

# Setting E-mail Rules in IBM Notes-

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## SET E-MAIL PRIORITY FOLDERS

**Important Note: Software features and functions change with software releases. Check your user help file for appropriate features.**

## SET E-MAIL PRIORITY FOLDERS

Under your INBOX folder; create new folders in order to receive your email based on your new prioritized criteria. So, for this example, create the following:

- One folder to receive e-mail directed to you from your important people - call it **IP to Me**
- One folder to receive e-mail where your important people copied you - call it **IP copy to Me**
- One folder to receive e-mail directed to you from your teachable people - call it **TP to Me**
- One folder to receive e-mail where you teachable people copied you - call it **TP copy to Me**

You may also chose to set up a folder where you can place pending e-mail or e-mail that is awaiting action from others. Let us call this folder “**Pending.**”

### To create a folder in Lotus Notes:

1. Select or open the database where you want to create the folder.
2. Choose Create - Folder.
3. Enter a name for the folder in the "**FOLDER NAME**" box and click “**OK**”. If this folder is a sub folder, click on main folder in the “**SELECT A LOCATION FOR THE NEW FOLDER:**” box

**Repeat points 2 and 3 above to create folders (IP to me, IP Copy to me, etc.)**

## SET UP YOUR AUTOMATIC RULE PROCESSES

Develop automatic rules to automatically process your incoming e-mail and place it into the priority-based folders you created:

- IP to Me**
- IP copy to Me**
- TP to Me**
- TP copy to Me**

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### **This is the way to create a new rule in Lotus Notes:**

1. Open your mail database and click the **Rules Folder**.
2. Click "**New Rule**".
3. Under "Specify Conditions" section there are three fields. In these fields enter "**TO**", then "**CONTAINS**", then "**TYPE YOUR NAME**", then press "**ADD**".
4. Now you are going to add another condition. Under "Specify Conditions" section there are four fields. Select "**AND**", then "**SENDER**", then "**CONTAINS**", then type the name of your "**FIRST IMPORTANT PERSON**", then press "**ADD**".
5. Now you are going to add a third condition. Under "Specify Conditions" section there are four fields. Select "**OR**", then "**SENDER**", then "**CONTAINS**", then type the name of your "**SECOND IMPORTANT PERSON**", then press "**ADD**".
  - Repeat Step 5 for all your important people. When finished go to the next step.
6. Under "Specify Actions" select "**MOVE TO FOLDER**" and choose the "**IP to ME**" folder by clicking on the "**SELECT**" button and press "**ADD ACTION**".
7. Click "**OK**". Now your new rule has been added.

Repeat the steps above to create other rules for:

- **IP copy to Me**
- **TP to Me**
- **TP copy to Me**

You may set up as many rules as you choose. But be sure that the rules you set are compatible with your roles and are supported by your important people.

### **Result:**

As a result of the above rules, all your incoming mail will be placed in folders based on the priority based filtering system you assigned. All other mail will remain in your INBOX and is considered to be a lower priority.