

# Filtering Informational Bulk E-Mail

James Madison University



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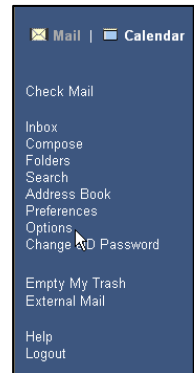
## Overview

JMU Bulk E-Mail now has two classifications: Official and Informational. If a recipient determines that he/she does not want to receive the Informational e-mails that appear in the **Inbox**, the user can modify the filter that appears in **Options>Message Filter** in Webmail (webmail.jmu.edu) to change the folder where these messages go.

**Filters** enable a recipient to set rules and apply them to his/her incoming e-mail messages and attachments to screen, categorize, or process them accordingly. By setting filters, messages automatically bypass the **Inbox** and are moved to other folders. With no change, all JMU Informational e-mails will be delivered to the **Inbox**.

### Exercise 1: Modifying your Message Filter for Informational Bulk E-Mail

1. In **Webmail**, **Filters** can be found by clicking on **Options** in the blue navigational bar on the left in the **Webmail** window.
2. In the **Options** window, click on **Message Filters**.
3. Locate the filter that matches the filter number 2 on the right.



4. Click on the **Edit** button in the filter.
5. The filter screen will open and can be edited. In the Filter Action area you can change where informational e-mails will be delivered using the **Move to:** option. Click on the drop-down arrow and choose a folder. Suggested folders are **Junk** or **Trash**.
6. Click the **Do not apply any more filters to this message if action is taken** box.
7. Click **OK** to save this filter.

