

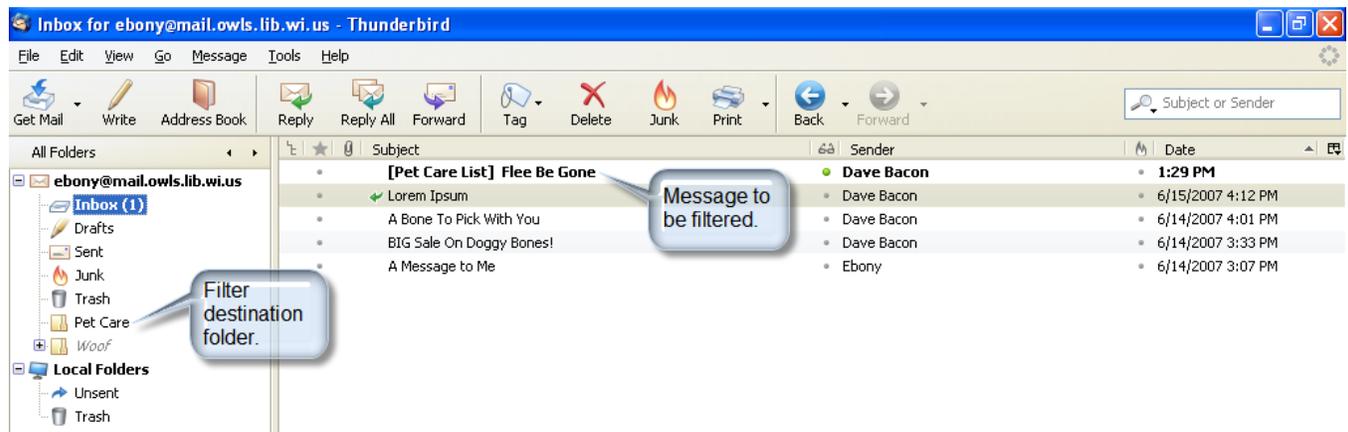
Automatically Filter Thunderbird Messages

Thunderbird can be configured to automatically apply numerous message filters to all incoming email messages. For example, let's say you receive quite a few email messages from your "Pet Care" email list. You can build a simple filter to move all email you receive from that email list to a storage folder. (Local or IMAP Server folder) You can then open your storage folder and read all that email at a later time. Here's how to get started.

The very first step is to decide what you want to do with your filtered messages. Here are just a few of the actions Thunderbird can perform with filtered email messages.

- Move Message to
- Delete Message
- Forward Message to
- Set Junk Status to

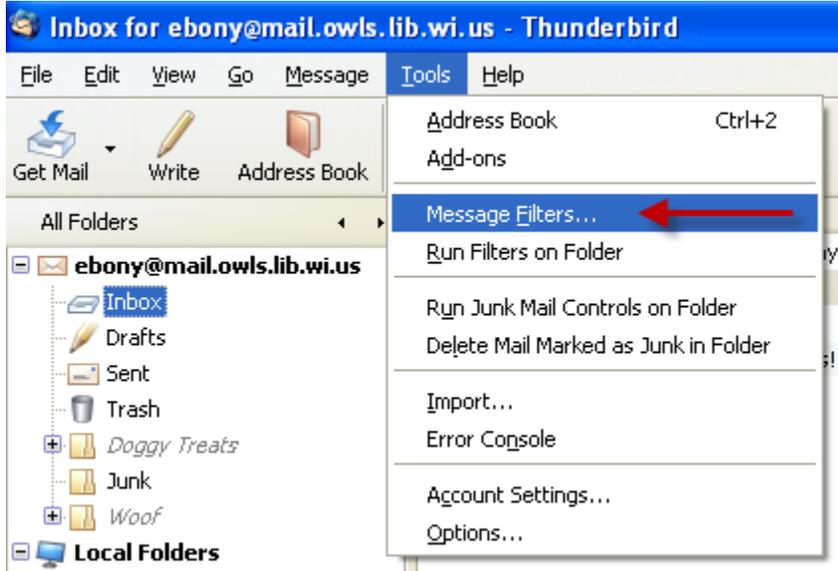
Continuing with our example, if we want to automatically move all incoming Pet Care List email to a storage folder, that folder must already exist or be created. (Please refer to the "Creating Storage Folders" topics for more information on this.)



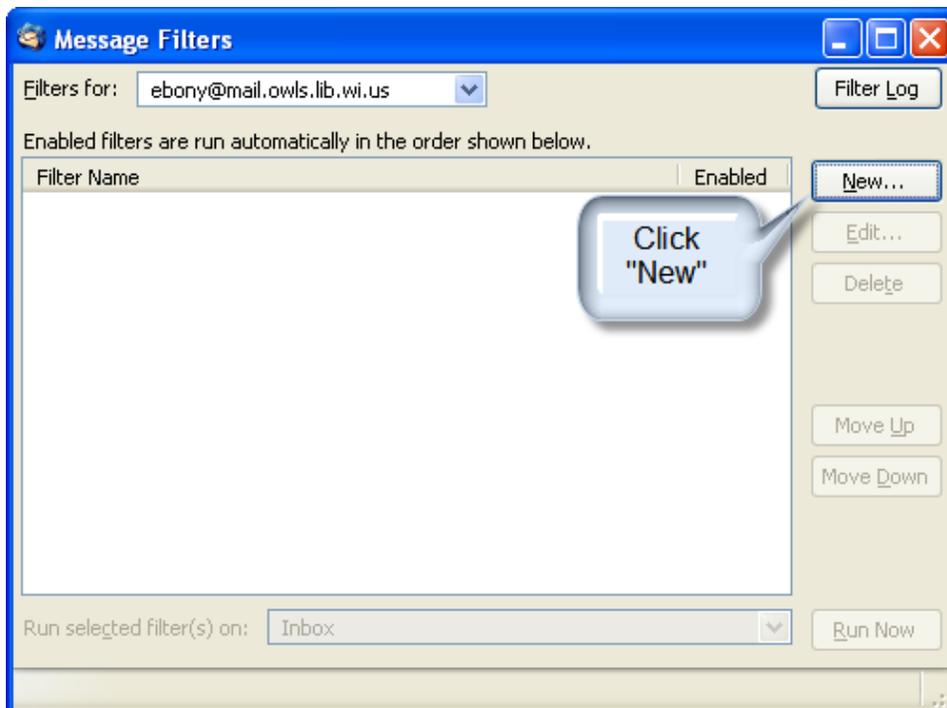
Once you have a folder to move the filtered message to you can get started creating a filter.

Automatically Filter Thunderbird Messages - Continued

1. Click on the “Tools” drop down menu and click on “Message Filters...”:

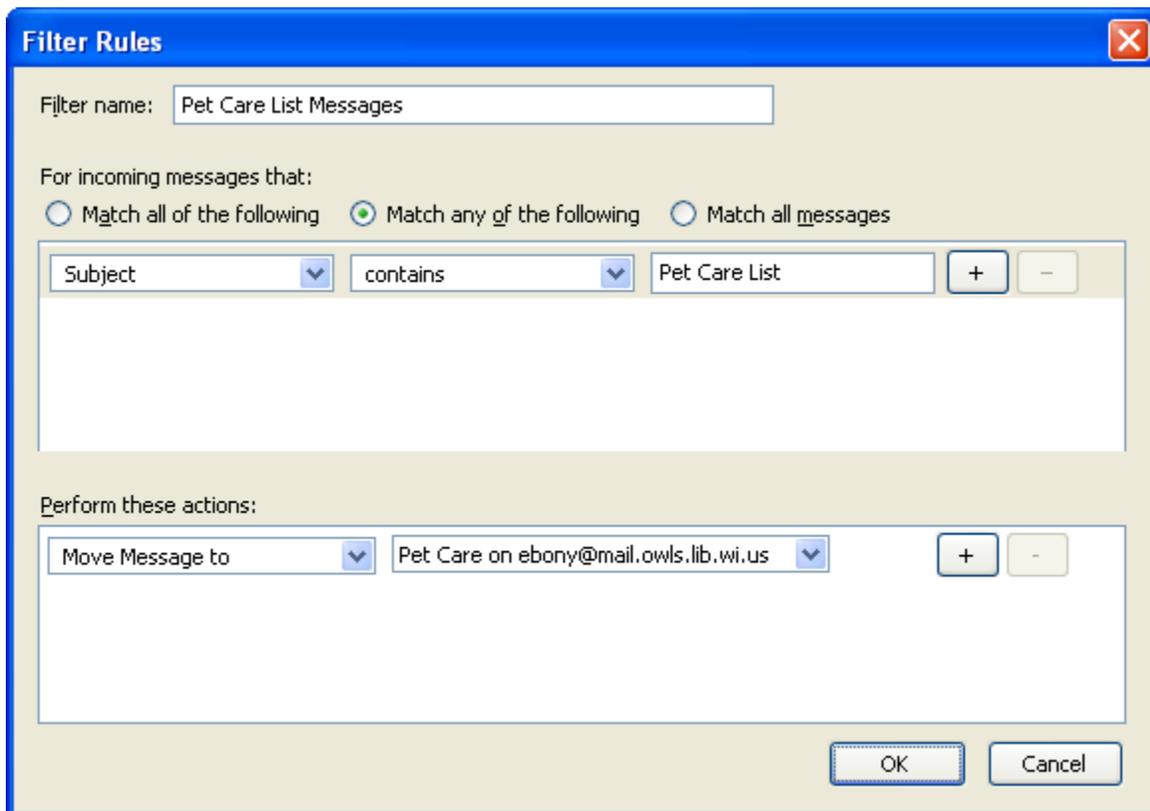


2. Click the “New...” button to create a new email filter.



Automatically Filter Thunderbird Messages - Continued

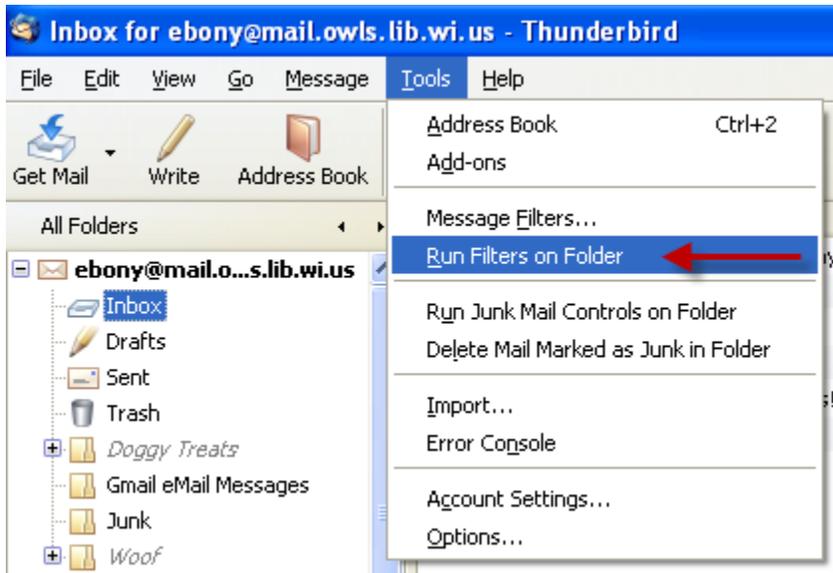
3. In our example below we will:
 - Provide a Filter Name
 - Match any incoming email messages that contain “Pet Care List” in the email message “From” field.
 - And Move the message(s) to the “Pet Care” folder in the ebony@mail.owls.lib.wi.us email account. (This is a server based IMAP folder. You can also filter to Local folders.)
4. Click “OK” once the filter has been defined.



Automatically Filter Thunderbird Messages - Continued

Although all new incoming email will now go through our new filter, we can also manually run the filter(s) on all existing messages that are already in our INBOX or in any other folder we have selected.

1. Click on the “Tools” drop down menu.
2. Then click on “Run Filters on Folder”



Finally we can see that my one message from the Pet Care List has indeed been moved to my “Pet Care” storage folder.

