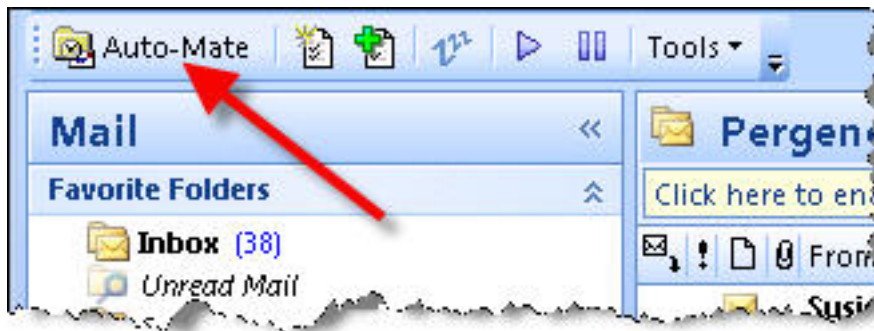
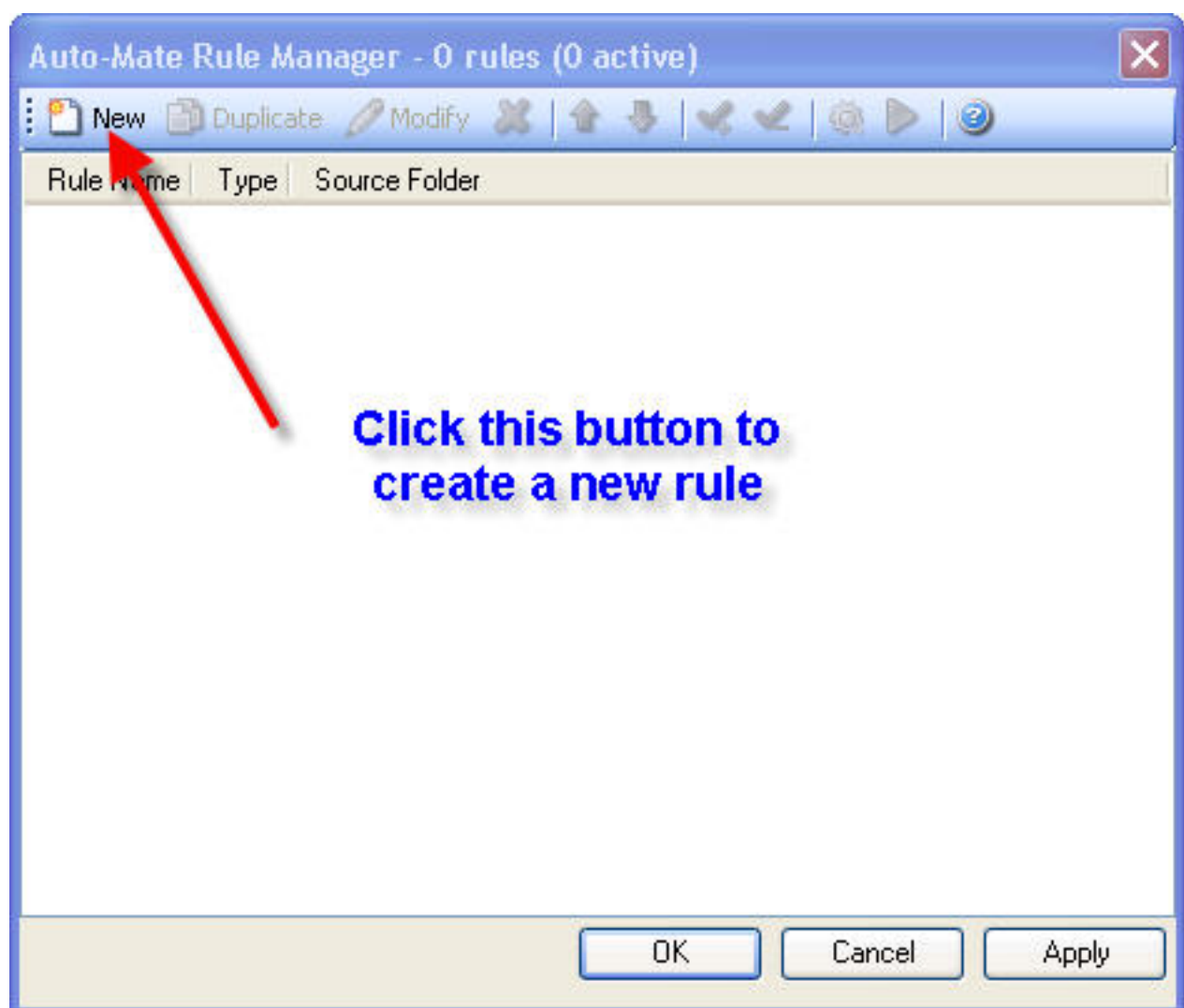


Create a rule to move messages after they have been read.

To create a message to move messages after they have been read to another folder, start by opening the Auto-Mate Rule Manager window:



Then click the New button to create a new rule:



Give the rule a name, and select the following options on the **Rule Basics** tab:

Auto-Mate Rule Properties

Rule Name:

Rule Basics | **Message Properties** | Actions | Scheduling

Select how or when your rule should be applied

Rule Types

Type:

Older Than:

Source Folder:

**1. Choose the following Rule type.
2. Select how long the messages should sit in the Inbox before getting moved.
3. Select the Inbox Folder.**

Description

Scan messages after a period of time in a folder for the characteristics on the Message Properties tab, then apply the selected actions on the Actions tab.

Select the **Message Properties** tab:

Auto-Mate Rule Properties

Rule Name:

Rule Basics | **Message Properties** | Actions | Scheduling

Only consider messages that have the following properties

Addressing

From: ...

To: ...

Cc: ...

Other properties

Subject: All ...

Message: All ...

Category: All ...

Header: All ...

Status: **Read** Only Items That: All Items

Importance: Any Attachments: Ignore

Flag Status: Don't Care

Message Size

☐ Consider Size Greater than: KB

Select Status = Read

Add Rule **Cancel**

Finally, select the Actions tab:

Auto-Mate Rule Properties

Rule Name:

Rule Basics | Message Properties | **Actions** | Scheduling

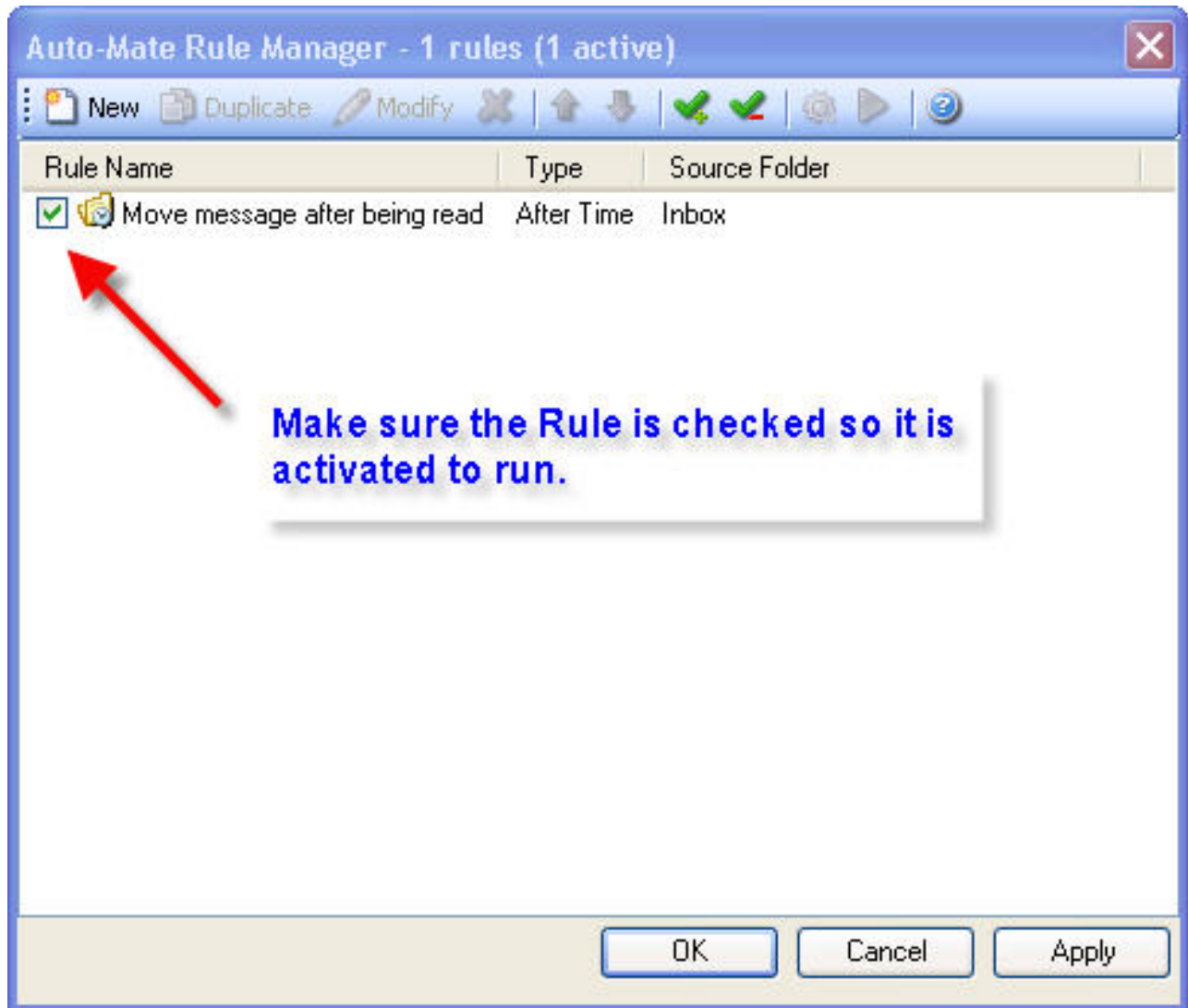
Perform the following actions in sequence from top to bottom

<input type="checkbox"/>	Status	<input type="text" value="Set to Unread"/>	
<input type="checkbox"/>	Importance	<input type="text" value="Set to Normal"/>	
<input type="checkbox"/>	Flag Status	<input type="text" value="Follow-up Complete"/>	
<input type="checkbox"/>	Categories	<input type="text" value="Add To"/>	<input data-bbox="1267 517 1318 566" type="button" value="..."/>
<input type="checkbox"/>	Subject	<input type="text" value="Prefix with"/>	
<input type="checkbox"/>	Forward	<input type="text"/>	<input data-bbox="1267 645 1318 694" type="button" value="..."/>
<input type="checkbox"/>	Reply	<input type="text" value="To Sender"/>	<input type="checkbox"/>
<input type="checkbox"/>	Export As	<input type="text" value="Text(.TXT)"/>	
<input type="checkbox"/>	Attachments	<input type="text" value="Detach/Save To"/>	<input data-bbox="1267 835 1318 884" type="button" value="..."/>
<input type="checkbox"/>	Print	<input type="text" value="hp psc 1310 series (from PERGENEX-DT4)"/>	
<input type="checkbox"/>	Copy To	<input type="text"/>	<input data-bbox="1267 958 1318 1008" type="button" value="..."/>
<input checked="" type="checkbox"/>	Move To	<input type="text" value="Old Mail"/>	<input data-bbox="1267 1019 1318 1068" type="button" value="..."/>
<input type="checkbox"/>	Delete	<input type="text" value="Delete - move to Deleted Items folder"/>	
<input type="checkbox"/>	Play sound	<input type="text"/>	<input data-bbox="1267 1142 1318 1191" type="button" value="..."/>
<input type="checkbox"/>	Show Alert	<input type="text"/>	

Select the destination folder to move the messages to

Add Rule **Cancel**

The rule is now active to run. You can preview the messages that it will act upon by clicking on the rule, then right-clicking and selecting Preview. Preview will display a list of messages that the rule will move when it executes.



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<http://www.pergenex.com/kb/index.php?View=entry&EntryID=16>