



Adding Rules for processing e-mail

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1. In MAIL click the **Tools** menu --> **Rules**
2. Select which e-mail account the Rule or Alert will apply to. "Mail (Exchange)" is typically selected.
3. Click the **New** button and give the macro a name in the "Rule name:" box
4. Play with the rule options until the rule does what you want it to.
5. Click **OK** to complete the process.