

Handout 1

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

Sun 08/05/2022 13:48	Keyword Classification for Local Government Completed
Fri 06/05/2022 10:00	[iris-consulting-group.thinkific.com] Order ORD001285 Completed
Fri 06/05/2022 09:59	[iris-consulting-group.thinkific.com] Order ORD001284 Completed
Fri 06/05/2022 09:59	[iris-consulting-group.thinkific.com] A learner signed up to your school!
Fri 06/05/2022 09:59	[iris-consulting-group.thinkific.com] A learner signed up to your school!
Wed 04/05/2022 11:35	Thinkific Export: Progress report for SLWA Content Manager eCourse
Tue 03/05/2022 12:10	Thinkific Password Reset Instructions
Tue 03/05/2022 12:06	Thinkific Password Reset Instructions

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- from people or public group
- with specific 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 specific 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

Cancel < Back Next > Finish

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

This is the rule itself