How to create a rule in Notes

What are you going to do?	How to do it?	Where is it?
Create a rule	Click in the navigation panel in e-mail view on the arrow next to Tools, and then click **Rules**.	
	Click on **New Rule** on the Action bar to open the dialog box New Rule.	
	Select under **Specify Conditions** which part of the mail to be examined. This could e.g. be the sender or the subject. Choose the conditions that must be met to make Notes running the rule - e.g. the subject line contains specific text. Click **Add**.	New Rule This rule is: ● On ○ Off Specify Conditions Create: ● Condition ○ Exception AND / sender / contains When mail messages arrive that meet these conditions: When: Subject contains c.c
	Select an action in the **Specify Actions**, and if necessary specify details. For example, the name of the folder that the message should be moved into. Click **Add Action**. Click **OK**. The rule is enabled and active.	Specify Actions move to folder Perform the following actions: move to folder cc mails

	New Rule `[?][X]`
	This rule is: ⦿ On ○ Off
	
	Specify Conditions
	Create: ⦿ Condition ○ Exception
	`[AND ▾]` `[sender ▾]` `[contains ▾]` `[_____]`
	
	When mail messages arrive that meet these conditions:
	When:
	   Subject contains c.c. `[ Add ]`
	                           `[ Remove ]`
	                           `[ Remove All ]`
	
	Specify Actions
	`[move to folder ▾]` `[_____]` `[ Select... ]`
	
	Perform the following actions:
	   copy to Folder cc mails `[ Add Action ]`
	                           `[ Remove ]`
	                           `[ Remove All ]`
	
	                 `[ OK ]` `[ Cancel ]`	

Edit or remove a rule	Click in the navigation panel in e-mail viewing the arrow beside Tools and then click **Rules**. All rules are displayed in the window in the middle of the screen. Select the rule you want to edit or delete. Select the desired action in Action Bar: **Edit**: Edit the rule **Disable**: Disable the rule **X**: Delete rule	▾ Tools Rules New Rule Edit Enable Disable ⬆ ⬇ ✕ Condition Action ✅ WHEN Subject contains c.c THEN move to fold