

Setting Up Filters in Eudora



Introduction

Filters are a neat way to **automatically organize** your mail. You create conditions and rules for mail, and based on those rules, your mail will be automatically organized. This is especially helpful for users with large amount of email.

HOWTO:

1) Create a new mailbox. Click on mailbox, and click on **New...**



2) Name the mailbox, click **ok**, and then **cancel**.



3) Note the new folders...

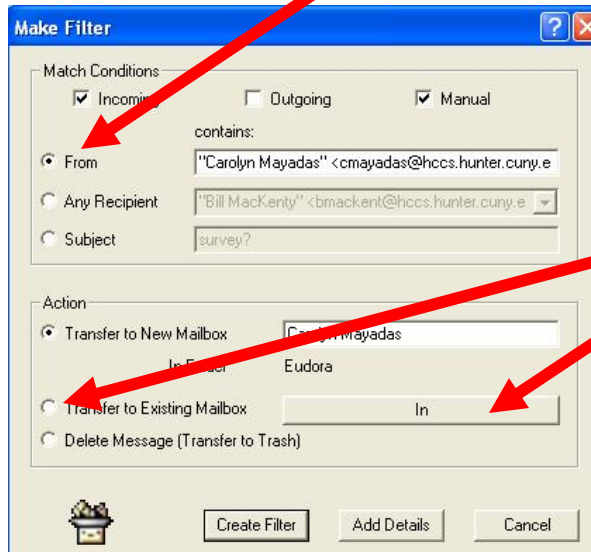


4) Click on **Special** and then **Make Filter**



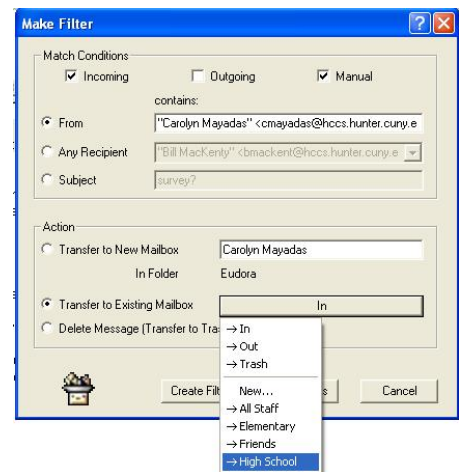
5) Here is where we actually make the filter. There are many different types of filters you can create.

Note who this email is from



Let's transfer this to a mailbox.

Click **Transfer to Existing mailbox**
Click **in** and choose the mailbox



Click **create filter** and you are done!

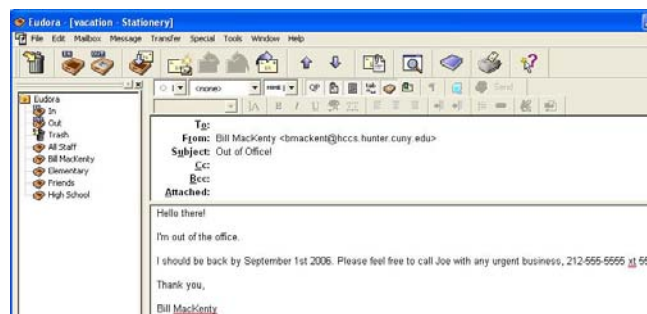
You can make rules depending on subject, sender, or even **specific words** in the subject. You can also choose when to apply the rule (**incoming**, **outgoing**, or **manual**).

Creating an Out of Office auto-reply in Eudora.

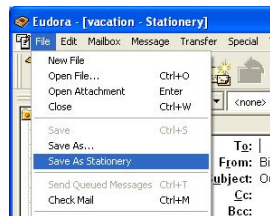
- 1) Create a new stationary. Click on **Message** and click on **New Message**.



- 2) Type **Out of Office** in the subject line, and type a nice friendly vacation message in the body of the message. Leave **To:** blank.

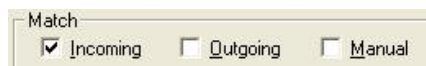


- 3) Click **File** and **Save as Stationery**



- 4) Click on **Special** and then click on **Make Filter**

- 5) In the **match** section, check the box next to **Incoming**.



- 6) Click **Header** and choose **To:** Under the **action** menu, click the drop-down box, and click **Reply With...** You will see your saved stationary. Click **file** and **save**.

