

**To setup Auto-folding conditions:**

1. Select **OPTIONS** from the Mail Manager Menu Bar.
2. Click on **PROFILING**, followed by **MAIL**.
3. Click on the **AUTO-FOLDER** command button.
4. Type in a **RULE** name.
5. Click on the **NEW** command button.
6. Select a **WHEN** condition from the fields available.
7. Select a destination folder by typing the name of the folder in the field labelled "INSERT MESSAGE IN".
8. Click on the **SAVE** command button.
9. Activate the rule by clicking in the box to the left of the rule name and clicking on **ACTIVATE ALL**.
10. Click on **OK**.
11. Click on **OK** to dismiss the User Profiling window.
12. Exit your **ICONDESK** session.

**To search for a message:**

1. Click on **FILE** on the Menu Bar of the Mail Manager window.
2. Select the **SEARCH** option.  
*(The Search window will appear.)*
3. Type in the criteria for the search.
4. Click on **OK**.  
*(A Search Result window will be generated.)*