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:

Auto-Mate Rule Properties

Group Name: Business

Rule Name: File messages after reading

Tabs: 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   Only Items That: All Items

Importance: Any   Attachments: Ignore

Flag Status: Don't Care

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:

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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