Setting email filters in Netscape 7.1

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

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”)
- in the “Perform these actions:” section, 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 Filters 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.