

Creating Filters to Route Mail to Folders in Yahoo!® Mail



- ❖ See Help Sheet No. 6, “Setting Up an E-Mail Account with Yahoo!® Mail” if you do not already have an account.
- ❖ See Help Sheet No. 23, “Creating Inbox Folders in Yahoo!® Mail” if you do not already have folders.
- ❖ Once you have set up an account and created folders, double-click the Microsoft Internet Explorer icon to start the program.
- ❖ In the address bar, type mail.yahoo.com and press <enter>.
- ❖ Type your Yahoo!® ID and password.
- ❖ Do not check the Remember my ID on this computer box if you are using a public computer.
- ❖ Click on Sign In.

Mail For Mobile - Mail Upgrades - Mail Options

Filters

Sort your incoming mail automatically into designated folders or to your mobile device. Filter out unsolicited email.

Filters [[Back to Mail Options](#)]



- ❖ You can use filters to route incoming mail directly to folders. This is especially useful if you receive numerous messages from one or more discussion lists. By routing messages directly to folders, you are better able to see other incoming messages that require a response. You can then read your discussion list messages at your convenience.
- ❖ On the right side of the screen, click on Mail Options.

- ❖ Click on Filters.

- ❖ Click on Add.

Filter Name

Amazon

If all of the following rules are true...

From header: contains

To/Cc header: contains


Subject: contains

Body: contains

Then...

Move the message to:

- ❖ Type a name for your filter.
- ❖ Type in information that is consistently true about the messages that you want routed. For example, does the header contain the same domain name? Is the name of the discussion group always included in the subject line?
- ❖ Choose a folder to which you want these messages routed.
- ❖ Click on Add Filter.
- ❖ The filter will only apply to new messages as they arrive in your Inbox. You will have to move manually any messages that were already in your Inbox.

 You have **4 unread messages**
Inbox(3), Amazon(1)

- ❖ The next time you log into your e-mail account, you will see new messages not only in your Inbox, but also in the folder(s) to which you filtered mail.

1. Amazon

- ❖ To edit a filter, click on Mail Options.
- ❖ Click on Filters.
- ❖ Highlight the filter you want to change.
- ❖ Click on Edit.
- ❖ Make changes to the rules so that more (or fewer) messages are routed to the folder (or to a different folder).
- ❖ When finished, click on Save Changes.

1. Amazon

- ❖ To delete a filter, click on Mail Options.
- ❖ Click on Filters.
- ❖ Highlight the filter you want to change.
- ❖ Click on Delete.