



## How Do I Create a New Filter

To create a mail filter:

1. Click **Mail Filters** from the Local Account setting in the Mail section located under the Options tab on the left panel.

The Message Filters tab, displaying a list of existing filters, appears in the central pane. By default, the status of a filter is **enabled**. To disable a filter, deselect the check box.

2. Click **New Filter**.

The New Filter tab appears in the central pane.

3. Enter the name of the filter in the **Filter Name** text box.
4. Enter the conditions that the mail filter should apply for incoming messages.

Select one of the following options:

- **Match all the following:** Select this option to apply all the conditions you define for a filter.
- **Match any of the following:** Select this option to apply any one of the conditions you define for a filter.
- **Match all incoming:** Select this option to apply the conditions to all incoming messages.

In the first drop-down list, choose the required option.

The available options are as follows:

- **To:** This option is selected by default.
- **Cc**
- **Recipient**
- **Subject**
- **From**
- **Message Size (KB)**



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Choose the required option from the second drop-down list.

The available options are as follows:

- **Contains:** This option is selected by default.
  - **Doesn't contain**
  - **Begins with**
  - **Ends with**
  - **Is equal to**
  - **Is not equal to**
5. In the adjacent text area, enter the appropriate string that the filter should match. If you select the **To**, **Cc** or **Recipient** option, enter the email address. If you select the **Subject** option, enter the appropriate text in the text box. If you select the **Message Size (KB)** option, enter the size of the message in Kilo Bytes (KB).
- You can add multiple conditions by clicking the plus (+) icon. To remove a condition, click the minus (-) icon.
6. Specify the filter action. You can add multiple actions by clicking the plus (+) icon. To remove an action, click the minus (-) icon.
- **Move message to:** Select this option to specify the name of the folder in which the message is stored by clicking **Select**.
  - **Copy message to:** Select this option to specify the name of the folder in which a copy of the message is stored by clicking **Select**.
7. Select the **Do not include messages received before** check box to specify the date up to when the messages should not be included. Click the adjacent field and select a date from the popup window.
8. Select the **Do not include messages received after** check box to specify the date after when the messages should not be included. Click the adjacent field and select a date from the popup window.
9. To disable this filter, select the **Stop after processing this filter** check box. If you select this option, no other filter is processed after this filter is processed.
10. Click **Save Filter**.