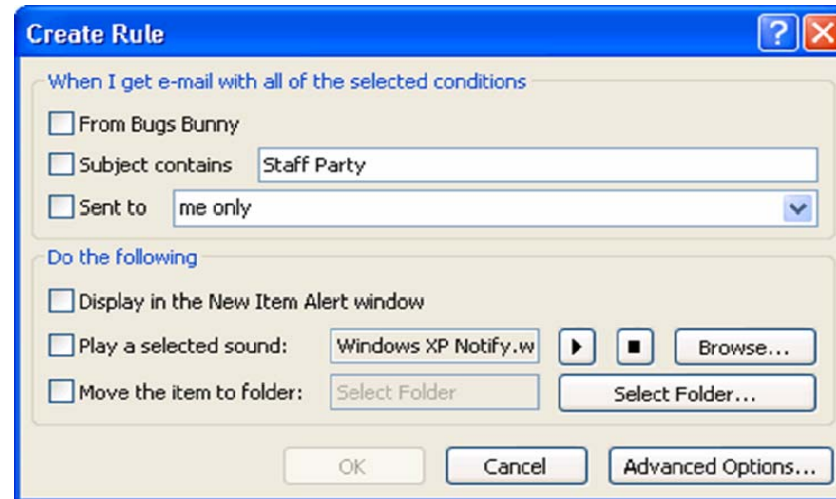


Creating a Rule (Filter)

Option 1. Right-Click the message > Click “**Create Rule**”



Option 2. Use the Rules & Alerts Wizard by Clicking “**Tools**” > “**Rules and Alerts**”.

