

## **UNIVERSITY OF MAURITIUS**

### Centre for Information Technology and Systems

# **Creating Email Filters in UMAIL**

Electronic version available at: http://www.uom.ac.mu/cits/tips.html

This document will be updated, please check website for latest version.

28 April 2010

Version 1.0

1- Login your umail account at http://mail.umail.uom.ac.mu



#### 2- Click on Settings (Top Right Corner)

University of Mauntius Mail -	Settings - r@umal.uonusc.mu - Winc	ows Internet Explorer		(Contraction of the local data
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- Chat	Browser connection:	Always use https		
Search; add, or initia	Learning	On't always use https		
Roshan Halkhoree     Set status here	My picture: Learn.more	Select a picture that everyone will see when you email them.		
	Contacts' pictures: Learn.more	Show all pictures     Only show pictures that I've chosen for my contacts - Pict	ures your contacts select for themselves will not be o	Ssplayed.
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#### 3- Click on Filters

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<u>a more</u> + <u>Contacta</u>	edit delete
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Search, add, or invite	You are currently using 2276 MB (30%) of your 7443 MB.
Roshan Halkhoree     Set status here	Last account activity: 4 minutes ago at this IP (202.60.7.81). Details University of Mauritius Mail view: standard   <u>turn off citat</u>   <u>pider version</u>   <u>basic HTML</u> Learn more
Contraction of the second	02010 Google - <u>Terma of Service</u> - <u>Privacy Policy</u> - <u>Program Policies</u> - <u>Google</u> Home Powered by <u>Google</u>

#### 4- Click on Create New Filter

Start Page Mail Calendar Documents Sites r@umail.uom.ac.mu   Settin			
Stail	Search Mail Search the Web Show search aptions Create a filter		
Compose Mail Inbox (9069) Starred 🕸 Sent Mail Drats	Settings         General         Accounts         Labels         Filters         Ecowarding and POP/IMAP         Chat         Web Clips           The following filters are applied to all incoming mail:		
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Search, add, or invite	You are currently using 2276 MB (30%) of your 7443 MB.		
Roshan Halkhoree Set status here	Last account activity: 4 minutes apo at this IP (202.60.7.81). <u>Details</u> University of Mauritus Mail view: standard   <u>turn off chat   pider version   basic HTML, Learn more</u> @2010 Google - <u>Terms of Service</u> - <u>Privacy Policy</u> - <u>Program Policies</u> - <u>Google Home</u> Powered by <u>Google</u>		

#### 5- Select the criteria for filtering

art.Page Mail Calendar Documents Sites		r@umail.uom.ac.mu   Settings   Help		
Choose searc	Create a Filter criteria Specily the criteria you'd like to use	for determining what to do with a message as it arrives. Use "Test Search" to see which		
F Sut	rom: pleasevoteintelligent/@gmail.cov To: [ ject: ters	Has the words: Doesn't have: Has attachment Cancel Test Search Next Step >		
ompose Mail sbox (9069) larred 😭 ent Mail rafts	Settings General Accounts Labels Filte The following filters are applied to a	rrs <u>Forwarding and POP/IMAP</u> <u>Char Web Clips</u> all incoming mail:	lalata	

### 6- Click on Next Step and select appropriate action

Start Page Mail Calendar Documents Sites	r@umail.uom.ac.mu   Settings   Help   Sign.ost
Create a Filter	Tide That and the
Choose action - Now, select the action you'd like to take on messages When a message arrives that matches the search: from:(pleasevotein Skip the Inbox (Archive it) Mark as read Star it Apply the label: Choose label. Forward it to: email address Detree it Hever send it to Spam Show current filters Cancel & Back Create Filter	that match the criteria you specified. telligently@gmail.com). do the following:
Compose Mail Search results for from:[pleasevoteintelligently] Select: All, None, Read, Unread, Starred, Unstarre	@gmail.com) d

#### 5- Click on Create Filter

1 Page Mail Calendar Docum	nts Sites	r@umail.uom.ac.mu   Settings   Help	) I <u>Sign ou</u>
Create	a Filter		
Choose action - Now, sel When a message arrives th	ct the action you'd like to take on messages that at matches the search: from:(pleasevoteintelling) Skip the Inbox (Archive it) Mark as read Star it Apply the label: Choose label Forward it to: email address Delete it Never send it to Spam	t match the criteria you specified. gently@gmail.com), do the following:	
Show current filters Compose Mail Sear	Cancel & Back Greate Filter	Also apply filter to 0 conversations below.	

7- You have created a new filter.

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Search, add, or invite	add, or invite Create a new filter			1
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