

USING RULES TO ORGANIZE YOUR EMAIL

Presented by Keystone Computer Concepts



WHAT ARE EMAIL RULES?



In email, a *rule* tells your email software (client or web) how to handle a particular email when it comes to your email address.

WHAT IS THE “DEFAULT” RULE?

The default rule for all email is that your email goes into the *Inbox*.

WHAT IS THE “DEFAULT” RULE?

Some email software uses the word “filter” in place of the word “rule.”

WHAT IS ANOTHER RULE THAT MANY ISPS PROVIDE?

Many ISPs create a rule for SPAM or Junk.

This is the rule that uses special software to scan emails and determine if an email is or is not junk (SPAM).

WHY WOULD I WANT TO CREATE MY OWN RULES?

1) You receive so much email, a great amount of your time is spent just sorting the email.

Rules can be used to sort and file emails as they come in!

WHY WOULD I WANT TO CREATE MY OWN RULES?

2) You want a notice when emails come in from certain people so that you don't miss their emails.

Rules can be used to play a sound and/or change the color of the email header.

WHY WOULD I WANT TO CREATE MY OWN RULES?

3) You have a friend who thinks you will like all the videos, jokes and pictures they like, so they forward EVERYthing to you! You don't want these kinds of emails from them but you don't want to block them completely.

WHY WOULD I WANT TO CREATE MY OWN RULES?

4) You have a friend who thinks you will like all the videos, jokes and pictures they like, so they forward EVERYthing to you! You don't want any emails from them but you don't want to offend them.

WHAT ARE SOME RULE EXAMPLES?

1) If you receive an email from john@4kcc.com, automatically move it to the KCC Box (Folder).

WHAT ARE SOME RULE EXAMPLES?

2) If you receive an email from formerfriend@someDomain.com, automatically move it to the Deleted Box (Folder).

WHAT ARE SOME RULE EXAMPLES?

3) If you receive an email with the word “Viagra” in the Subject, move the email to SPAM (Junk).

DEMO



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WEBINAR IS:
WEDNESDAY, MAY 16, 2012
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AN OVERVIEW OF TABLETS: IPAD
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