

How to configure a rule to clean up promotional messages older than 1 day

Start by configuring a rule of type: **Scan Messages after a period of time in a folder**. Select your Inbox folder (or any other folder if you want). Then set the **Older Than** dropdown to 1 day (or the age of your choice).

The screenshot shows the 'Auto-Mate Rule Properties' dialog box. The 'Rule Name' field contains 'Thank you for being a customer. Refer family, earn rewards.' The 'Rule Type' dropdown is set to 'Scan messages after a period of time in a folder'. The 'Source Folder' field shows '\Pergenex Support\Inbox' with a browse button. Below this are three unchecked checkboxes: 'Dynamic source folder - choose at runtime', 'Include subfolders (may slow execution)', and 'Only process newest messages'. The 'Older Than' dropdown is set to '1 day' and the 'Newer Than' dropdown is set to 'Any Age'. The 'Rule Category' is 'Housekeeping'. At the bottom, the 'Quick Run (List rule in Toolbar/Ribbon Run list)' and 'Enable Rule' checkboxes are checked. The bottom bar contains buttons for 'Make Template', 'Add Rule', 'Apply', 'Test Rule', and 'Close'.

Now on the **Conditions** tab, set the **Body** field to match words or phrases that you would expect in the body of the email, for example to look for Black Friday promotional email messages, set the following:

Auto-Mate Rule Properties

Rule Name: Thank you for being a customer. Refer family, earn rewards.

Basics

Addresses

Conditions

Advanced

Actions

Exceptions

Scheduling

☒ Match all properties (AND)

☐ Match any property (OR)

Match Type

Subject: All"Black Friday"

Body: AllEnter words or phrases separated by spaces

Header: AllEnter words or phrases separated by spaces

Category: AllEnter categories separated by semicolons

Status: Unread

Importance: Any

Flag: Don't Care

Only Items: All Items

Attachments: Ignore

☐ Exact match☐ Ignore case

☐ Message Size

At Least: 0 kilobytes

At Most: 0 kilobytes

Make Template

Add Rule

Apply

Test Rule

Close

Finally, on the **Actions** tab, select the **Delete** Action:

Auto-Mate Rule Properties X

Rule Name: Thank you for being a customer. Refer family, earn rewards.
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Basics
Addresses
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☐ No Action

☐ Export As Text(.TXT) ⋮

☐ Attachments Detach/Save ⋮

☐ Print ⋮

☐ Open Message

☐ Create Task

☐ Copy To ⋮

☐ Move To ⋮

☒ Delete Delete - move to Deleted Items folder ⌵

☐ Play sound ⋮

☐ Send Message ⋮

☐ Run Program ⋮

☐ Show Alert ⋮

☐ Create Note ⋮

☐ Modify Counters ⋮

☐ Block additional rules from processing after this rule finishes

Make Template
Add Rule
Apply
Test Rule
Close

This rule will run Once per hour by default in the background. If you want it to scan more or less frequently, you can configure that on the **Scheduling** tab.

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