

# Creating Filters

## To Create a Quick Filter

Open an incoming message containing the information you want in the filter.

From the **Special** menu, choose **Make Filter**. (In this window you only have three message-transfer actions. *Figure 1*) Click on the **Create Filter** button at the bottom of the dialog box to complete.

To add details to you quick filter, click on the **Add Details** button at the bottom of the Make Filter dialog box (*Figure 2* appears).

## Filter Criteria (Match Area)

### 1. Header Options

The <<Any Header>> option searches all messages headers. The <<Body>> option searches the message body. The <<Any Recipient>> option searches all possible recipients items (To:, CC:, BCC:)

Use the match type (“contains” is the default) drop-down menu to control how the header item is matched with the text string in the text field.

**2. Filter Actions:** For a filter you’re creating or modifying in the Filter window, all messages that match the filter criteria are acted on as specified with the Actions drop down menus. Each filter can do up to five things to a message that matches the criteria.

**Note:** You can create an e-mail message that can be sent to people automatically when you are on vacation or away at a conference.

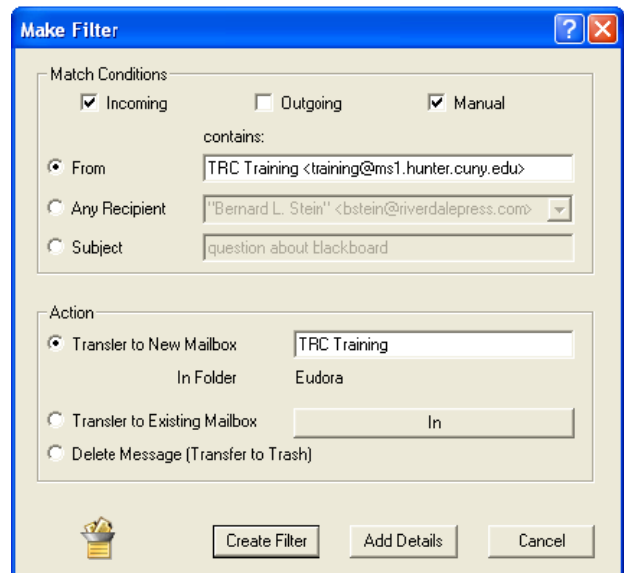
**Reply with** – Replies to messages with the selected stationery message.

**To Create Stationery** – From the **Tools** menu, choose **Stationery**.

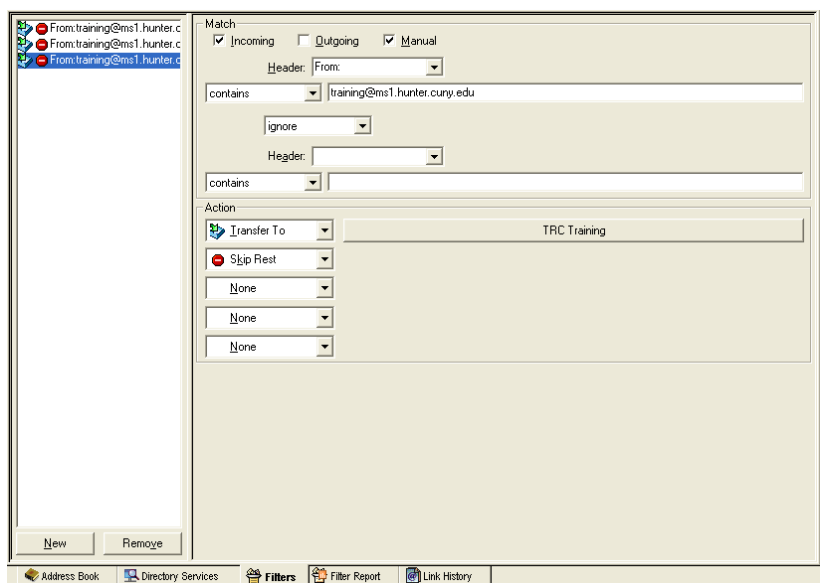
Right-click on the Stationery window. Select **New**. Type the text you want into the message body. From the **File** menu, choose **Save As Stationery**. Enter a file name and click **Save**.

## Replying with Stationery

From the **Message** menu, choose **Reply With**. From the Reply With submenu, select a stationery file.



*Figure 1*



*Figure 2:* To open the **Filters Window** to create or modify a filter. From the **Tools** menu, choose **Filters**, or click on the filter tab at the bottom of the address book.