AUTO-FOLDERING

You can have accepted messages moved automatically to ICONDESK folders based on user-defined criteria. The rule can be in one or more of the following fields: From, To, CC, Subject, Importance, Sensitivity, and Reply To.

Method

To setup Auto-foldering 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.
11. EXIT your ICONDESK session.