



## Moving ADV: Email to Another Folder

- 1) Open your Internet Explorer Browser.
- 2) In the address bar location type in **mail.yourdomain.com**
- 3) Enter in your **username** and **password**. (see Fig. 1)
- 4) Click **Log In** button (see Fig. 1)

A screenshot of a webmail system's login interface. At the top, a grey header bar contains the text "Welcome to our WebMail System". Below this, on the left side, is a small cartoon penguin icon. To the right of the icon is a "Languages..." dropdown menu. Further right are two text input fields labeled "User ID" and "Password". Below these fields is a "Log In" button. At the bottom of the form area, there are two checkboxes with associated text: the first checkbox is for "expiring page views (increased security)" and the second is for "using cookies to store log-in information".

Fig. 1

5) Click on the **Account Options** drop down menu and select **Filters**. (see Fig. 2)

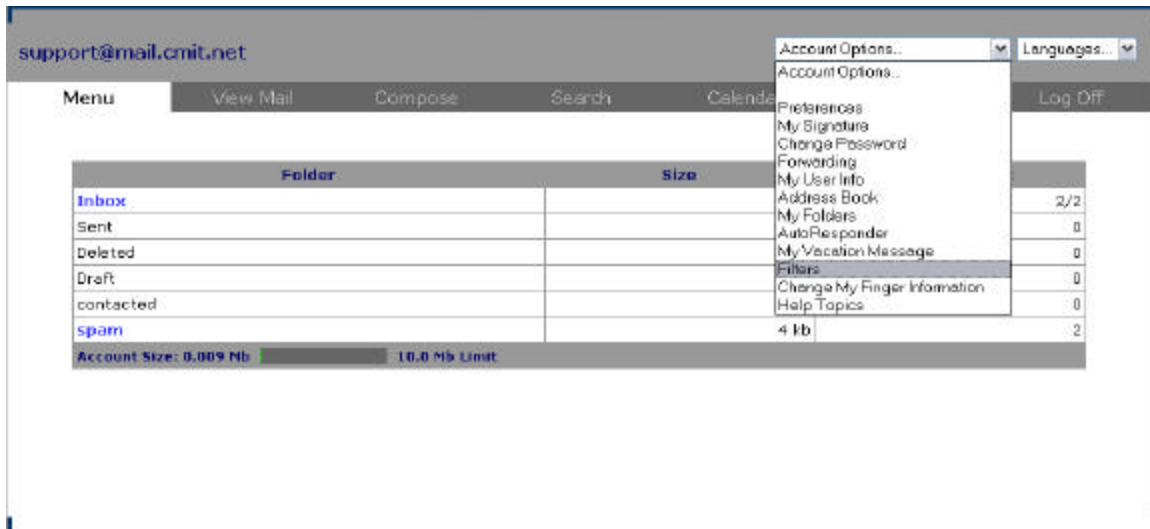


Fig. 2

6) Click the **Add** button to add a rule. (see Fig. 3)

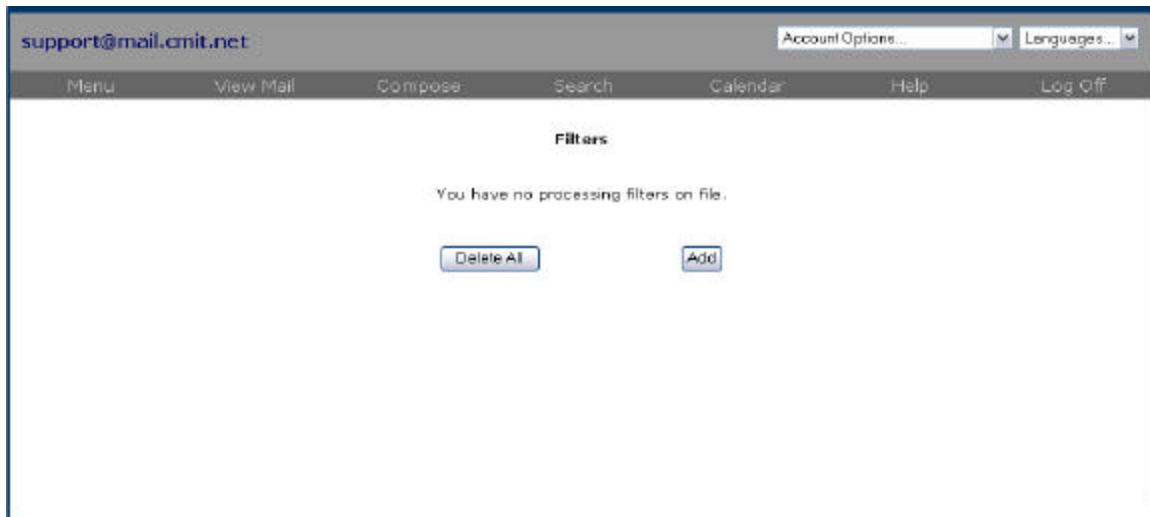


Fig. 3

- 7) Click on the **Subject Field** drop down menu and select **Subject** (see Fig. 4)
- 8) Click the **contains** radio button. (see Fig. 4)
- 9) In the **Phrase** text box enter **ADV:** (see Fig. 4)
- 10) Then click on **Add Condition** (see Fig. 4)

support@mail.cmit.net Account Options... Languages...

Menu View Mail Compose Search Calendar Help Log Off

### Edit Rule

1. Select the FIELD that you want to search.
2. Enter a search string in the text box below. Enable the checkbox to allow the search text to come from an external file. The listbox shows a list of the existing rule files. Click on 'Update' to get the contents of selected rule file. The maximum limit for a direct search string (not from an external file) is 255. Search strings more than 255 will be truncated at 255.
3. Enter a mailbox or an email address in the text field. Incoming mail will be directed to this mailbox or email address when the rule is asserted. If nothing is entered in the textbox the filtered message will be placed in a mailbox named, 'new'.

**Select Field**  
Subject  contains  doesn't contain

**Phrase**  
ADV:

Case sensitive match  
 Search string from file:

Update Condition Add Condition

Fig.4

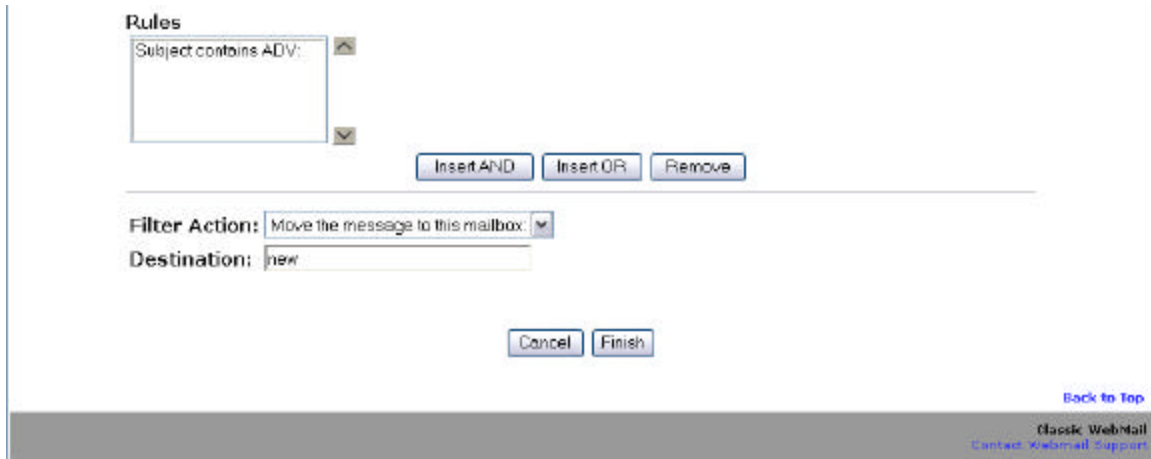


Fig. 5

11) Towards the bottom of the screen you will see **Subject contains ADV:** in the rule box. (see Fig. 5)

12) Below this, select the **Move the message to this mailbox:** option. You will then need to specify a name for the folder you wish to move the messages to. (see Fig. 5)

13) Click on **Finish** (see Fig. 5)

*\*Disclaimer: At no time do we look at your emails. This process is controlled completely by a program on our mail servers.*

*\*Note: If at anytime you need more information about a specific step, please click on the **“Help”** link in the upper right hand corner.*