



User Guide

Message Rule

IWorld Services (Singapore) Pte Ltd

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Click “New	1
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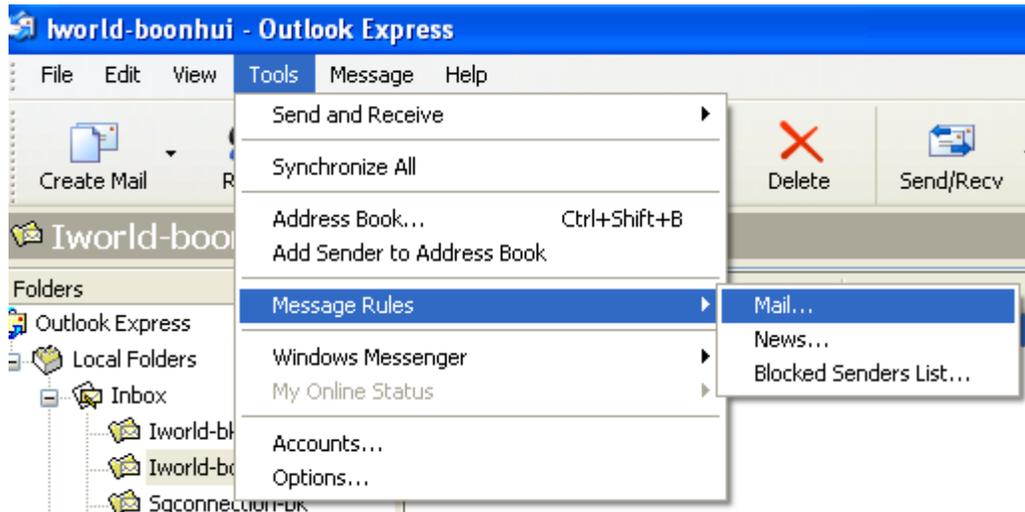
Email Archiving Set-Up

1. Message Rules (A rule whereby new emails from a specific email account will be sent to a specific folder)

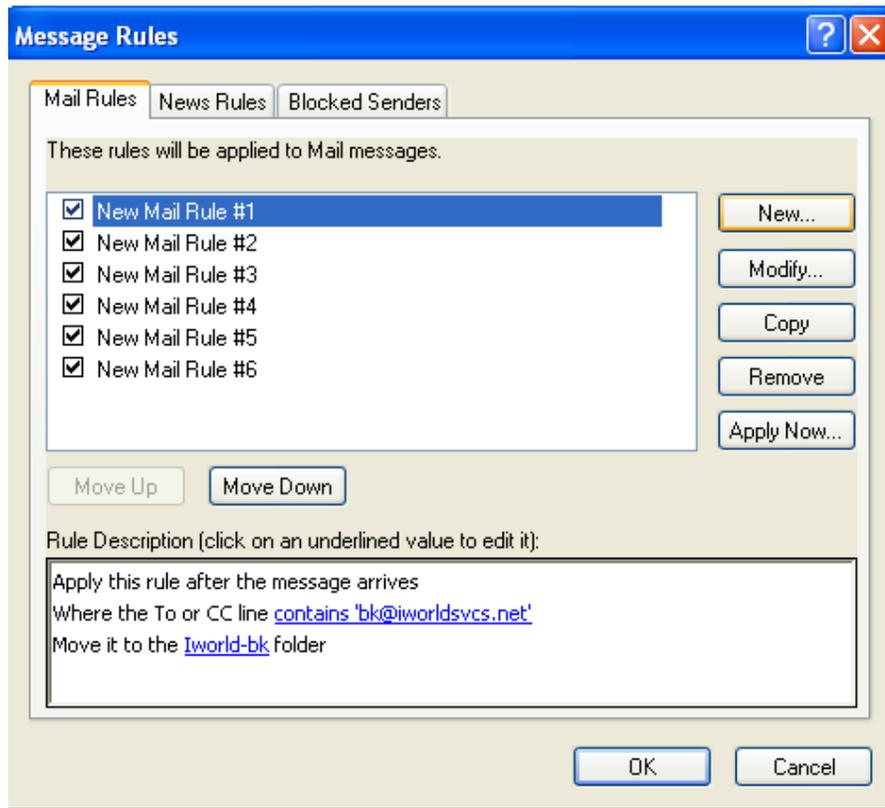
- Open Microsoft Outlook or Windows Live Mail



- Find “Message Rule”

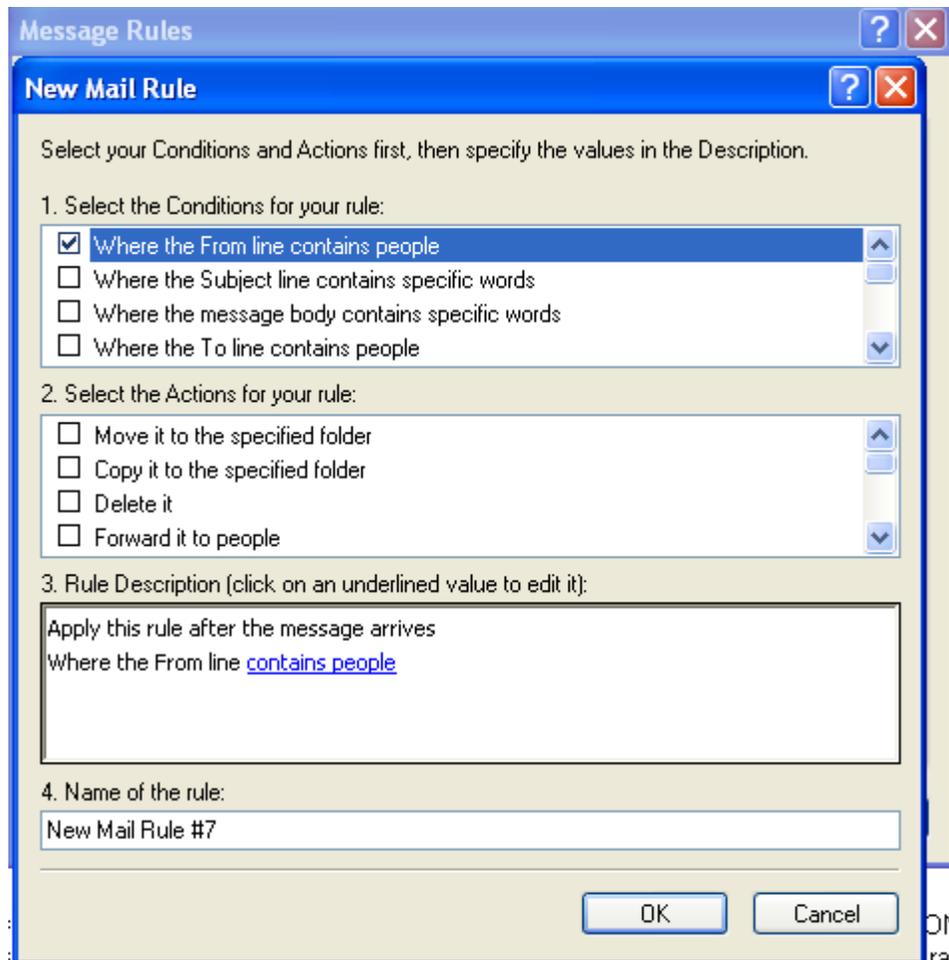


- Click “New”

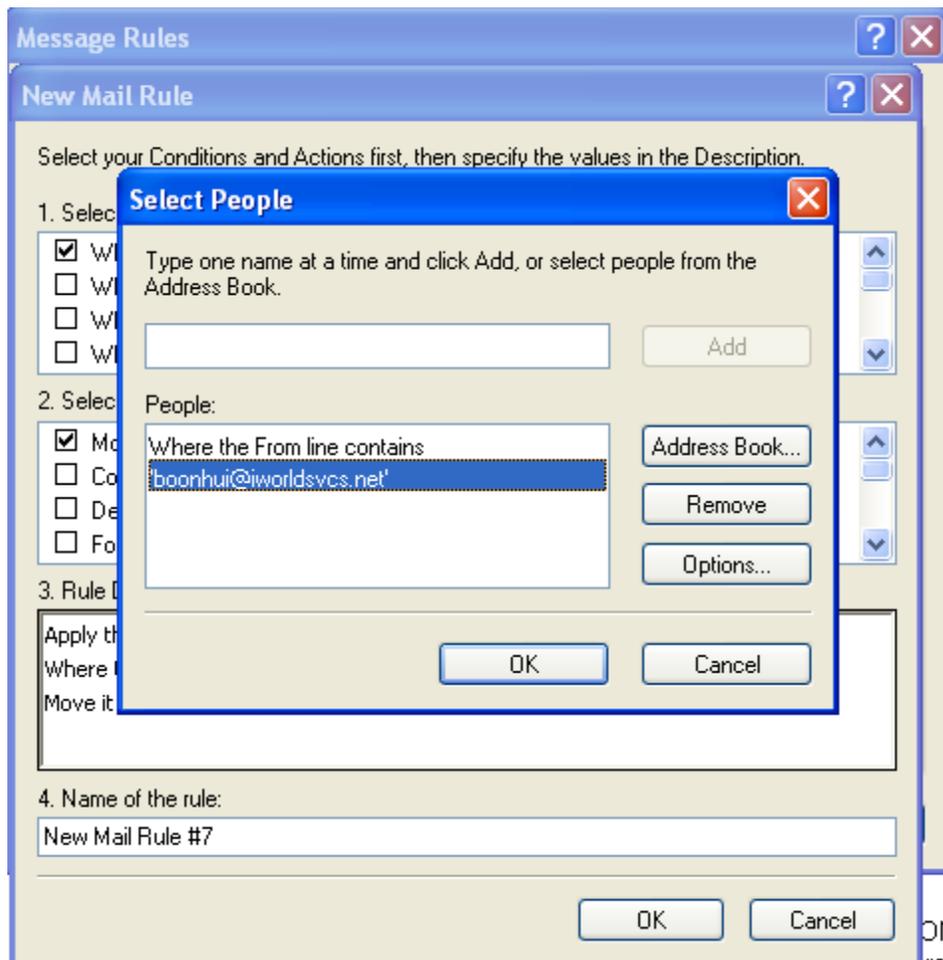


- Select the Conditions for your rule: “Where the To or CC line contains

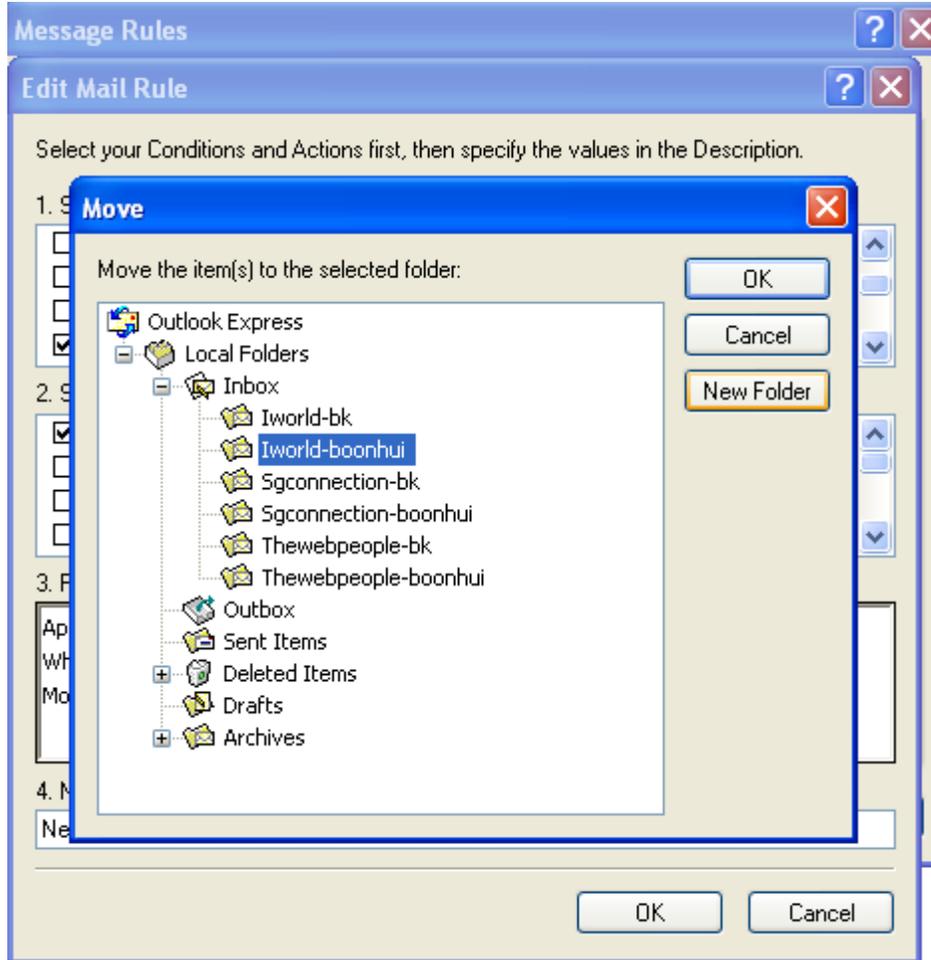
people”



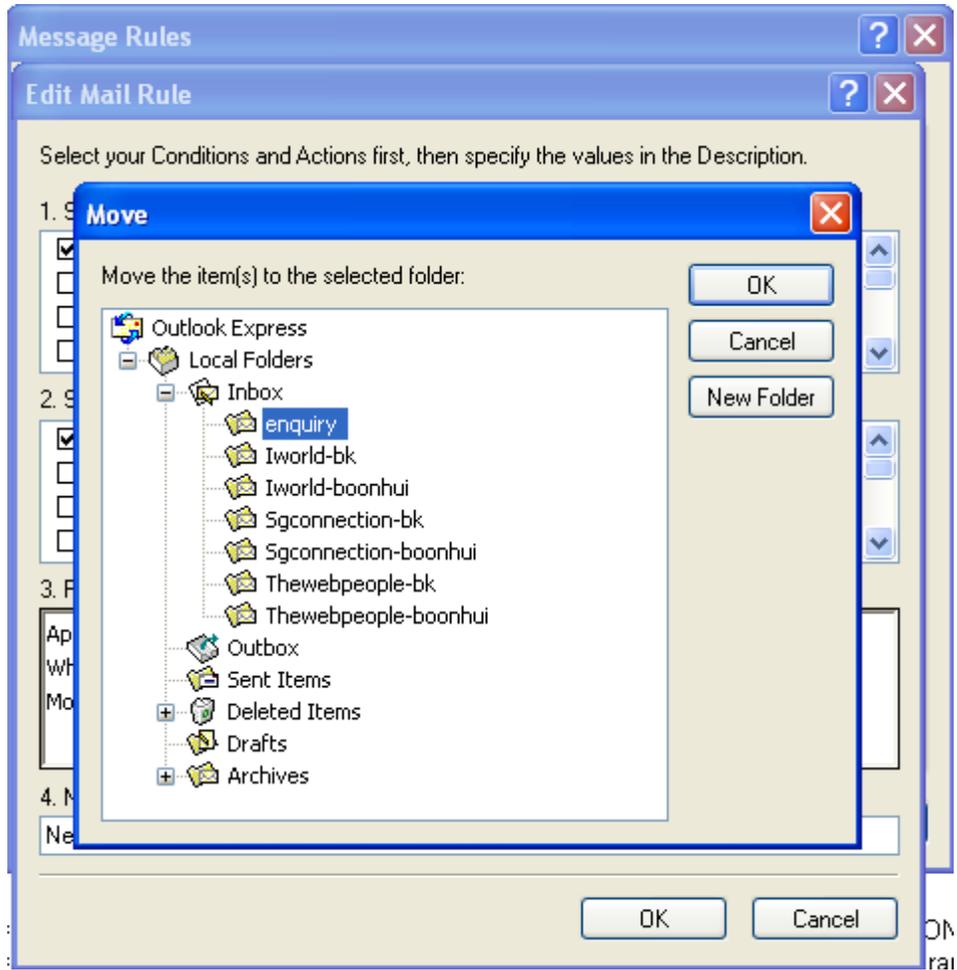
- Rule Description (Click on “contains people”)
- Type in the email
- Click “Add” then “OK”



- Select the Actions for your rule: “Move it to the specific folder”



- Rule Description (Click on “specified”)
- Create a new folder under inbox
- Name (For example: enquiry)
- Click “OK”



- Test email by sending an email to the specific email
- If the email goes to the folder, the message rule is working

The screenshot shows the Outlook Express interface. The title bar reads "enquiry - Outlook Express". The menu bar includes "File", "Edit", "View", "Tools", "Message", and "Help". The toolbar contains icons for "Create Mail", "Reply", "Reply All", "Forward", "Print", "Delete", "Send/Recv", "Addresses", and "Find".

The left pane shows the "Folders" tree under "Local Folders":

- Outlook Express
 - Local Folders
 - Inbox
 - Iworld-bk
 - Iworld-boonhui
 - Sgconnection-bk
 - Sgconnection-boonhui
 - enquiry
 - Thewebpeople-bk
 - Thewebpeople-boonhui
 - Outbox
 - Sent Items
 - Deleted Items
 - enquiry
 - iworld-boonhui
 - Drafts
 - Archives
 - Matthew - BL
 - Matthew - SGconnection
 - Matthew - TWP
 - Sent
 - WeiLeong
 - WeiLeong - Sent
 - Zidus

The main pane displays an email list with columns: From, Subject, and Received. Two messages are listed:

From	Subject	Received
bk@iworldsvcs.net	testing	4/21/2014 2:28 PM
bk@iworldsvcs.net	testing	4/21/2014 1:53 PM

The selected email (4/21/2014 2:28 PM) has the following details:

From: bk@iworldsvcs.net **To:** boonhui@iworldsvcs.net
Subject: testing

The email body contains the following text:

Thank You and Best Regards,

Boon Kiat | Technical Support
 IWorld Services (Singapore) Pte Ltd
 Your Online Traffic Specialist

Sales & Marketing: (+65) 6100 3050
 Technical Support: (+65) 6100 3002
 General Enquiries: (+65) 6100 3101
 Billing & Finance: (+65) 6336 5543
 Fax: (+65) 6336 2506