



UNIVERSITY OF MAURITIUS

Centre for Information Technology and Systems

Creating Email Filters in UMAIL

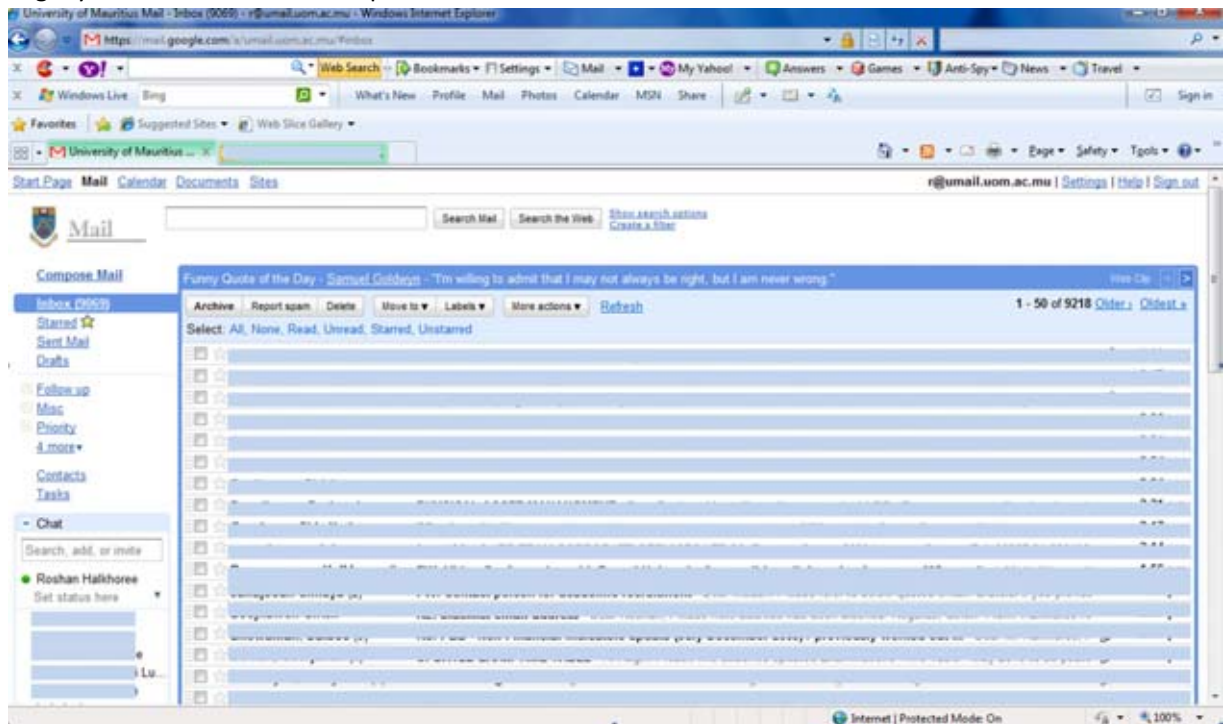
Electronic version available at: <http://www.uom.ac.mu/cits/tips.html>

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

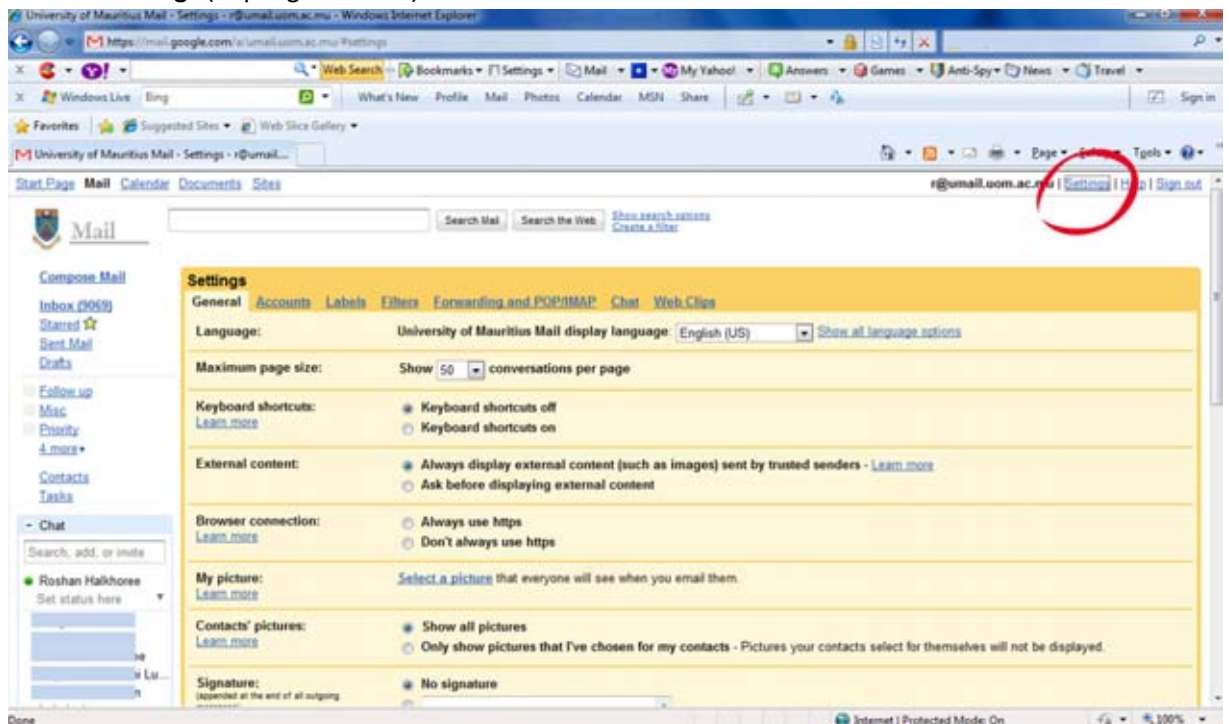
28 April 2010

Version 1.0

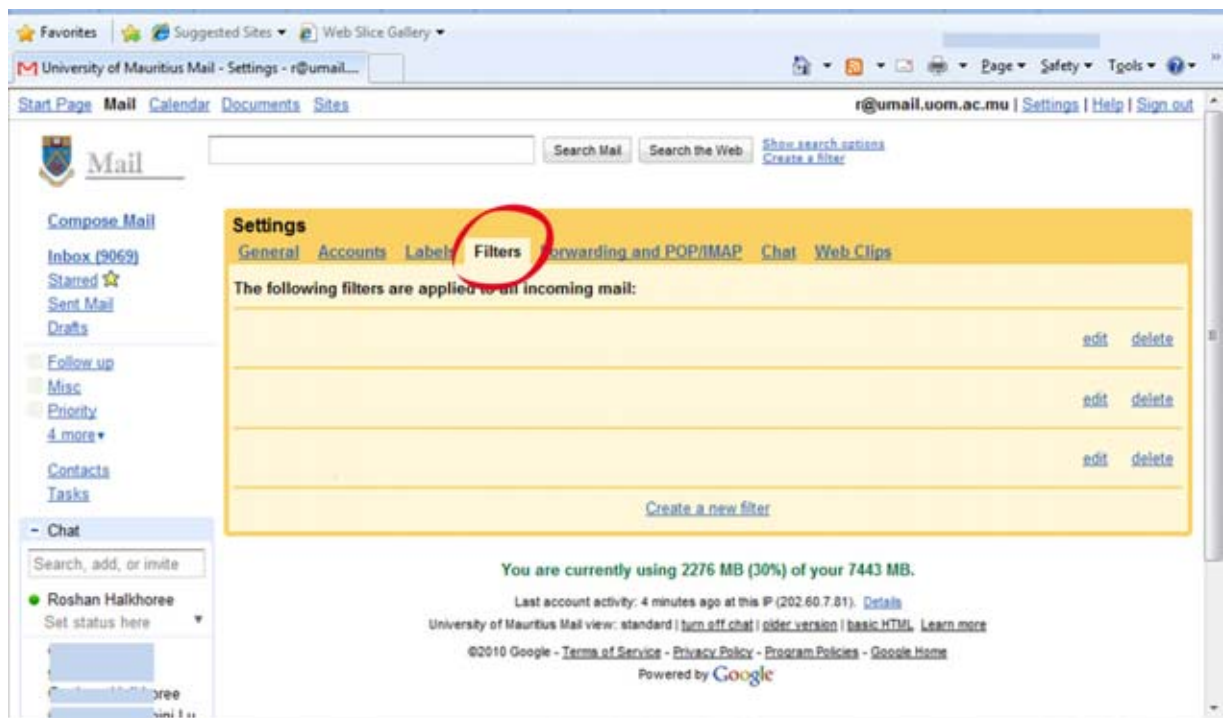
- 1- Login your umail account at <http://mail.umail.uom.ac.mu>



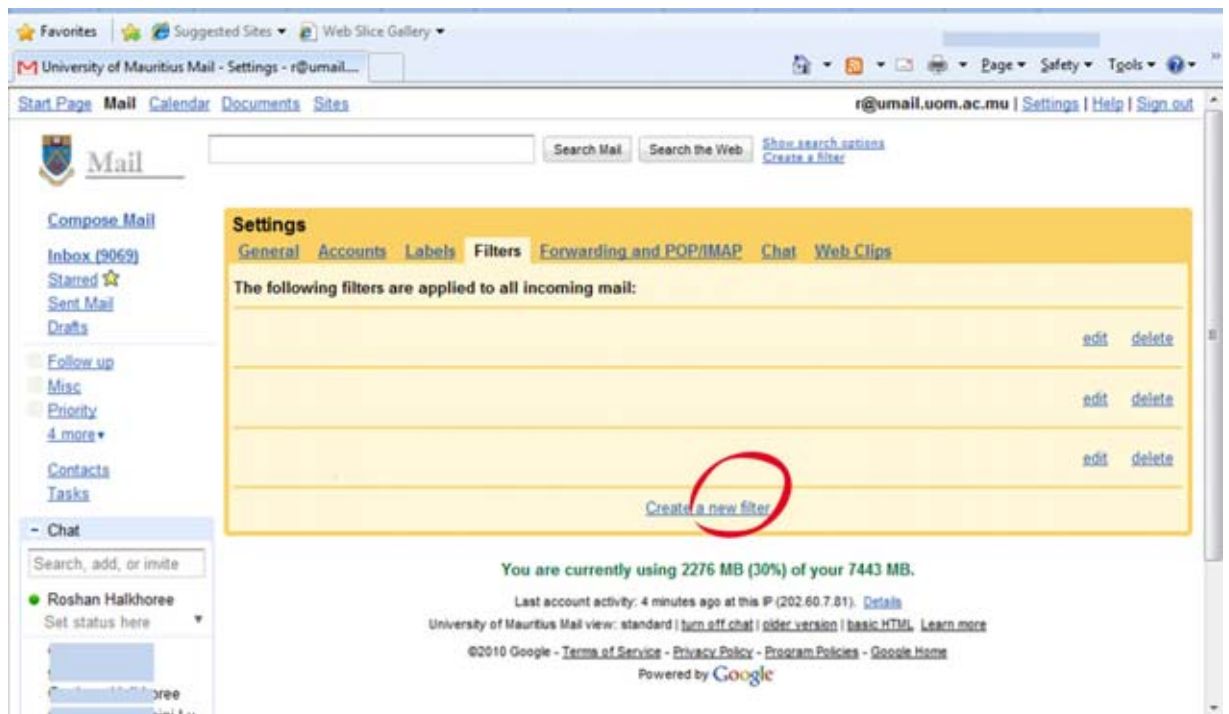
- 2- Click on **Settings** (Top Right Corner)



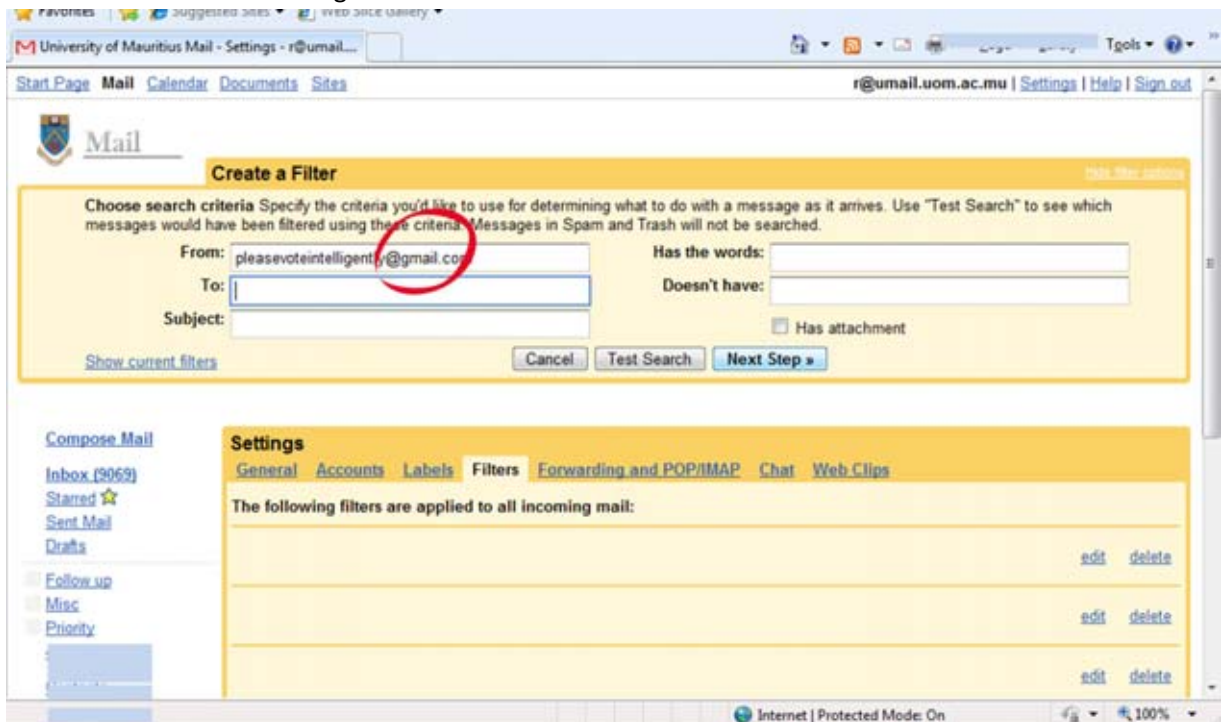
3- Click on **Filters**



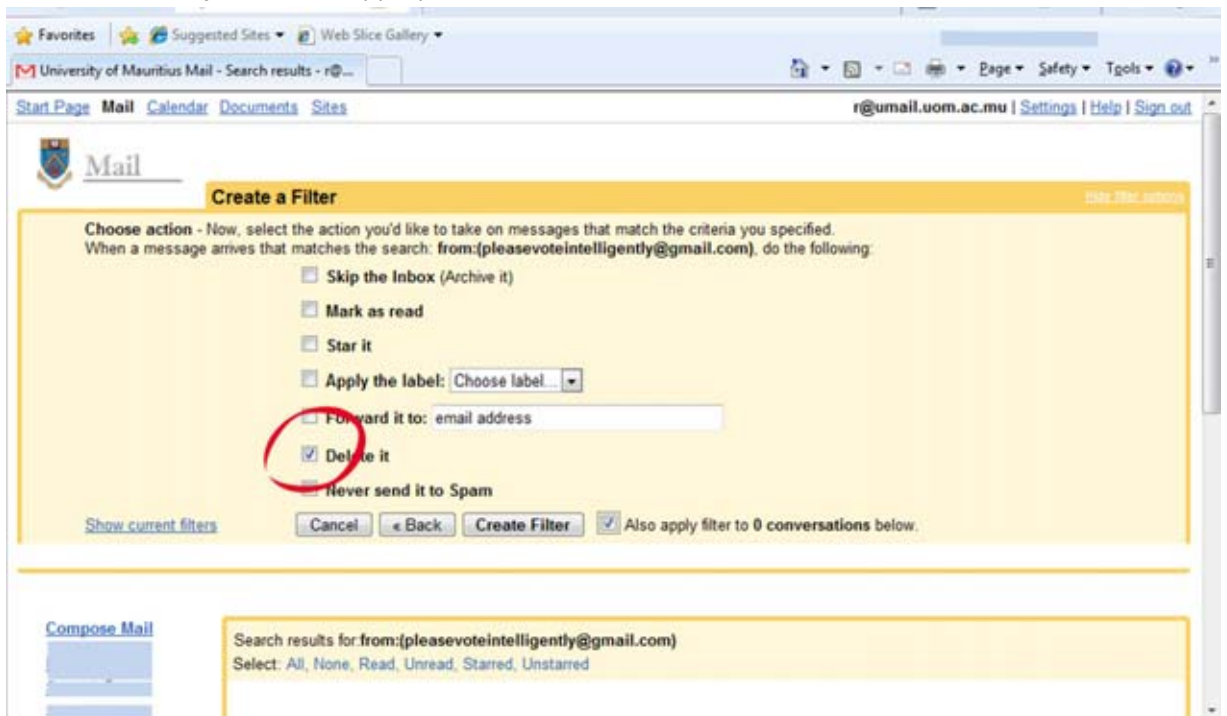
4- Click on **Create New Filter**



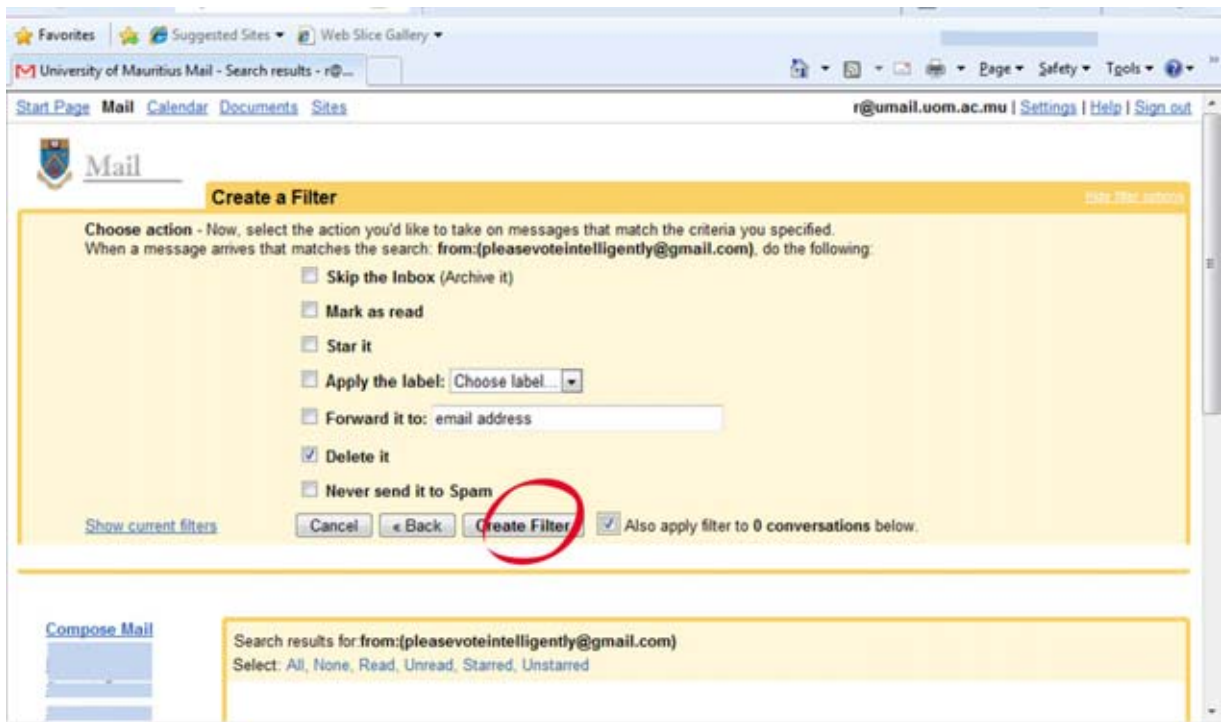
5- Select the criteria for filtering



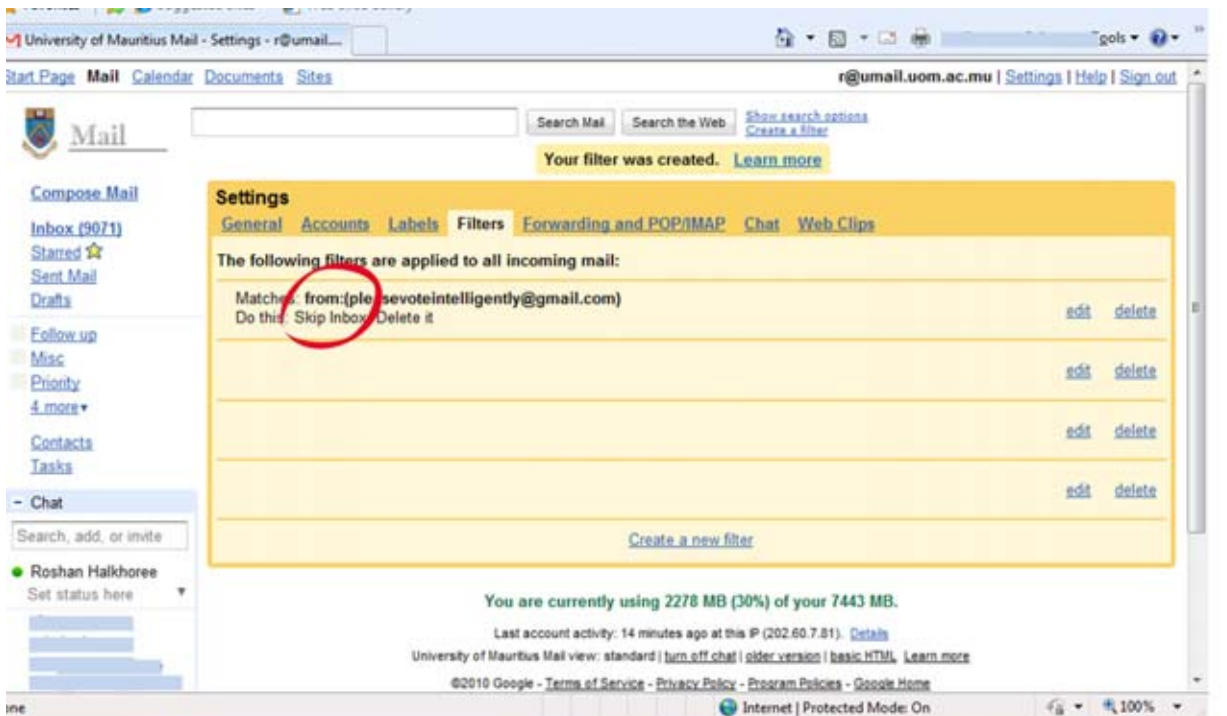
6- Click on **Next Step** and select appropriate action



5- Click on **Create Filter**



7- You have created a new filter.



Rh/28April2010