Setting email filters in Netscape 4.79

1). Open your email
2). Click **Edit** and choose **Message Filters**

![Message Filters window]

3). Click the **New** button
4). - Assign a name to the filter (be brief);
- in the center section, determine how you want the filter to activate (by subject, by sender, etc.)
- enter the text you want the filter to sense (in the example below, it is “wicked screensaver”)
- on the “then” line, determine what action you want the filter to take like “move to folder” or “delete”

Click **OK**

Repeat this process for other filters you wish to apply.

Later on, if you decide you no longer need a filter, click its name from the **Message Filter** screen as shown in step 2 above and then click the **Delete** button.

If you have questions about this, contact the ITD Helpdesk at (213) 736-1097.