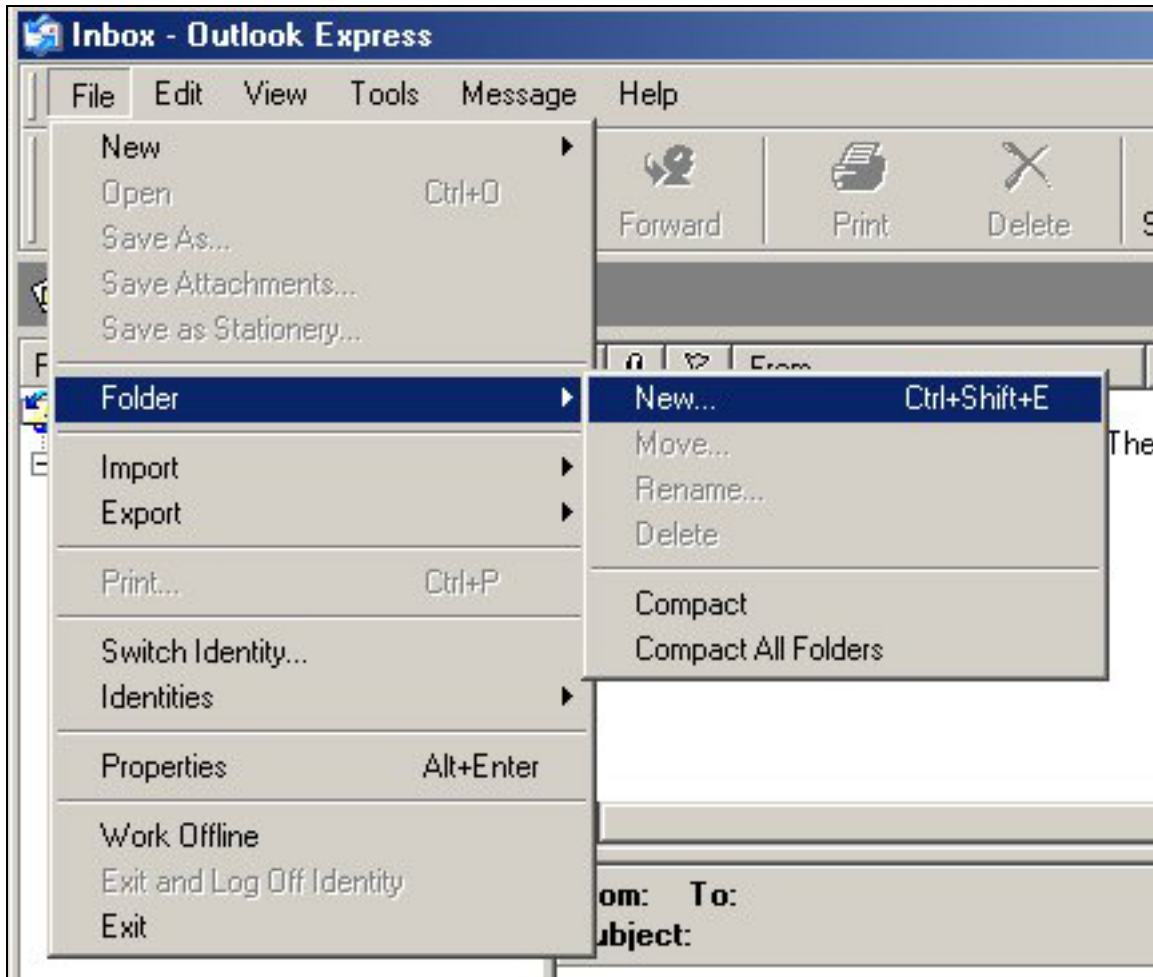


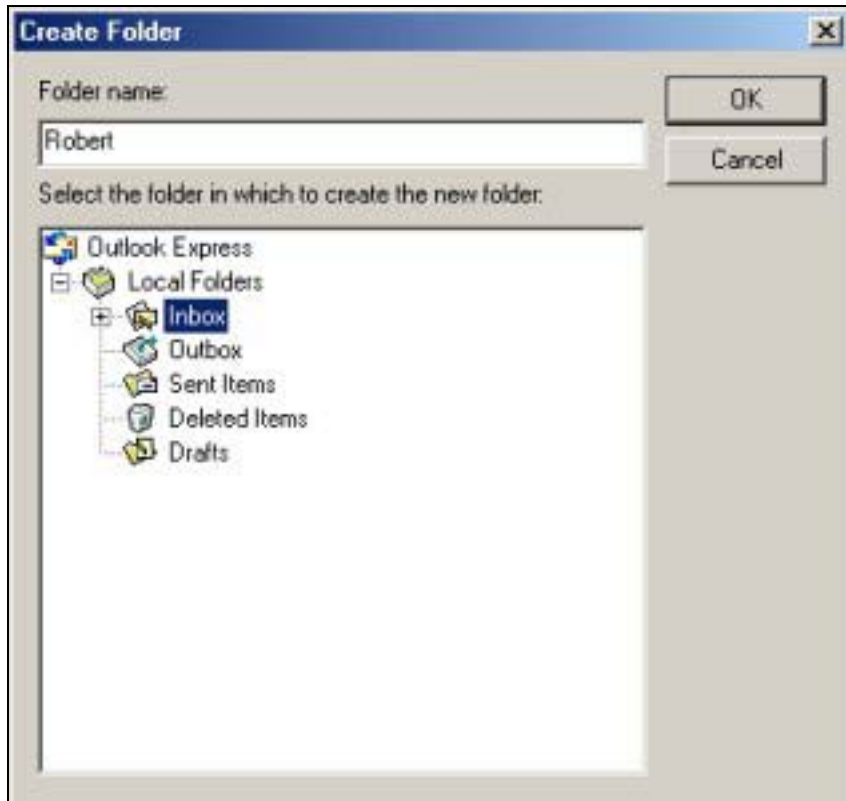
## Sorting email into folders with Outlook Express Version 1.00

The easiest way to sort multiple email accounts with Outlook Express is to have each mail account delivered into a separate folder upon arrival. To do this follow these steps.

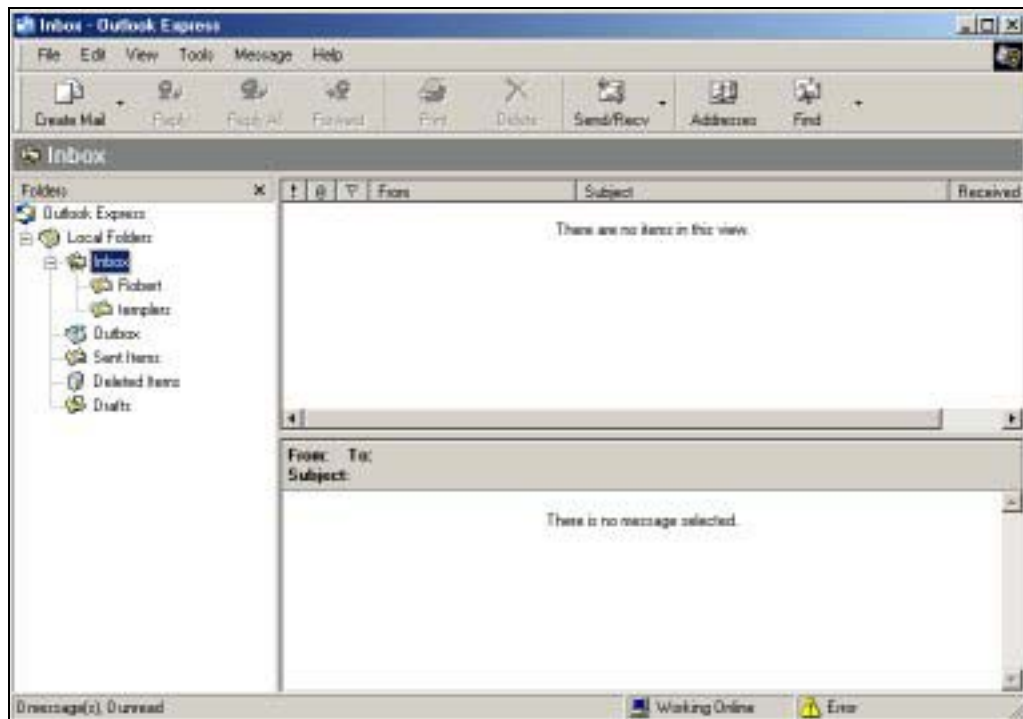
1. Run Outlook Express and select your inbox from the folders on the left of the screen. Then from the menu select *File, Folder* then *New* like so :



2. You should then see the Create Folder window. In the Folder Name area type in the name of the folder you wish to create, in this case *Robert*. In the lower window indicate where you wish to have this folder created. The best place is normally under the Inbox like so :

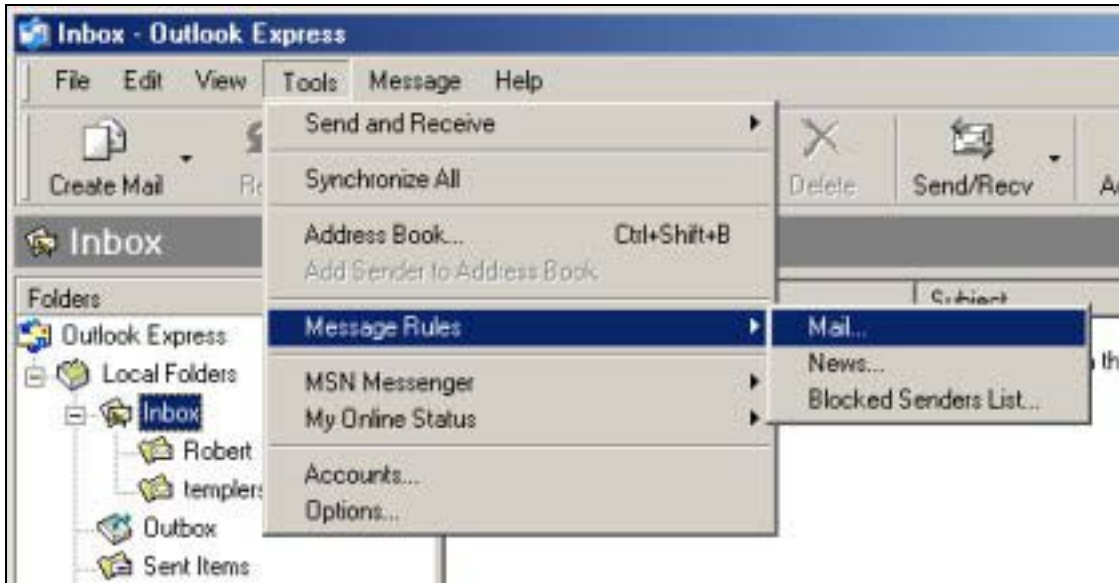


3. Press the "Ok" button and the folder will be created in the location that you nominated like so :

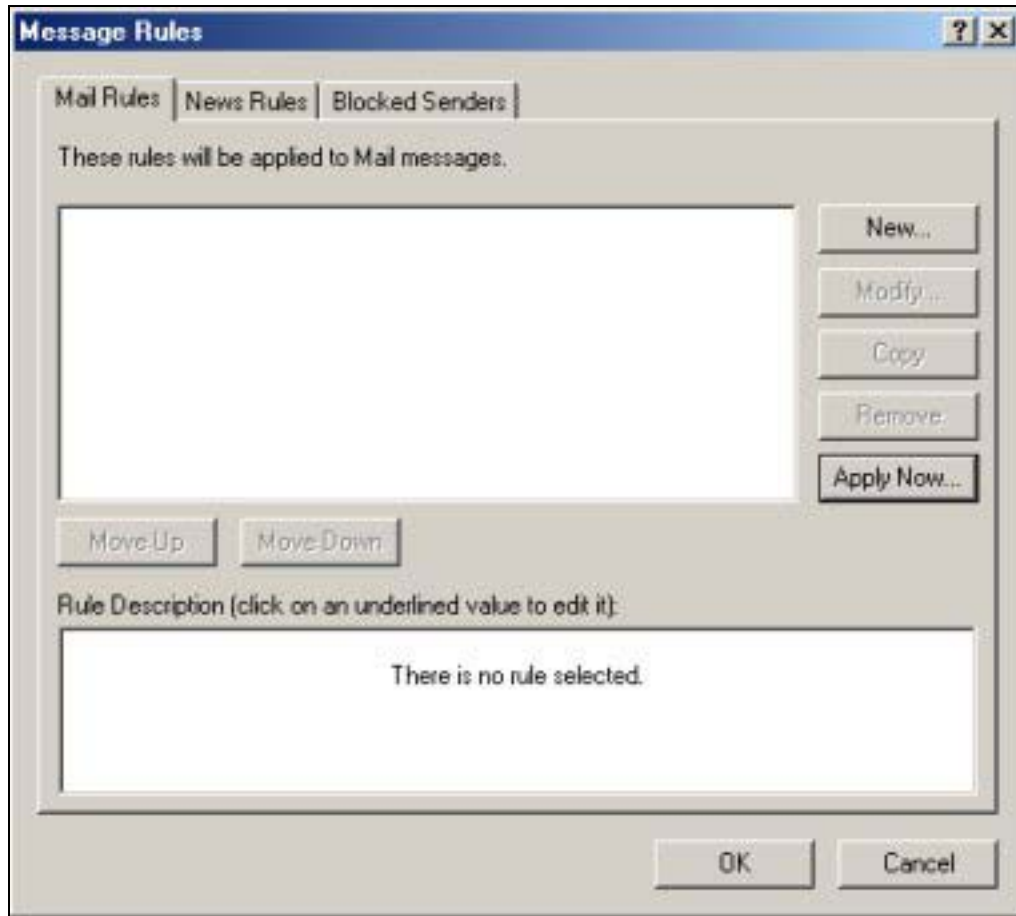


You can create as many folders as you need in Outlook Express to help you organise your emails.

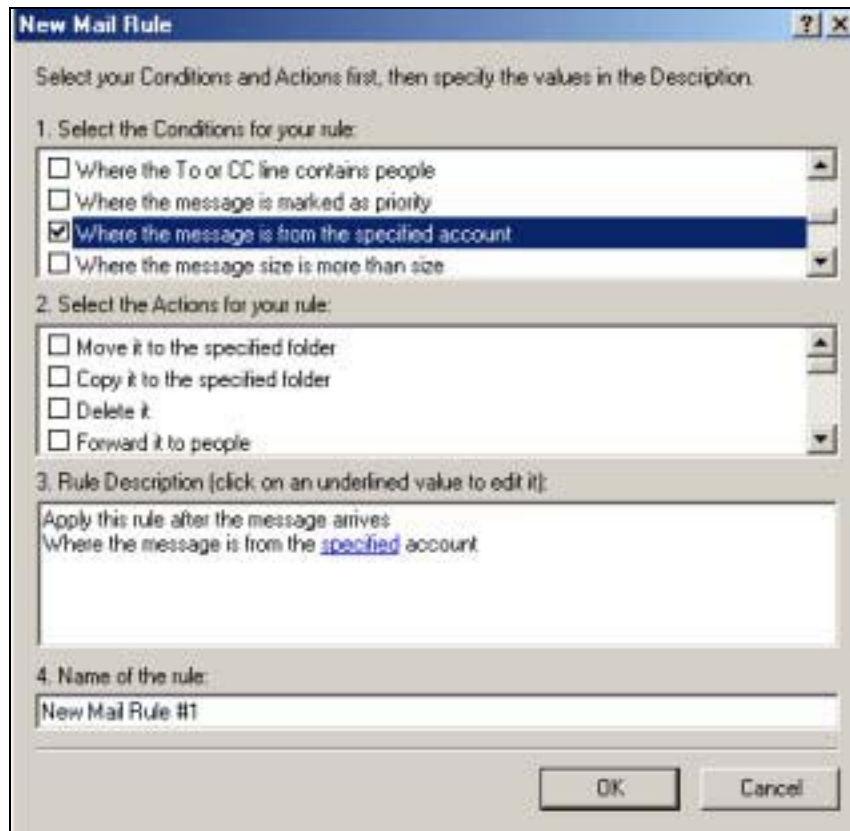
4. Now that the folders have been created we need to create a rule that tells Outlook Express to move certain incoming emails into this folder. To do this select from the menu *Tools, Message Rules, Mail* like so :



5. You should now see the Message Rules window. To create a new rule press the "New" button, like so :



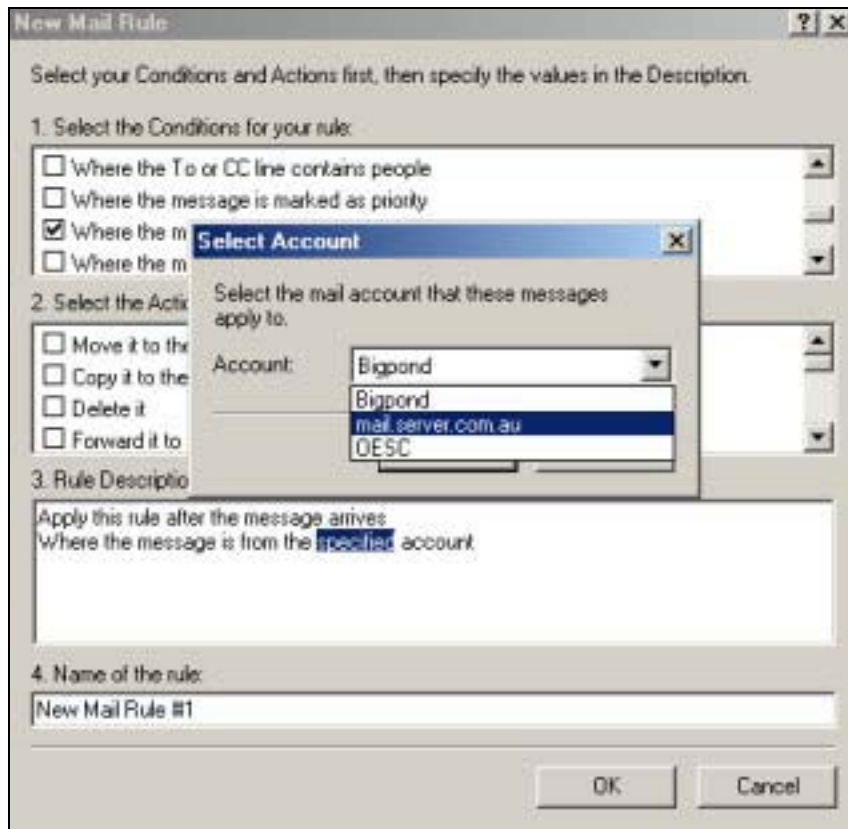
6. You should now see the New Mail Rule window. In the top box scroll down until you locate the option “*Where the message is from the specified account*” and select it like so :



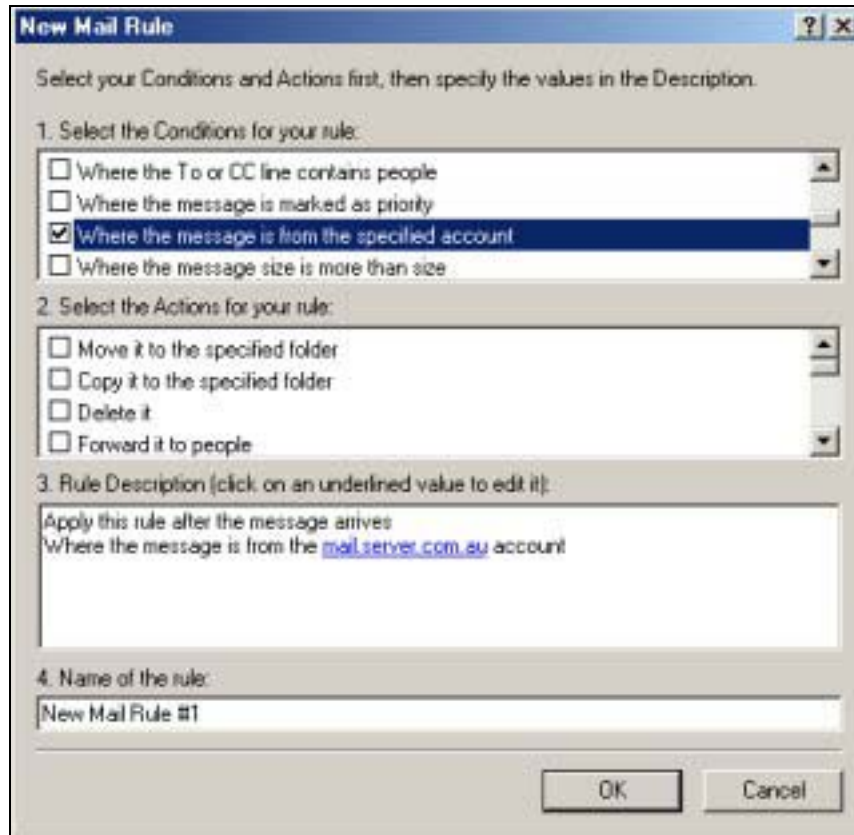
7. When you select a condition in the top window you will see some text appear in the lower box on the screen. In our case it says :

Apply this rule after the message arrives  
Where the message is from the specified account

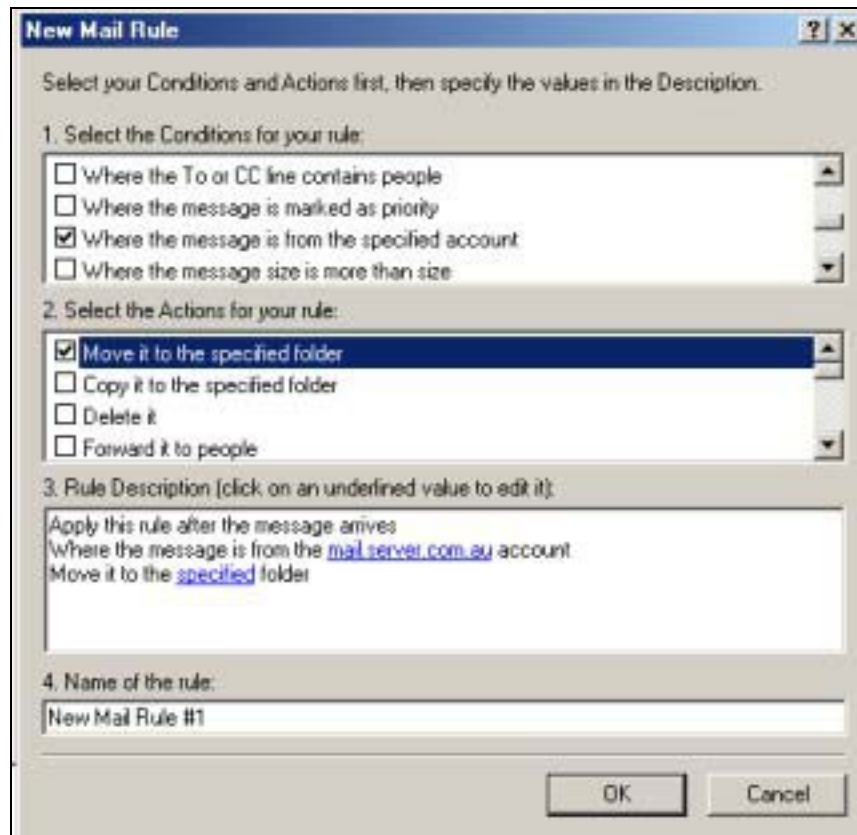
You will notice that the word “*specified*” is coloured blue and underlined. As with web pages this indicates that it can be selected. To nominate the “*specified*” account that you want to filter on click on the word “specified” in the lower box . From the pull down box select the mail account you wish to use like so :



Once selected you will see that the Rule Description will now have the name of the account that you just specified rather than the word “*specified*” like so :

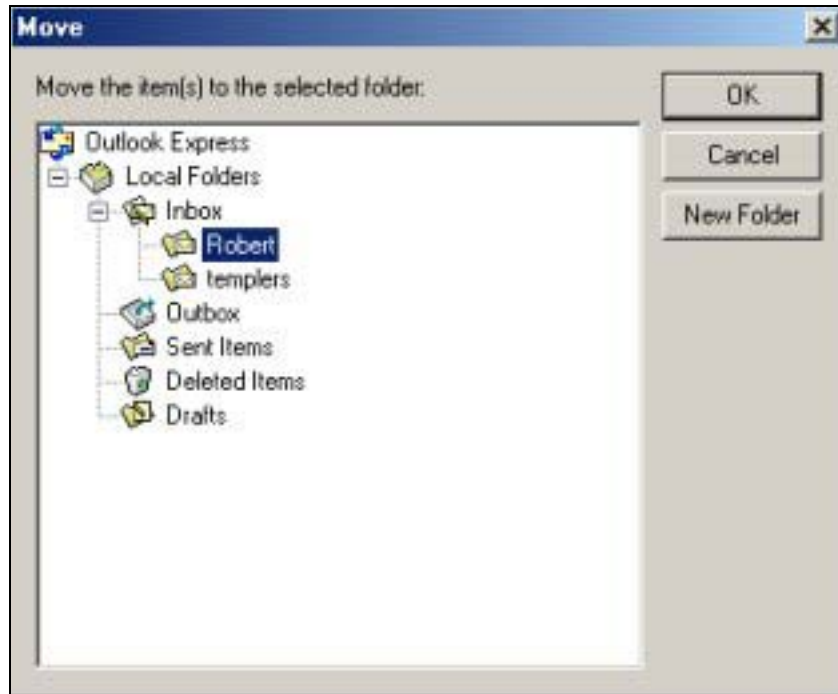


8. Now that you have set the condition for your rule you now need to set the action, ie what is going to happen when the set condition is met. At the top of the middle window in the section “2. *Select the Actions for your rule:*” you will find the option “*Move it to the specified folder*”. Selecting this option will add more text to the Rule Description in the lower window like so :



9. Once again you can see that word “*specified*” is hyperlinked. To select which folder you want messages moved to simply click on the word “*specified*” in the lower window. Clicking this will bring up the Move window that allows you select the destination of your moved messages. You can either select an existing folder or create a new one. In this case we will select the folder we created previously. Click the folder and then the “*Ok*” button like so :

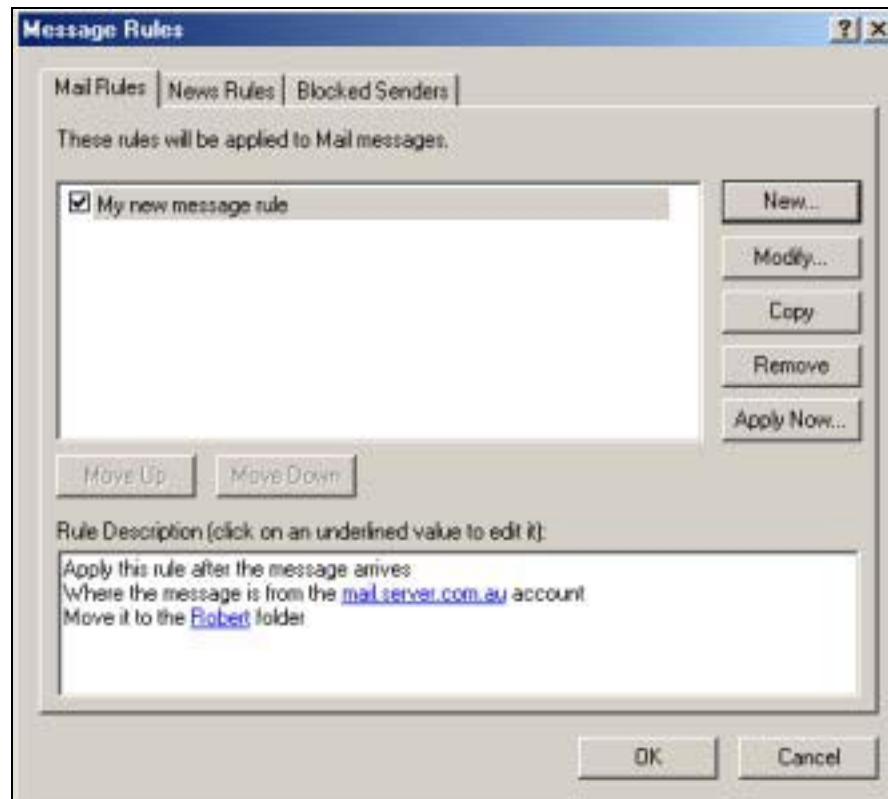




10. You should now see that the lower window has the name of the folder you just selected in the Rule Description area. To complete the process you can give your message a name and press the “Ok” button like so :



11. You should now see that the Message Rules window contains the rule that you just created. You also note that it is currently ticked indicating that it is in operation. If you ever wish to disable it without deleting it simply untick the rule. In the lower window of the screen you can see the full Rule Description. Simply press the “Ok” button to complete the process.



12. You can have as many rules as you wish, they will be execute in the order that is show in the Message Rules window. You can also go back at any time and make changes to your rules. Probably the handiest feature is the copy rule that allows you to quickly duplicate a rule after which it can be modified to suit the new condition.
13. Now when an email arrives via the account you specified it will automatically moved to the folder that you specified.