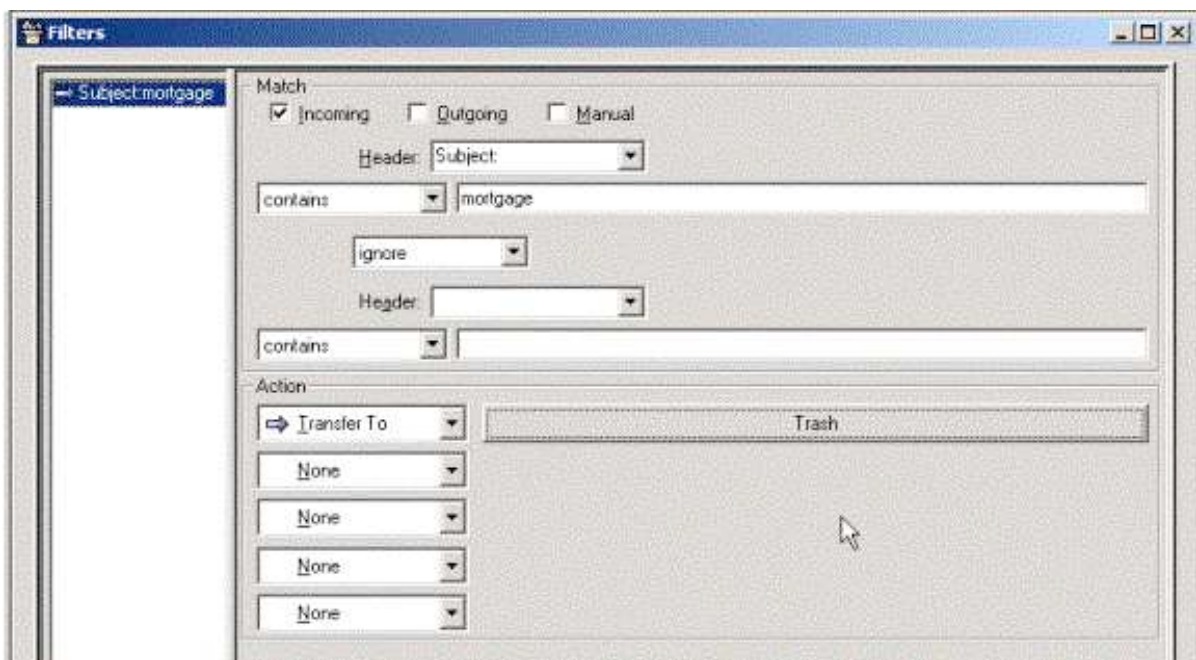
Message filters can be created to address a variety of incoming mail conditions. For example, one filter can be used to delete all messages coming from a particular e-mail address (probable SPAM mail), another filter can be created to transfer all messages from a particular e-mail address to a different folder (can be useful e-mail), and yet another filter can be used to flag a particular character string in the subject line of an e-mail and delete the message or transfer it to another folder for later consideration (possible SPAM).

**Caution:** Be very careful about the conditions you set to delete unwanted messages. To avoid the risk of inadvertently deleting useful e-mail, set your filter to move questionable mail to a particular folder (named **Junk**, for example) so you can look through it at a convenient time and decide whether to delete or keep the mail.

The instructions below illustrate the third condition listed above - flagging a particular character string embedded in the subject line of an e-mail. The word (character string) **mortgage** embedded in the subject line of incoming messages has been chosen as the SPAM mail identifier.

### Eudora

1. Pull down the **Tools** menu and select **Filters**.
2. Click the **New** button. A filter screen appears; make sure that **Incoming** is checked under **Match**.
3. Pull down the **Header** field and select **Subject**. You will see other condition parameters in the field, such as **From**, **To**, **Body**, etc.
4. In the blank field to the right of **contains**, type **mortgage**; the letter case is not important.
5. Pull down the **contains** field; you will see other conditions such as **not contain**, **begins with**, **ends with**, etc.
6. Pull down the first field under **Action** and select **Transfer To**. Then pull down the field next to **Action** and select **Trash**.
7. Click the **Close** button (the **X** symbol in the upper right corner of the screen) and click **Yes** when prompted to *Save changes to Filters?*



## Outlook Express

1. Pull down the **Tools** menu, select **Message Rules**, and then **Mail**. The New Mail Rule screen appears.
2. Check the boxes next to:
  - *Where the Subject line contains specific words* in the **Conditions** field
  - *Delete it* in the **Actions** field. Alternatively, to prevent deleting useful messages, select *Move it to the specified folder*.
3. Click the link contains specific words in the **Rule Description** field.
4. Type **mortgage**; the letter case is not important. Click **Add** and then **OK**.
5. Type a name for your new rule in the **Name of the rule** field and click **OK**.
6. Click **OK** again to finish the dialog.

