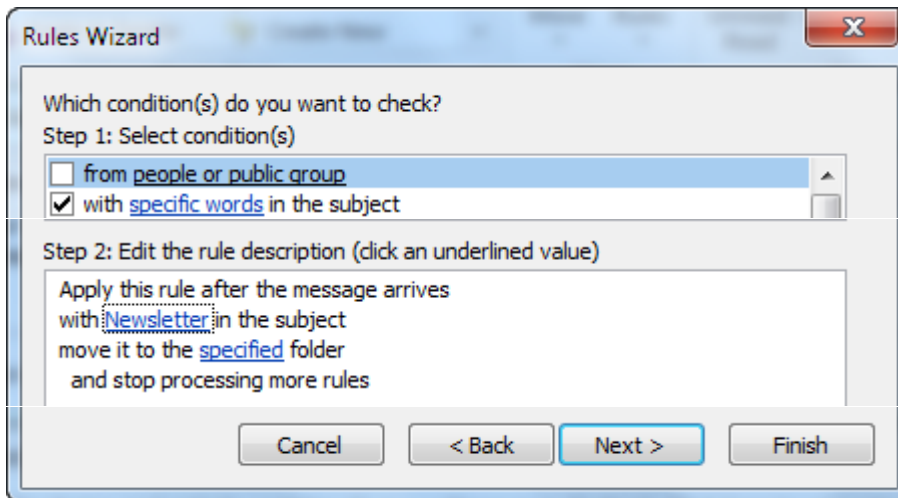
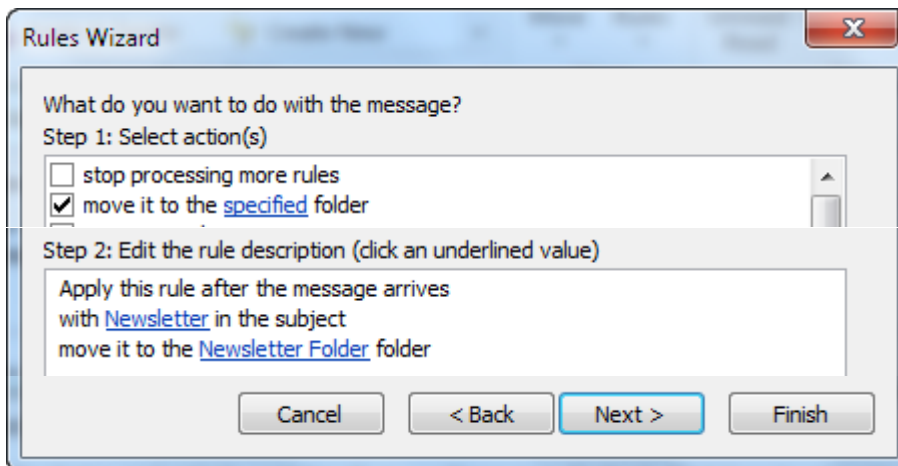


To Define a Rule to Move an email to a folder.

1. On the **Tools** menu, click **Rules Wizard**.
2. In the **Rules Wizard** dialog box, click **New**.
3. Under **Which type of rule do you want to create?**
click **Check messages when they arrive**, and then click **Next**.
4. Under **Which condition(s) do you want to check?**,
click **With specific words in the subject**.
Specify the specific words in the lower section, and click **Next**.



5. Under **What do you want to do with the message?**,
Click **move it to the specified folder** option
Specify the folder location in the lower section, and click **Next**.



6. **Are there any exceptions?**, Click **Next**
7. Complete the **Rule Wizard** instructions, click **Finish**, and then click **OK**.

Test it out by having someone send you a message with the word **Newsletter** in the subject.