It is possible to set up folders so that specified emails will be removed from your inbox and placed in a folder below your inbox folder.

**My Inbox**

- gaynor.deal@irisconsulting....
- Inbox
- eCourses-Online Training

The folder I have created to support the rule:

Sample of the emails that have been picked up by the rule:

- Sun 05/05/2022 13:48
- Fri 06/05/2022 10:00
- Fri 06/05/2022 09:59
- Fri 06/05/2022 09:59
- Fri 06/05/2022 09:59
- Fri 06/05/2022 09:59
- Wed 04/05/2022 11:55
- Tue 03/05/2022 12:10
- Tue 03/05/2022 12:06

**Rules Wizard**

Which condition(s) do you want to check?

Step 1: Select condition(s)

- from people or public group
- with specified words in the subject
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to people or public group
- with specified words in the body
- with specific words in the subject or body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives from notifications@notify.thinkific.com
move it to the eCourses-Online Training folder and stop processing more rules