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”
3. Select ";Incoming Mail”
4. Select ";Filtering”
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

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