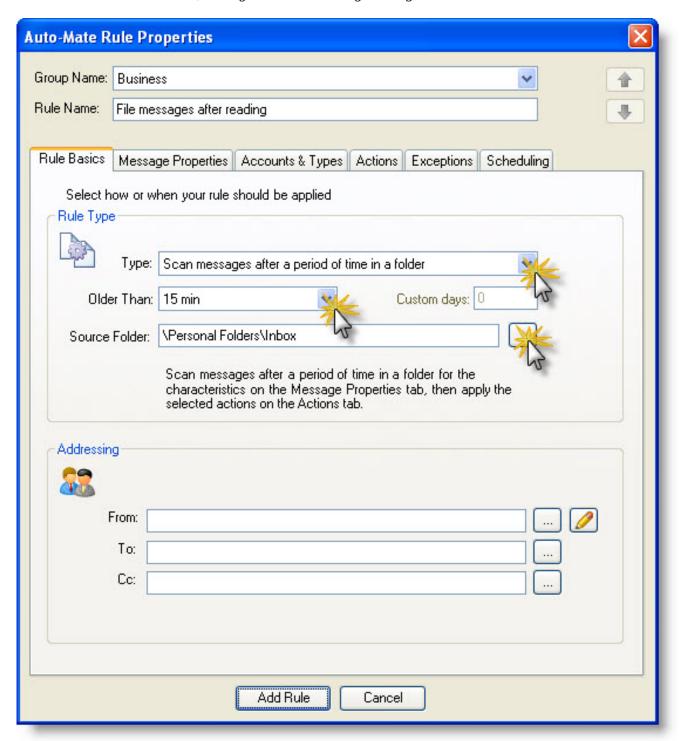
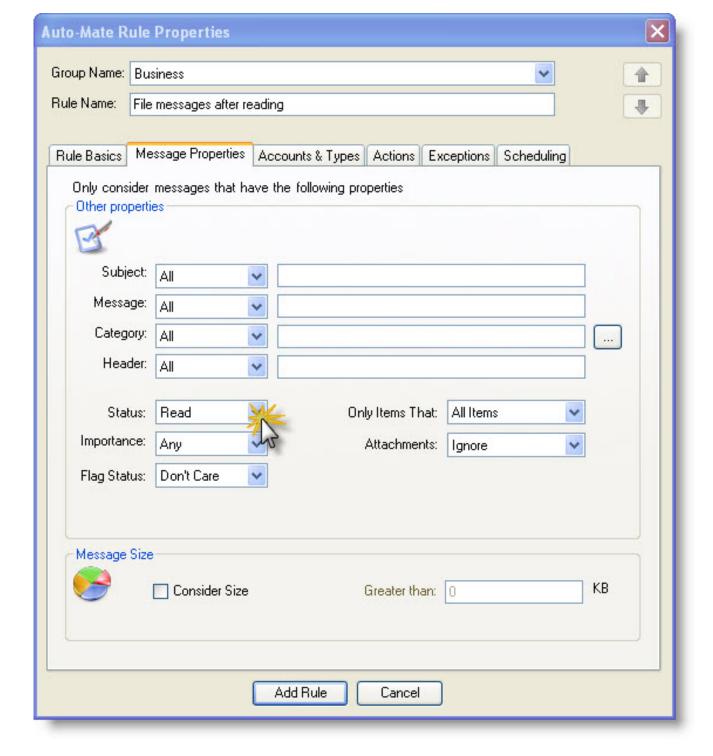
How to file email messages after they have been read

To configure a rule in Auto-Mate to file email messages after they have been read, follow these steps:

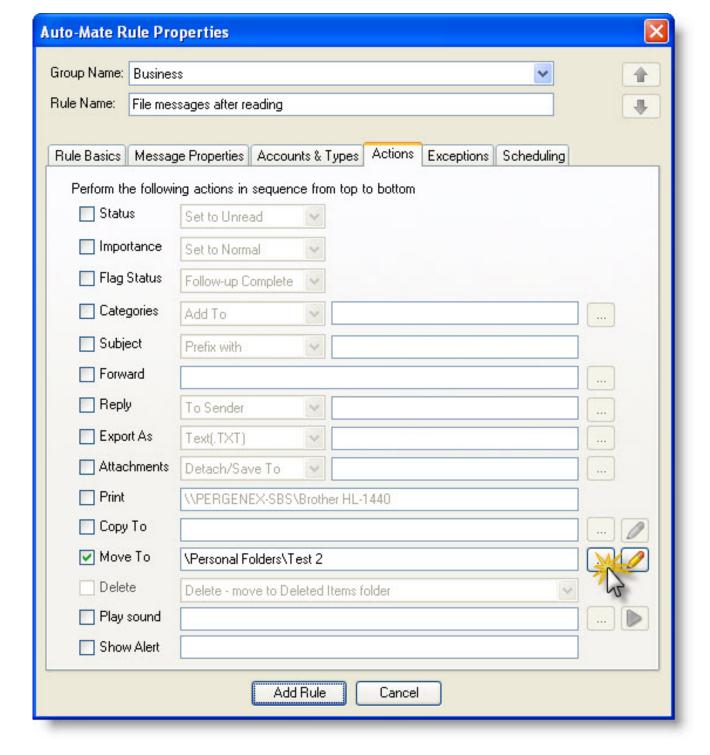
- 1. Create a new rule in the Auto-Mate Rule Manager window.
- 2. On the *Rule Basics* tab, configure the following settings:



3. Next on the *Message Properties* tab, set the Status setting to Read. See below:



4. Finally, on the $\pmb{Actions}\ \pmb{tab}$, select the Outlook folder that you wish to move the read messages to:



5. Save the rule.

Auto-Mate will now scan your folder periodically and move read messages to the folder you configure automatically.

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 $\underline{http://www.pergenex.com/kb/index.php?View=entry\&EntryID=27}$