



North Spencer County School Corporation Technology Tips

Thursday, May 17, 2007

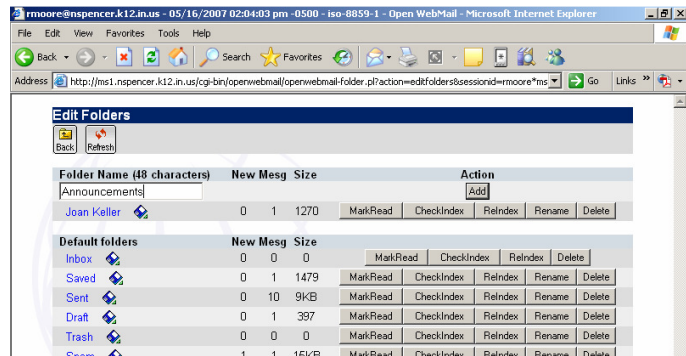
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Robert Moore, Webmaster, etc.

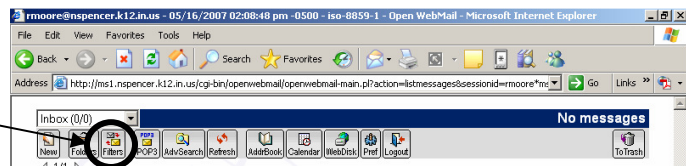
Auto-Dropping Messages Into Folders

OK, let's combine a few things we've learned the last couple of days. You probably get messages with the same **SUBJECT** or from the same **SENDER** on a regular basis, such as your school's daily or weekly "Announcements". Did you know you can automatically send them to an "Announcements" folder to read at your leisure? We're going to create a folder called "Announcements" and set up a mail filtering rule to do just that.

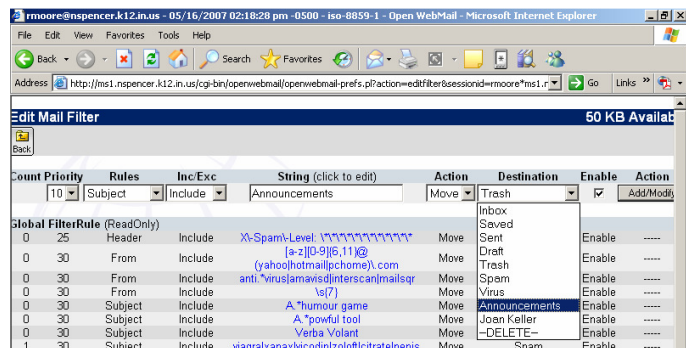
1. Create a new folder called "Announcements" (or whatever the **Subject** is). You remember how to do that from yesterday's *Technology Tips*, right?



2. Then, go to the **Filters**.....



3.and create a rule that moves all messages that include "Announcements" as the **Subject** to your newly-created Announcements folder. (You remember how to do that from earlier this week, right?)



Now, all messages that have "Announcements" as the subject will automatically moved to a folder called "Announcements." **WARNING:** These messages will no longer appear in your Inbox, which is the list of new messages you see when you log into Open WebMail. You will need to manually go to your "Announcements" folder to read them. But, hey, at least they'll be neatly stashed away ready for you to read at your leisure and not clogging up your Inbox. ☺

