

# Mail Rules

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The mail rules system is a useful tool that allows you to manage incoming mail.

## Components of a mail rule

Every mail rule has three parts: the name, the condition, and the action.

The name is simply a way to help you remember what a mail rule does. You can name it anything, but it's useful to have a descriptive name as you may end up having a significant amount of rules.

The condition is what must be met for the mail rule to run. You have a variety of choices including the from address, the To or CC address, specific words in the subject, or even words in the header. You can have multiple conditions and you can choose whether all the conditions must be met (AND in between each condition), or if just one is sufficient (OR between the conditions).

The action is what happens once the condition is met. This could be forwarding the message to another email account, moving the message to a folder, deleting it, flagging it, or any number of things. You can have multiple actions as well.

## Setting up a mail rule

To create a mail rule, go to Settings -> Mail Rules -> Add a Mail Rule.

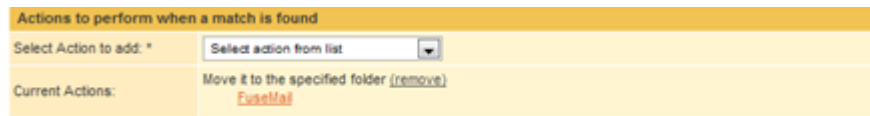
Enter a name for your rule. For now, leave all of the options in this section on their default settings. These options will be explained in the next section.

Rule Name & Options	
Rule Name:	<input type="text" value="Move work mail"/>
Apply rule to:	<input checked="" type="radio"/> Incoming Email <input type="radio"/> Outgoing Email
Rule Scope:	<input checked="" type="radio"/> Local (this email account only) <input type="radio"/> Global (All Email Accounts in Organization or Platform)
Before Spam & Virus Check:	<input checked="" type="radio"/> Process After Spam & Virus Filter <input type="radio"/> Process Before Spam & Virus Filter

Next, enter the condition. I have entered "Where the message is from a specific mail delivery account" and then chosen my work email in the drop-down field. It is also important to click the "Save" button next before continuing on to the action section. This condition will catch all messages sent to my work email address.

Conditions to create a match	
Select Condition to Add: *	Select condition to add from list <input type="button" value="v"/>
Current Conditions:	Where the message is from a specific mail delivery account <a href="#">(remove)</a> <u>pat.latham@wizmailer.com</u> <a href="#">(inbound)</a>

The last component is the action. I have set it to move all of these messages to a folder specifically for work mail. Again click the save button next to the folder choice if you are making a similar rule.



Actions to perform when a match is found	
Select Action to add: *	Select action from list
Current Actions:	Move it to the specified folder (remove) FuseMail

After entering the name, condition, and action, click the “Save Rule” button to finalize the rule. Your mail rule will take about 15 minutes to start working, and at that time it will apply to new, incoming messages that match the condition.

## Mail rule options



Rule Name & Options	
Rule Name:	Move work mail
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Rule Scope:	<input checked="" type="radio"/> Local (this email account only) <input type="radio"/> Global (All Email Accounts in Organization or Platform)
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Directly under where the name is entered is a set of options. The first option allows you to specify if this mail rule applies to incoming or outgoing messages. Most of the time this is set to incoming. Rule scope allows you to create a global mail rule. If you are a group administrator, you can make a mail rule that also applied to your subaccounts. Before Spam & Virus check allows you to run a mail rule before any spam checking is done. This is useful if you want to make a mail rule that will bypass spam checking as spam checking is not run if one of these rules matches a message.

## Mail rule precedence & interaction

You can have multiple mail rules apply to one message. The Rules list (Settings -> Mail Rules -> View & Edit Rules) allows you to specify the order in which they are run. This is important because you can have an action in a mail rule that stops other mail rules from running. This is useful if you want all of your mail rules to be exclusive (only one would ever run on any given message). You can change the precedence by using the up/down links in the “Execution Order” column.

If you have two mail rules, each one moving messages to a different folder, you will end up with a copy of the message in both folders. One mail rules actions will not override another. If you have one mail rule that deletes a message and another that forwards a message, it will be forwarded and then the local copy deleted. If one mail rule deletes the message, and another moves it to a folder, then the message will just be put in the folder.

## **Manually running a mail rule**

If you wish to run a mail rule on already existing messages, you can also do this. Go to Settings -> Mail Rules -> View & Edit Mail Rules. Select the radio button next to the rule you wish to run, and then click the "Apply Now" button. You will be prompted to choose a folder on which to apply the mail rule.

Please note that your mail rule may not finish running immediately, and it may take a short while for it to process all of your messages.