

## *Email Accounts: Can I set up filters in my email account that will route certain incoming messages to specific folders I create?*

**To set up filters for your emails follow these steps:**

1. Login to your email address (Click the Email Login button in top right corner of the webbuilder
2. Select ";Settings&rdquo;
3. Select ";Incoming Mail&rdquo;
4. Select ";Filtering&rdquo;
5. Add New Filter
6. Give your Filter a name (i.e. Personal emails, Clients)
7. From should be the email that you would like to filter
8. Place any other relevant criteria into the To/Cc, Subject, Body and Custom sections
9. Select the action you would like the email to filter to
10. Click Ok

*Unique solution ID: #1038*

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*Last update: 2011-03-02 20:30*