

How to Easily File Messages by Domain

You can easily file messages by sender's domain in Auto-Mate with a single rule. This rule can take advantage of the Auto-Mate feature:

- Auto Create Folder

Configure your rule as follows:

Start by creating a basic rule to file incoming messages, but do not specify any From addresses.

Auto-Mate Rule Properties

Rule Name:

Basics

Conditions

Advanced

Actions

Exceptions

Scheduling

Rule Type:

Older Than: Custom days:

Between: and

Source Folder:

☐ Recurse sub-folders ☐ Only process newest messages

From:

☐ Include sent on behalf addresses

To Address:

☐ Where I am the only person on the To line

Cc Address:

Rule Category:

☐ List rule in Toolbar/Ribbon Run list ☒ Enable Rule

Then configure a rule action to move to a folder. Select the destination folder.

Auto-Mate Rule Properties

Rule Name:

File Messages By Domain

Basics

Conditions

Advanced

Actions

Exceptions

Scheduling

Perform the following actions in sequence from top to bottom

☐ Status

Set to Unread

☐ Importance

Set to Normal

☐ Flag Status

Mark Complete

☐ Categories

Add Only

☐ Subject

<SUBJECT>

☐ Forward

☐ Reply

To Sender

choose a reply template

☐ Export As

Text(.TXT)

☐ Attachments

Detach/Save

☐ Print

Send To OneNote 2013

☐ Open Message

☐ Copy To

☒ Move To

\Mailbox - Pergenex Support\Old Mail

☐ Delete

Delete - move to Deleted Items folder

[Show additional actions...](#)

★ Favorite

Add Rule

Cancel

Apply

Now click the button with the small pencil icon to select Folder Naming Options. Check off "Automatically create a new folder below this level, then select "From Domain. You will see a preview of how the folder will appear in your Outlook folder tree.

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Folder Options

Folder Create Options

Control whether folders are automatically created based on message properties

☒ Automatically create a new folder below this level

Naming Format

Select any combination of these fields that are extracted from the message acted upon:

From Domain

Separate fields with:

☒ none ☐ space ☐ dash ☐ underscore

Preview:

Old Mail

yahoo.com

OK Cancel

Click OK and save the rule. The rule will now create folders by domain name on-the-fly as messages are received.

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<http://www.pergenex.com/kb/index.php?View=entry&EntryID=43>