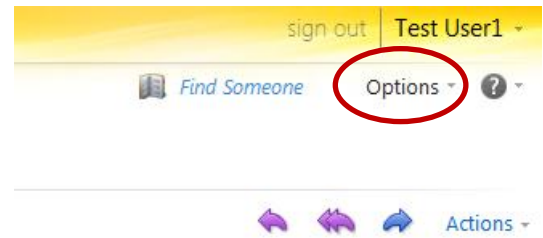


Inbox rules

1. Click on **options** to begin.
2. Slide down to **Create an Inbox rule** and click.
3. Click on **New Rule**
4. Under **When this message arrives choose It was received from..**
5. Search or Type the email name you want to **divert messages from.**
6. Then Choose from **Do the Following.**
7. Choose **Move The Message to Folder.**
8. If you do not have a folder already then click on **New Folder** and create.
9. Click on **OK** and **Save.**
10. Click on **My Mail** to go back to your home email page.



Click here to see the video

<http://youtu.be/jvmzC1rql1o>