

How To Create Rules In Windows Live Mail

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In Windows Live Mail, rules can be used for a variety of things: to automatically move incoming emails to a folder other than the Inbox such as Spam; to automatically delete the message; to highlight it with a certain color; and much more!

In this tutorial, we'll show you how to create a rule to automatically put an email in the DELETED folder. You might do this because you're getting spam (junk) email from a spammer but he or she is using different email addresses. Whatever the reason, here's how to create the rule:

- 1) On the Windows Live Mail Ribbon, click on the FOLDERS tab, then click on the MESSAGE RULES icon.
- 2) On the new window which appears, start at the top section where it reads "Select one or more conditions." For our example, we're going to put a checkmark in "Where the Subject line contains specified words."
- 3) Once you choose a condition (in our case, "Subject line,") look at the bottom of the New Mail Rule window. Click on the "contains specific words" link.
- 4) In the "Type Specific Words" window which appears, type in the words from the Subject which you want to use as the condition for the rule. In our case, we typed in *Your *Credit Score May Have Just Changed. Click the Add button.
- 5) The window should now look like ours. Click OK.
- 6) (This step is merely a picture of our window.)
- 7) Next, go to the middle section of the New Mail Rule Window where it reads "Select one or more actions." For our example, we're going to choose "Move it to the specified folder."
- 8) Once you insert the checkmark, look at the bottom of the window and click on the "specified" folder link.
- 9) In the "Move" window which appears, click the folder to which you want to move the email. In our case, we chose the "Deleted Items" folder. Once your choice is highlighted, click OK.
- 10) Your next step is to give your rule a name and then click "Save rule."
- 11) Finally, your "Rules" window will now appear with your new rule listed. If you're finished creating rules, click OK.

