Setting up mail filter rules

From WebMail

1. Log into your webmail account
2. Select Preferences

3. The preferences window will open. Click the Mail icon (the envelope) on the left-hand side.

4. The mail preferences will be displayed. Click on Rules.

5. To create a new mail filter click New.
6. Enter a **Name** to identify the filter. Verify that the **Active** radio button is checked as **Yes**. No will create a filter but it will not be applied to any incoming messages.

   ![Filter Settings Table]

7. Specify the **Event** that will apply your new filter.
   When messages are delivered – All new incoming messages will be checked against the filter.

   ![Event Selection]

8. Specify the **Conditions** that should be taken for the filter.
   Based on the **Operator** selected, **Attribute** field will be compared to the **Value** field that you have entered.

   ![Conditions Table]

9. Specify the **Action** to be taken to messages that meet your previous **Conditions**.

   ![Actions Settings]

10. Click **OK**. All new incoming messages will now have this filter applied to them.