

What are you going to do?	create a rule in Notes 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 .	 Tools Rules 					
	Click on New Rule on the Action bar to open the dialog box New Rule.	New Rule Edit Enable Disable					
	Select under Specify Conditions which part of the mail to be examined. This could e.g. be the sender or the subject.	New Rule This rule is: On Off Specify Conditions					
	Choose the conditions that must be met to make Notes running the rule - e.g. the subject line contains specific text.	Create: Condition Exception AND sender contains When mail messages arrive that meet these conditions: When: Subject contains c.c Subject contains c.c					
	Click Add .						
	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.	Specify Actions move to folder					
	Click Add Action.	Perform the following actions: move to folder cc mails					
	Click OK .						
	The rule is enabled and active.						



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	New Rule		? ×					
	This rule is: 🍯 On C Off							
	Specify Conditions							
	Create: Condition C Exception							
	AND v sender v contains when mail messages arrive that meet these conditions:	-						
	When:	Ad	d					
	Subject contains c.c.	Rem	ove					
		Remov	$ \rightarrow $					
	Specify Actions							
	move to folder	Sele	ct					
	Perform the following actions: copy to Folder cc mails	Add Ad	ction					
		Rem	ove					
		Remov	<u> </u>					
		OK Can	cel					
Edit or	Click in the navigation panel in e-mail	🗢 Tools						
remove a	viewing the arrow beside Tools and	Rules						
rule	then click Rules .	Rules						
	All rules are displayed in the window							
	in the middle of the screen. Select the							
		New Rule	Edit	Enable	Disable	•	*	×
	rule you want to edit or delete.	New Kule	Luit	LIIdble	Disable			~
	Select the desired action in Action Bar:	Cond	ition			Action		
			N 0			THEM		A
	Edit: Edit the rule	WHEN Subject contains c.c				THEN move to fold		
	Disable : Disable the rule							
	X : Delete rule							
	X : Delete rule							



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