

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:

The screenshot shows the 'Auto-Mate Rule Properties' dialog box with the 'Rule Basics' tab selected. The 'Group Name' is set to 'Business' and the 'Rule Name' is 'File messages after reading'. The 'Rule Type' section is expanded, showing 'Type' as 'Scan messages after a period of time in a folder', 'Older Than' as '15 min', and 'Source Folder' as '\\Personal Folders\\Inbox'. The 'Addressing' section is also expanded, showing 'From:', 'To:', and 'Cc:' fields. The 'Add Rule' and 'Cancel' buttons are at the bottom.

Auto-Mate Rule Properties

Group Name: Business

Rule Name: File messages after reading

Rule Basics | Message Properties | Accounts & Types | Actions | Exceptions | Scheduling

Select how or when your rule should be applied

Rule Type

Type: Scan messages after a period of time in a folder

Older Than: 15 min

Custom days: 0

Source Folder: \\Personal Folders\\Inbox

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.

Addressing

From:

To:

Cc:

Add Rule Cancel

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

Auto-Mate Rule Properties


Group Name: Business

Rule Name: File messages after reading

Rule Basics | **Message Properties** | Accounts & Types | Actions | Exceptions | Scheduling

Only consider messages that have the following properties

Other properties



Subject: All

Message: All

Category: All

Header: All

Status: Read


Importance: Any

Flag Status: Don't Care

Only Items That: All Items

Attachments: Ignore

Message Size

 ☐ Consider Size

Greater than: 0 KB

Add Rule Cancel

4. Finally, on the **Actions tab**, select the Outlook folder that you wish to move the read messages to:

Auto-Mate Rule Properties

Group Name: Business

Rule Name: File messages after reading

Rule Basics | Message Properties | Accounts & Types | **Actions** | Exceptions | Scheduling

Perform the following actions in sequence from top to bottom

<input type="checkbox"/> Status	Set to Unread	
<input type="checkbox"/> Importance	Set to Normal	
<input type="checkbox"/> Flag Status	Follow-up Complete	
<input type="checkbox"/> Categories	Add To	
<input type="checkbox"/> Subject	Prefix with	
<input type="checkbox"/> Forward		
<input type="checkbox"/> Reply	To Sender	
<input type="checkbox"/> Export As	Text(.TXT)	
<input type="checkbox"/> Attachments	Detach/Save To	
<input type="checkbox"/> Print	\\PERGENEX-SBS\Brother HL-1440	
<input type="checkbox"/> Copy To		
<input checked="" type="checkbox"/> Move To	\\Personal Folders\Test 2	
<input type="checkbox"/> Delete	Delete - move to Deleted Items folder	
<input type="checkbox"/> Play sound		
<input type="checkbox"/> Show Alert		

Add Rule Cancel

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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<http://www.pergenex.com/kb/index.php?View=entry&EntryID=27>