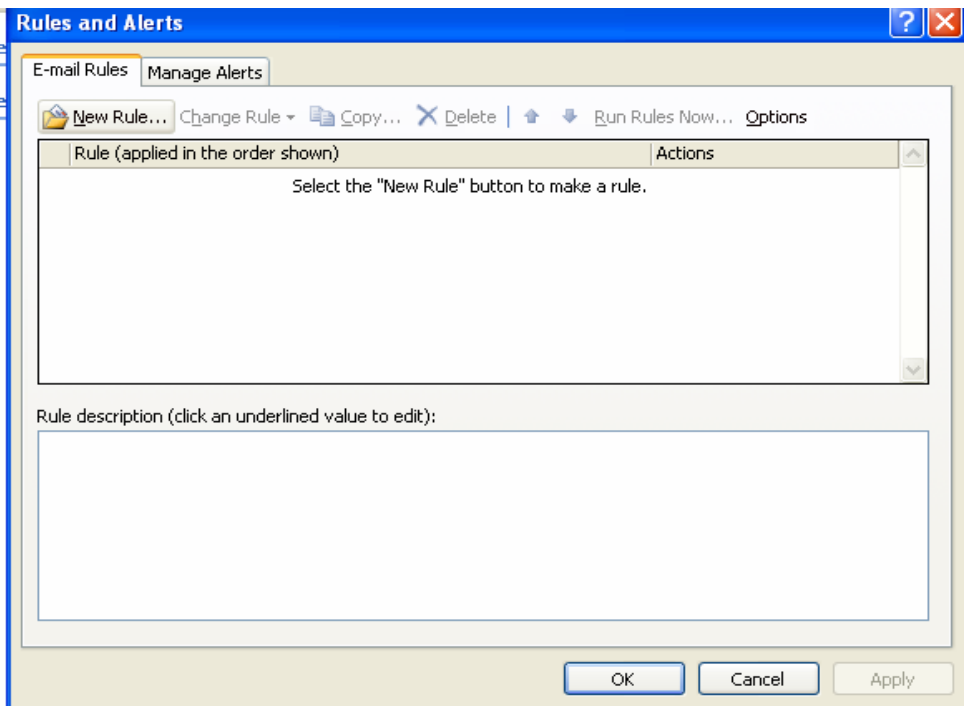
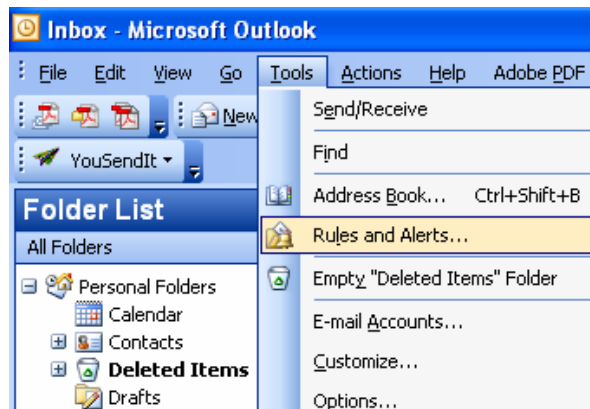


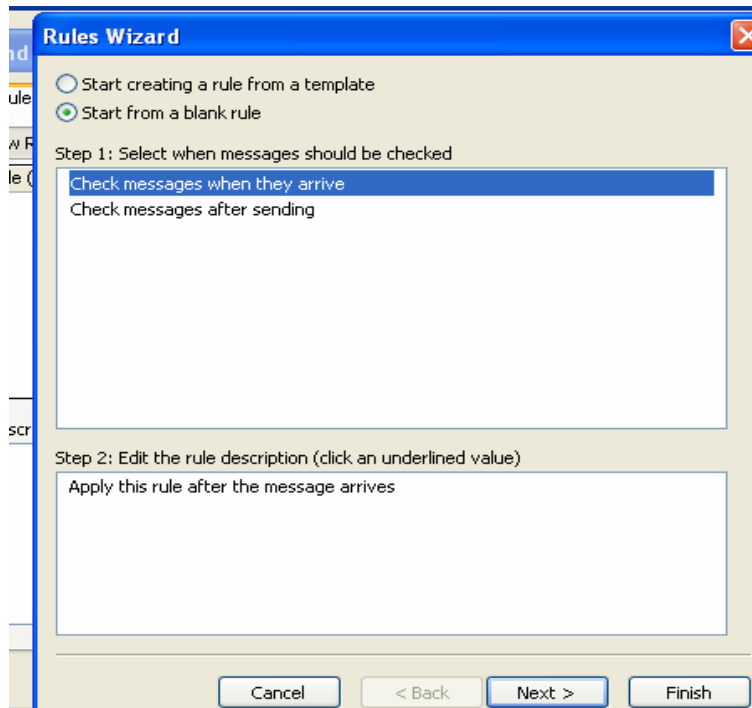
How to Create Rules for Messages:

For creating rules for new message at arrival time go to tools menu click on rules and alert option

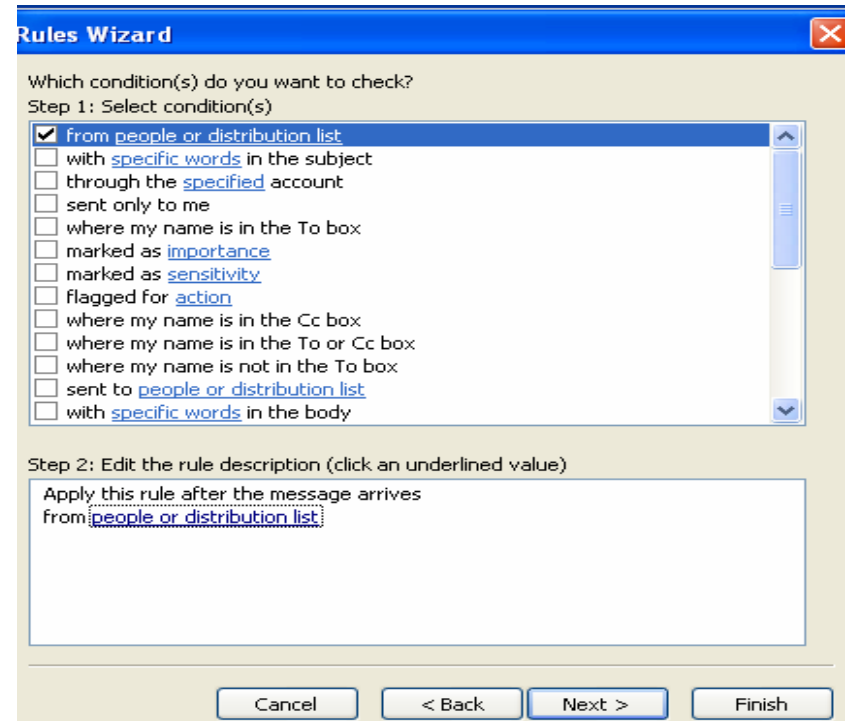


Rules and alerts dialog box will appear. Click on new rules button.

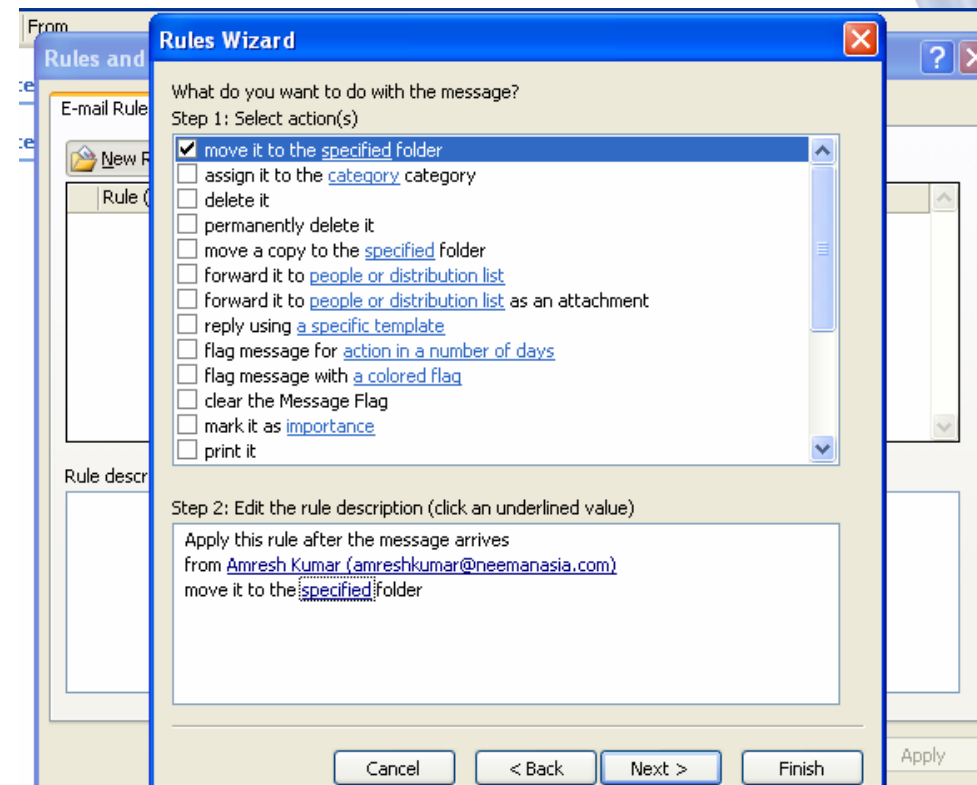
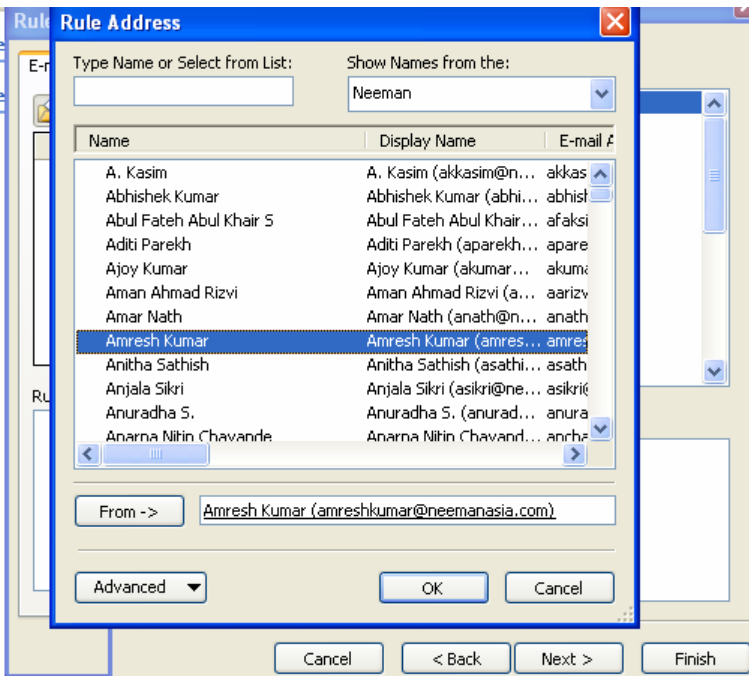
Rule wizard will open select the start from a blank rule radio button. Select check messages when they arrive and click on next button



Select the form people or distribution on left check box. Click on people or distribution list under the step-2

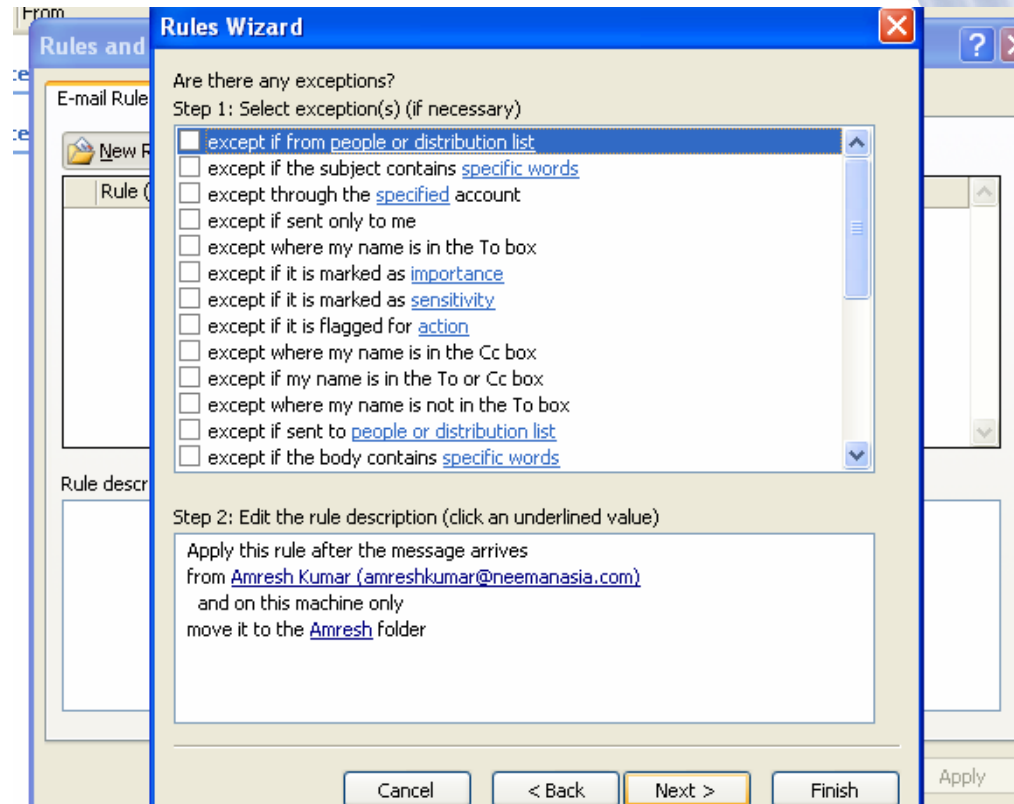
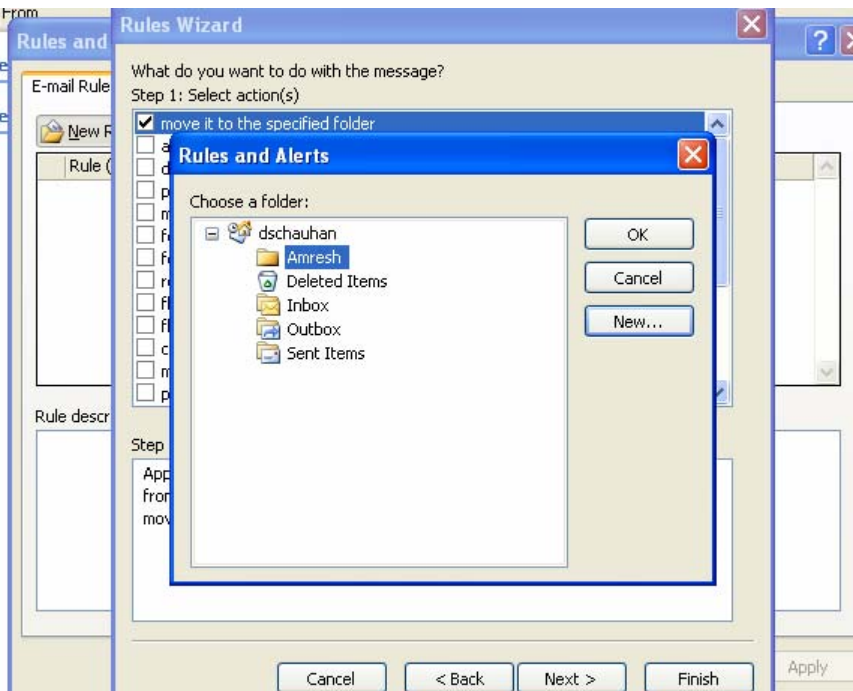


Select the address from list and click on OK button.



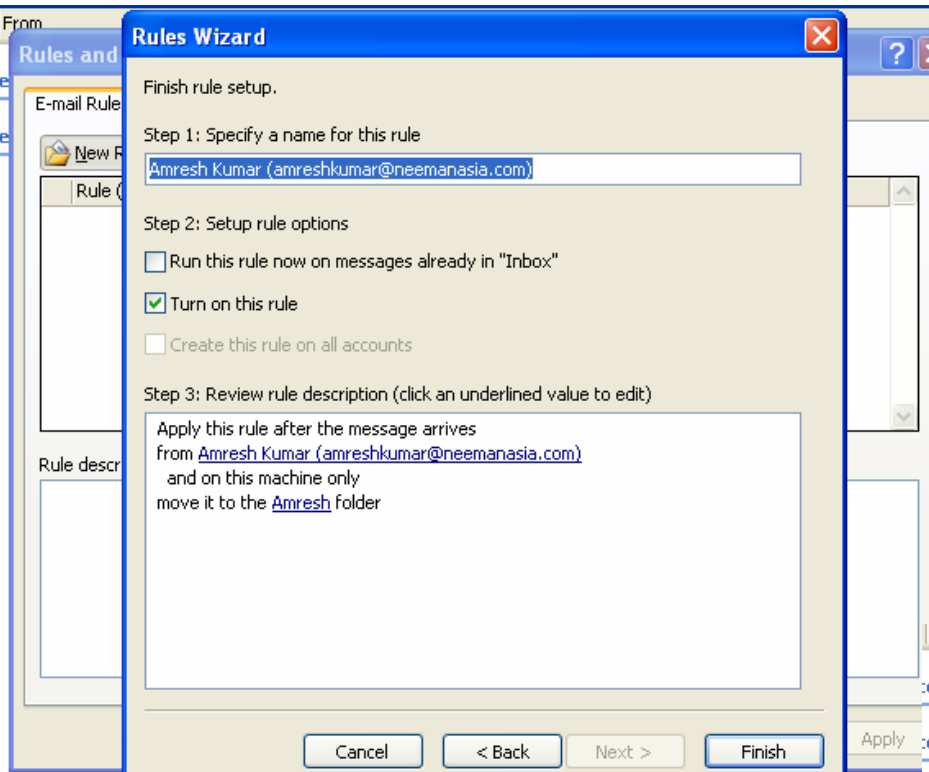
Select **move it to the specified folder** check box from step-1 and click on **specified** in step-2.

If your name already created folder then select it or click on new button create folder and then click on OK button



If you want to put any exceptions then select that particular check box and click on next button

Select the turn on
this rule check box
and click on finish
button



Select the rule and check on
apply and click on OK button

