How to file messages older than 1 day into subfolders by date

This rule will scan your inbox once per hour (or per your specific schedule) and file messages that are older than one day to a message folder and automatically create subfolders organized by Year-Month.

Start by creating a new rule of type: Scan messages after a period of time in a folder

Then choose your inbox as the **Source Folder**, and select 1 day in the **Older Than** dropdown:

Next, on the Conditions tab, select **Status** = Read:

Then on the Actions tab, check Move To and select the root folder to file your messages. To then create the subfolders automatically, click the Move To action options button shown by the arrow below:

On the Folder Options dialog window check: ***Automatically create a new folder below this level***

Then in the dropdown choose Received month year (or another date time format):

Folder Options

Folder Create Options

Control whether folders are automatically created based on message properties

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☑ Automatically create a new folder below this level

Naming Format

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

| Received month year ▾ | ▾ |

Separate fields with:

◉ none   ○ space   ○ dash   ○ underscore

Preview:

```
⊟ Old Mail
    └─ Jan 2010
```

[OK]   [Cancel]

Finally, you can adjust when and/or how often this rule runs on the scheduling tab:

Auto-Mate Rule Properties

Rule Name: | File Messages Older than one day

Basics
Addresses
Conditions
Advanced
Actions
Exceptions
Scheduling

○ Automatic - based on events

◉ Once every

[1 hour ▼]

○ On this day and time:

[Every Day ▼] [▼] : [▼] : [▼]

○ Manually Only - from Quick Run list

Limit Execution Time

☐ Only run this rule durring the following times:

[All] [None] [M-F]

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

From: [10:04:24 AM ⇕] To: [10:04:24 AM ⇕]

[Make Template] [Update Rule] [Apply] [Test Rule] [Close]

That's it!

Some frequently used variations with this type of rule are to further qualify the conditions to match a flag setting or category to prevent certain messages from automatically getting moved. For example, you can set the rule to NOT move messages with a flag set.

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