Email filtering is a very useful tool to manage your inbox. If you need to filter an email using webmail please follow these steps.

If you have received an email you need to filter, just right click on it and choose "Create Rule"



This will bring up the rule creation menu. You just have to select what you want the rule to do. For example, I am going to filter all messages sent from a listserv to a folder:

After you click, create a rule, the parts of the email you right clicked on will automatically be added to the rule. Make sure you delete the ones you do not need. From the below picture I removed the received from and includes in the subject. When creating a rule you have to be very specific on what you want it to do. If you have too many options, you might get unexpected results.

	New inbox rule		
	Name		
	Move messages from Bradley Kramer		
	When the message arrives, and it matches all of th	ese conditions	
×	It was received from	-	Bradley Kramer
×	and it was sent to	*	ENGG_STUDENTS_FAC@LISTSERV.KSU.EI
×	and it includes these words in the subject.	-	sr,ie: FW: Career Fair
	Add condition		
	Do all of the following		
	Move the message to folder	-	Select one
	Add action		
	Except if it matches any of these conditions		

In the "Do all the following" drop down box there are several options. I am choosing to move to a folder for later review. You could choose to delete them as well.

If you do not already have a folder setup to move the emails to you can create one. Click on the "Select One" option under the Do all of the following. Then you can right click then choose create new subfolder

<ul> <li>Jason Rich.</li> </ul>	ards	
<ul> <li>Inbox</li> <li>Ax</li> <li>Ca</li> <li>CEC</li> <li>Dell</li> <li>Eng.</li> </ul>	Create new subfo Rename S System Checks Tech Direct	lder Create a folder name of your choosing. This is where the emails will be sorted to
Eng	g_Staff	
Guid	dance Resources	
0.05	8 H	197

After you choose that, you can verify that the rule looks correct. I did not add any exceptions to the rule.

New inbox rule		
Name		
Any Name you want to Name it		
When the message arrives, and it matches all of th	ese conditions	This is the email you are flitering.
It was sent to	*	ENGG_STUDENTS_FAC@LISTSERV.KSU.ED
Add condition		<b></b>
Do all of the following		
Move the message to folder	•	Student Listserv
Add action		This is where you
	-	will move the
Except if it matches any of these conditions	emails.	
Add avaantian		

IMPORTANT: Rules created in webmail will only effect new emails. If you want to run the rule on current email, you have to open your email in Outlook. In Outlook you can run on current emails.