

Filtering in Outlook Express

We've heard from many of our members that they prefer using a desktop client, like Outlook Express to view their email. Below are instructions for using the Outlook Express wizard to set up folders and filter your messages.

For a walkthrough of this process with images of each step, visit:
<http://email.about.com/od/outlookexpresstips/ss/wt101603.htm>

To create a filter and new folder:

- 1) Highlight a message from the sender whose emails you want to filter (one from **adrp-list@memberclicks.com**).
- 2) From the menu at the top of Outlook Express, click "Message" and select "Create Rule From Message..."
- 3) Verify that Outlook Express extracted the right email address to filter on – it should show up as "Where the From line contains _____" under "Rule Description" in box 3.
It should read "**adrp-list@memberclicks.com**". If not, change the email address by clicking on it.
- 4) Select "Move it to the specified folder" under "Select the Actions for your rule" in box 2.
- 5) Click on "specified" under "Rule description" box 3.
- 6) Select the folder you want messages from the specified sender to be filtered to. You can also create a new folder in this menu by clicking the button for "New Folder" and naming it whatever you like – ADRP or Listserv perhaps.
- 7) Click OK.
- 8) Give your rule a name under "Name of the rule".
- 9) Click OK.
- 10) Click OK again.