

# Master Your Inbox

## Create Rules

Organise

Create Rules for all known correspondences.

Just after the 2nd or 3rd email from a new contact, you simply make a right click on the actual message, and chose **Create Rule**.

A rule is the direction you want your email to go. It by-passes the Inbox and arrives straight into a folder with the person or projects name on it.



Select the conditions that define this email for you from the list



Select the action you want to take when an email is received

Once you have created just one, or a number of rules then you can access the list of rules to edit, change or delete by clicking on the menu **Tools** ▶ **Rules**.

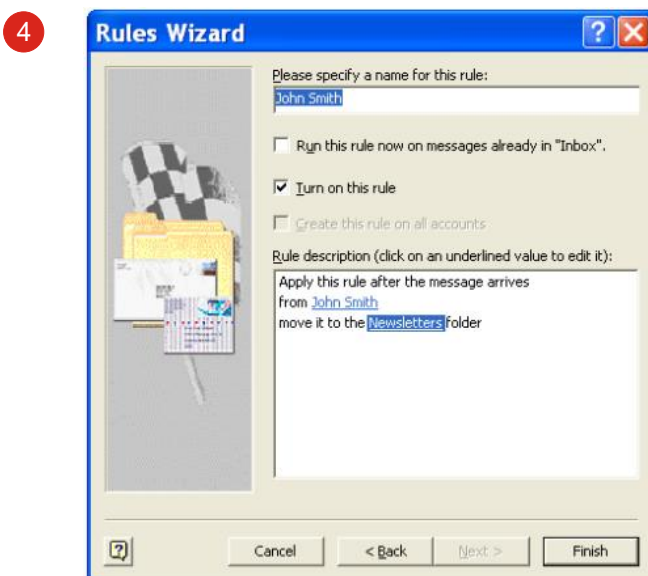
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Define any exceptions when you would not want the normal action to occur



Name the rule so that you can identify it from the list if you want to make any changes later

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