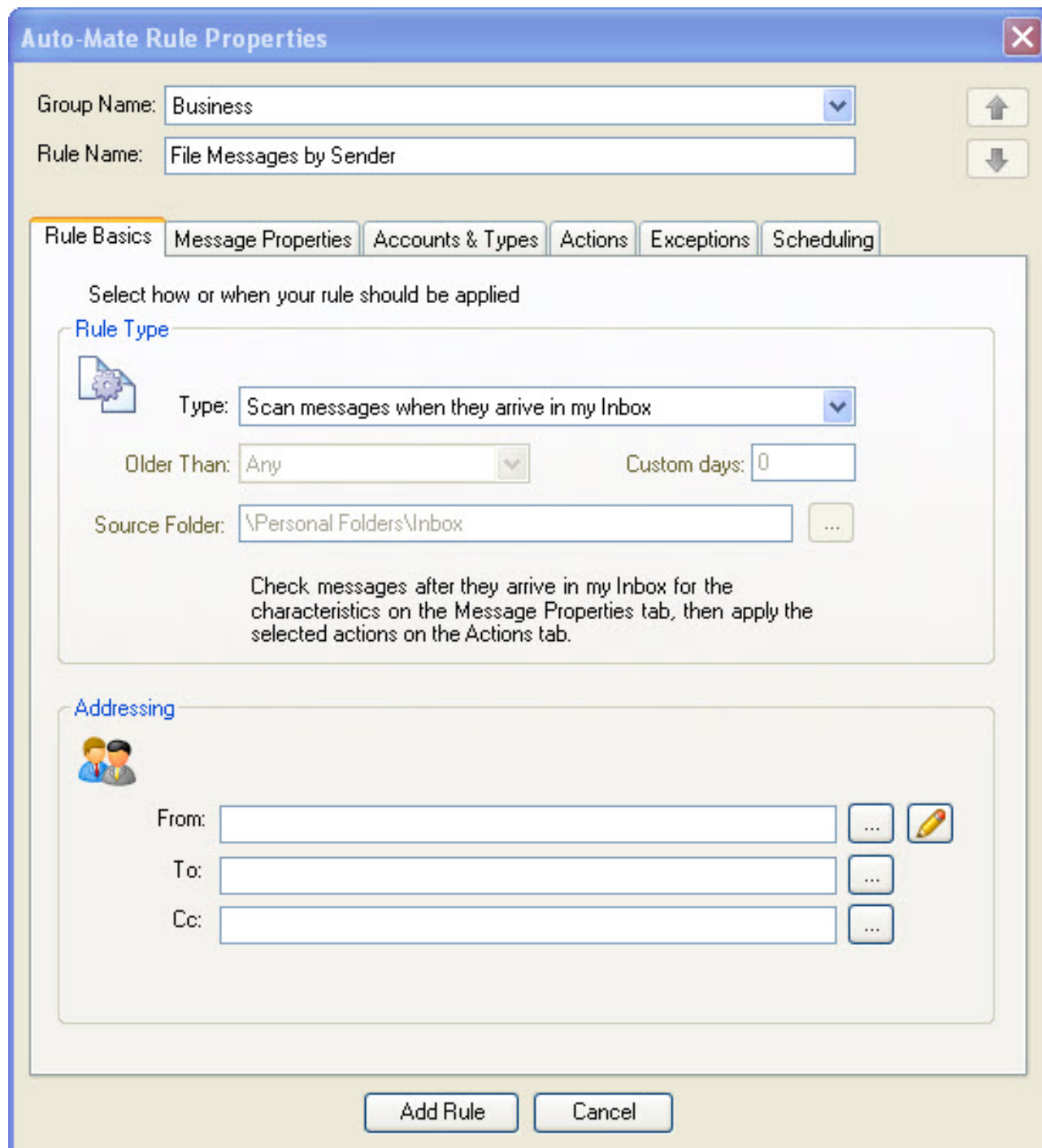


How to file messages from people into folders of the same name using a single rule.

Auto-mate 4.0 has a new feature that will allow you to automatically create the destination folder to store your messages. Using this feature, you can configure a single rule to file messages into folders named using the Sender Name (From address).

To configure this rule, start by creating a new rule in the Auto-Mate Rule Manager window.



The screenshot shows the 'Auto-Mate Rule Properties' dialog box. At the top, the 'Group Name' is set to 'Business' and the 'Rule Name' is 'File Messages by Sender'. Below this are tabs for 'Rule Basics', 'Message Properties', 'Accounts & Types', 'Actions', 'Exceptions', and 'Scheduling'. The 'Rule Basics' tab is active, showing options to select how or when the rule should be applied. Under 'Rule Type', the 'Type' is set to 'Scan messages when they arrive in my Inbox'. The 'Older Than' is set to 'Any' and 'Custom days' is '0'. The 'Source Folder' is '\Personal Folders\Inbox'. A note states: 'Check messages after they arrive in my Inbox for the characteristics on the Message Properties tab, then apply the selected actions on the Actions tab.' Below this is the 'Addressing' section with fields for 'From:', 'To:', and 'Cc:', each with a dropdown arrow and a pencil icon. At the bottom are 'Add Rule' and 'Cancel' buttons.

On the Actions tab, select a folder level where the sub-folders should be created under. In the following example, we'll select the root level folder. You can select any folder level.

Auto-Mate Rule Properties

Group Name: Business

Rule Name: File Messages by Sender

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	
<input type="checkbox"/> Delete	Delete - move to Deleted Items folder	
<input type="checkbox"/> Play sound		
<input type="checkbox"/> Show Alert		

Add Rule Cancel

Next configure this action to auto-create the destination folder. Click the Folder Options button:

Auto-Mate Rule Properties

Group Name: Business

Rule Name: File Messages by Sender

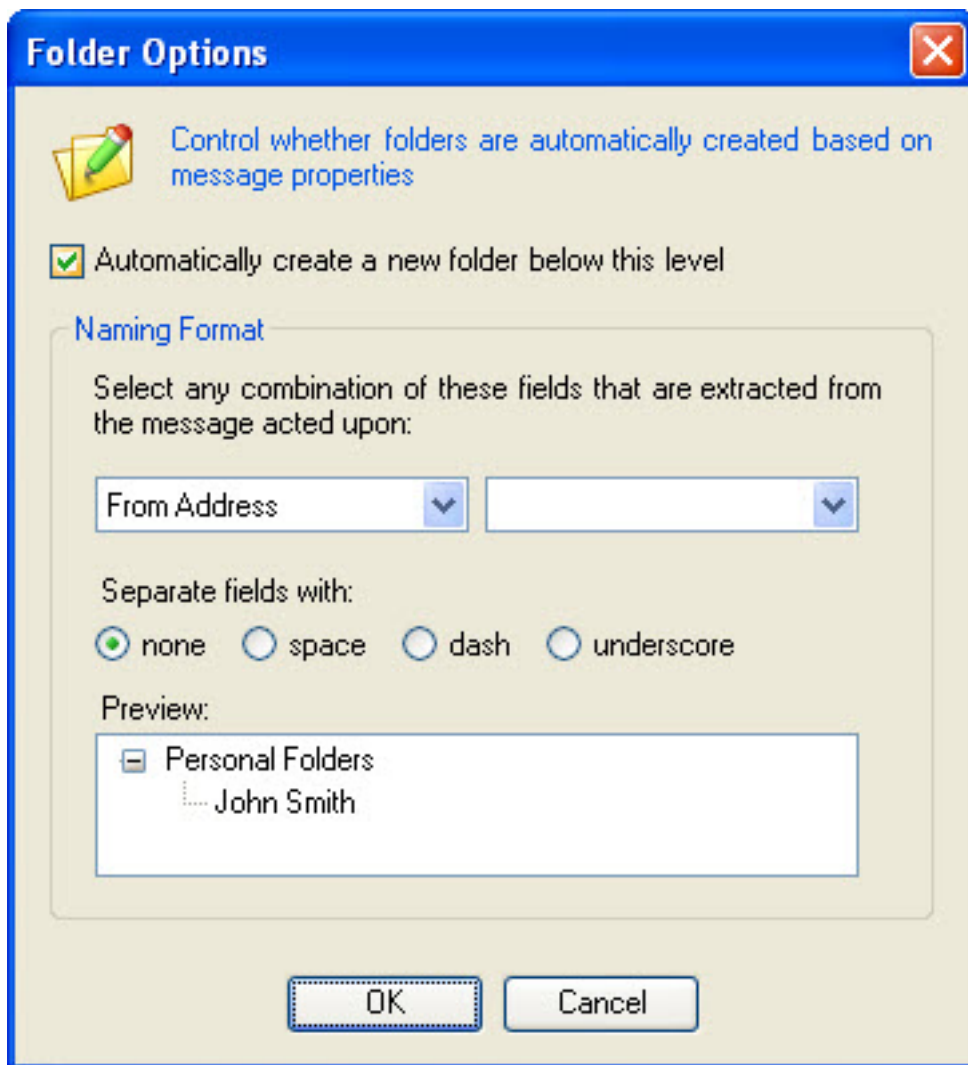
Rule Basics | Message Properties | Accounts & Types | **Actions** | Exceptions | Scheduling

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	
<input type="checkbox"/> Delete	Delete - move to Deleted Items folder	
<input type="checkbox"/> Play sound		
<input type="checkbox"/> Show Alert		

Add Rule Cancel

Then configure the following options:



Click OK, and the final settings should appear as follows:

Auto-Mate Rule Properties

Group Name: Business

Rule Name: File Messages by Sender

Rule Basics

Message Properties

Accounts & Types

Actions

Exceptions

Scheduling

Perform the following actions in sequence from top to bottom

☐ Status
 Set to Unread

☐ Importance
 Set to Normal

☐ Flag Status
 Follow-up Complete

☐ Categories
 Add To

☐ Subject
 Prefix with

☐ Forward

☐ Reply
 To Sender

☐ Export As
 Text(.TXT)

☐ Attachments
 Detach/Save To

☐ Print
 \\PERGENEX-SBS\Brother HL-1440

☐ Copy To

☒ Move To
 \Personal Folders\[From Address]

☐ Delete
 Delete - move to Deleted Items folder

☐ Play sound

☐ Show Alert

Add Rule

Cancel

Save your new rule. Now as messages arrive, they will be files into folders named by the Sender auto-created under the root folder level.

Note: This is a very powerful feature and care should be taken to deploy this type of rule because if you have many messages in your Inbox, and this rule executes, many new folders will be created. Please test this feature with a small number of messages first to observe the way it works.

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<http://www.pergenex.com/kb/index.php?View=entry&EntryID=28>