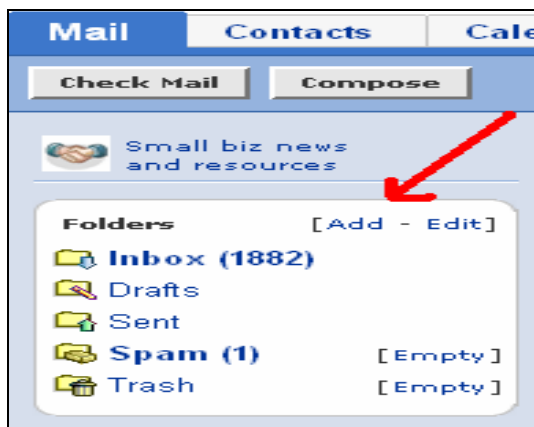




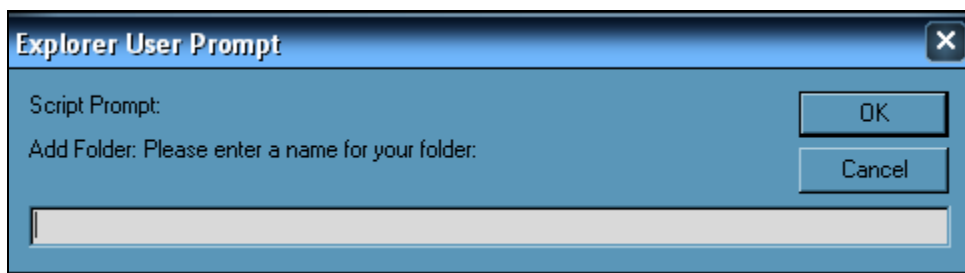
In yahoo mail, one can create a separate folder and set a filter so that all mails that meet the filter condition shall be directed to that folder and not to regular "inbox"

Step -1 CREATING APPROPRIATE FOLDERS:

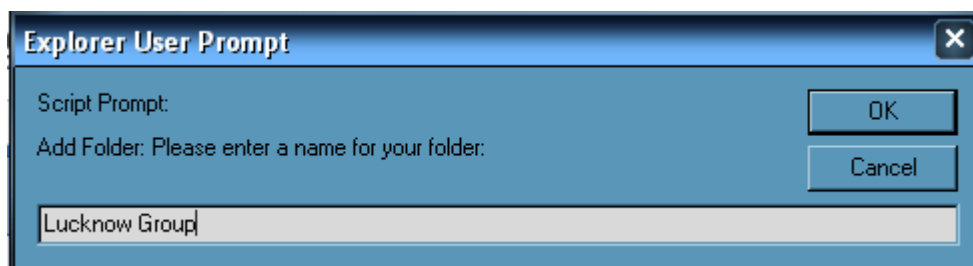
- a. Log in to yahoo mail. In the left side of your email account there is a button "Add" to create a new folder. Click the same to create



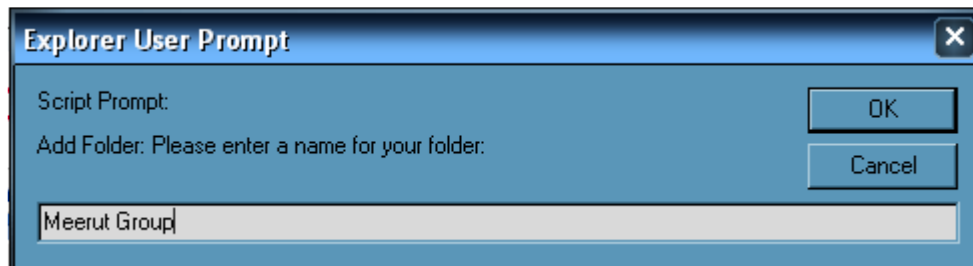
- b. The following box will appear



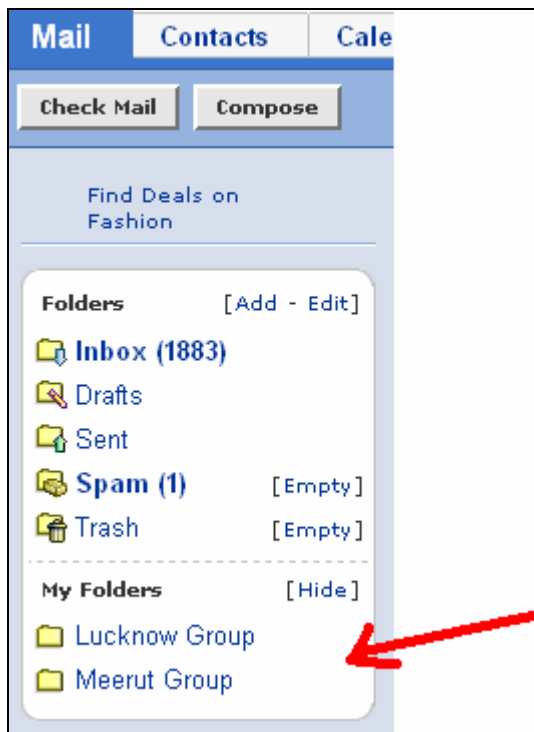
In the box type the name of a new folder you would like to have, for example (Lucknow group)



Similarly you can create another one say, "Meerut group"

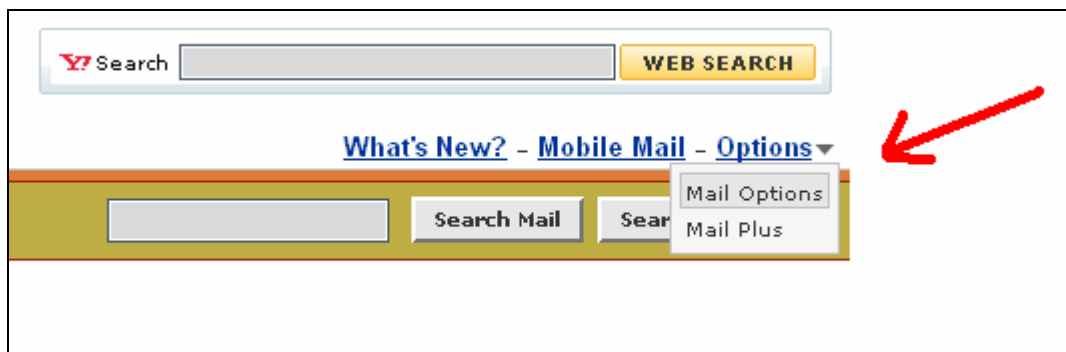


- c. Now the created folders would appear below the regular inbox, as marked with the red arrow in the following picture.



Step -2 CREATING APPROPRIATE FILTERS:

- a. In the upper right corner click on the mail option.



b. The following window will appear, click on "Filters"

Mail Options The

Spam	Management
Spam Protection Customize our anti-spam tools to maximize your spam protection: • SpamGuard • Marking Spam + Not Spam • Image Blocking	Mail Addresses We've added the dot into our email addresses so you can get the address you've always wanted. Use it just like your existing Yahoo! ID. Also retrieve mail from your other (POP) accounts into your Yahoo! Mailbox.
Block Addresses Block addresses from which you don't want to receive mail.	Filters Sort your incoming mail automatically into designated folders or to your mobile device. Filter out unsolicited email.
	General Preferences Customize your Inbox view and your Compose options. Change your outgoing name and address.
	Signature Attach a custom signature to your outgoing messages.

c. The following screen will appear, click on "Add"

Filters [[Back to Mail Options](#)] Using

Need more filters? [PLUS](#)

Mobile Device User: You can now forward e-mail from your Yahoo! Mail account to your pager or cell phone. Get started.

AddEditDelete

- d. The box will appear with various conditions and also showing new folders created in step -1

Add Message Filter [[Back to Mail Options](#)]

Filter Name

If all of the following rules are true...

From header: ☐ match case

To/Cc header: ☐ match case

Subject: ☐ match case

Body: ☐ match case

Then...

Move the message to:

[New Folder]
Inbox
Trash
Lucknow Group
Meerut Group

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- e. In the file header type the default subject line of your group mail, for example "MMM" and choose the new folder where you want these mails to divert. Step by step from 1. to 5 as below

Mail | **Contacts** | **Calendar** | **Notepad**

Add Filter | **Cancel**

Options

- Colors
- Mail
- Address Book
- Calendar
- Notepad
- Account Information

Add Message Filter [[Back to Mail Options](#)]

Filter Name

If all of the following rules are true...

From header: ☒ match case

To/Cc header: ☐ match case

Subject: ☐ match case

Body: ☐ match case

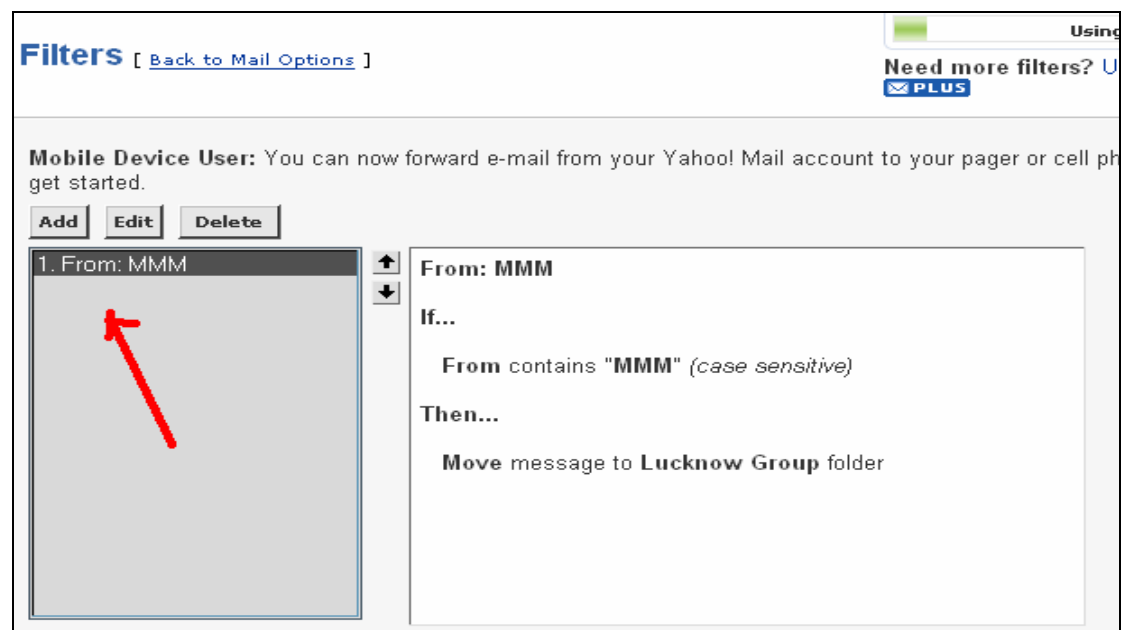
Then...

Move the message to:

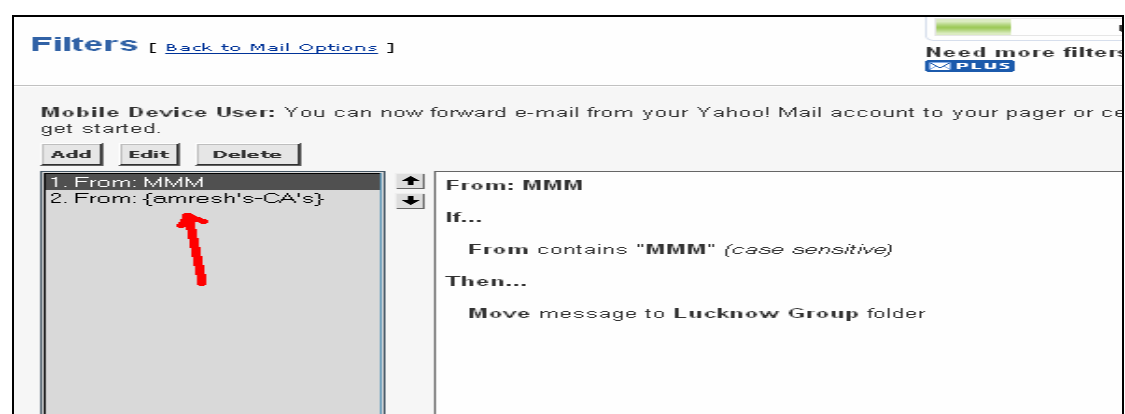
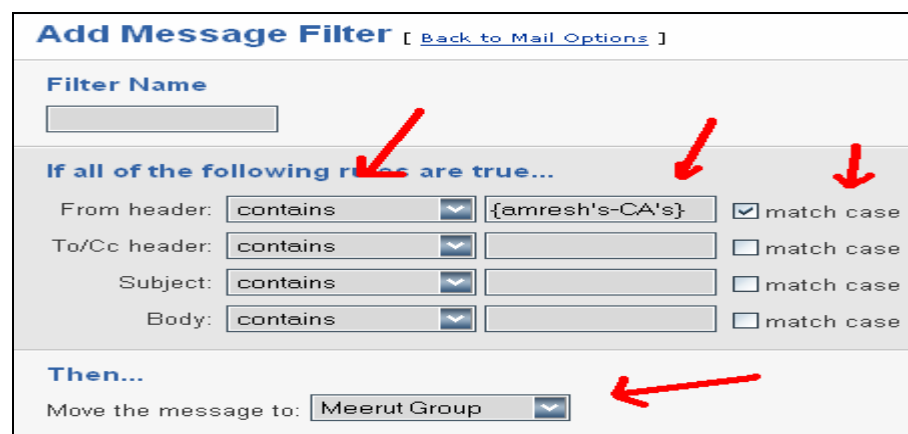
Add Filter | **Cancel**

1. 2. 3. 4. 5.

f. Now the added filter would appear as under



g. Similarly you can add few more filters of your choice as under:



Step -3 JOB DONE

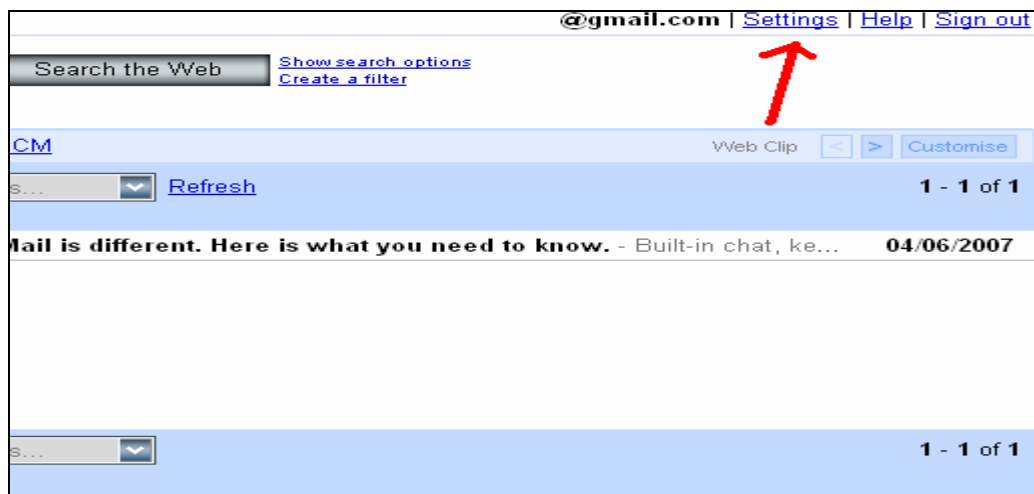
Now all your mails with subjected filters shall be diverted to your new folders instead of your regular inbox.



In G mail, one can also set filter so that all mails that meet the filter condition shall not be directed to inbox and archived instead

Step -1 CREATING FILTER:

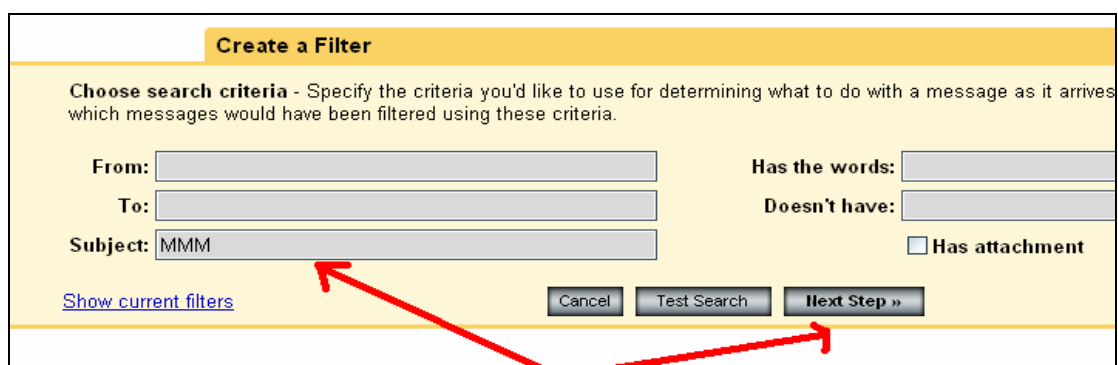
- a. log in your gamil and in the upper right click on "settings"



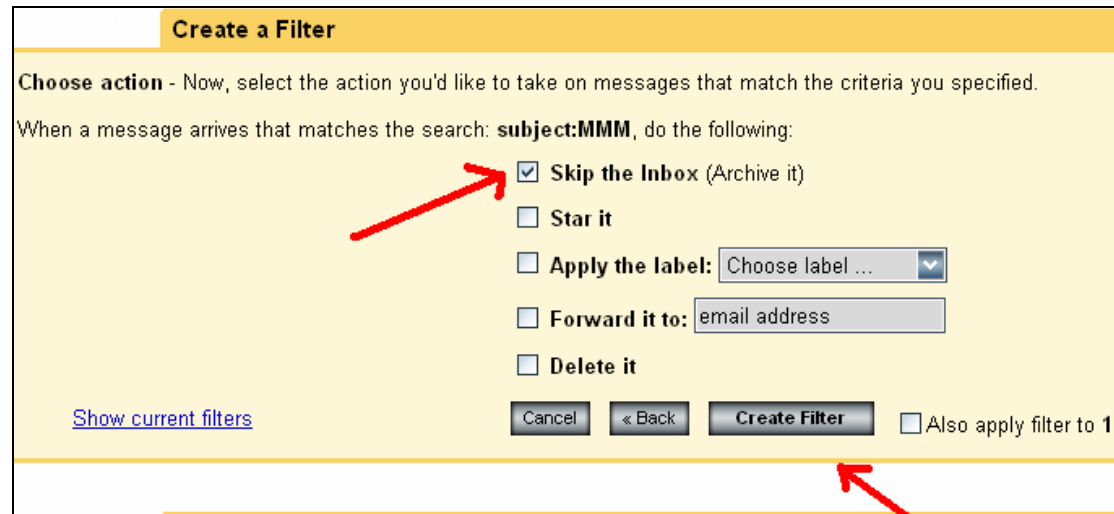
- b. In the next screen, click on "filters" and then "create a new filter"



- c. In the subject write default group mail subject i.e., "MMM" then click "next step"



- d. In the next screen, check the box "skip inbox (Archive it)" and then hit the "create filter" button



- e. Now emails with the set filter shall not be reflected in the regular inbox view, instead they will be reflected in 'All Mail' Folder in the left hand menu below regular inbox

