How to Use Filters (Windows)

Many e-mail management functions in Eudora can be done automatically using filters.

(Note: This document is adapted from the Eudora online tutorials.)

Creating a new Filter:

A filter can be thought of as a personal "valet" or "butler" that takes your mail and does certain things to it that you specify. One kind of valet might watch for particular mail from a mailing list and move it into a mailbox, open the message, and play a sound. Another might look for other kinds of mail and give it a label color, a high priority, and a new subject line.

In our example pictured above, Eudora will automatically transfer any mail From: jseau@eudoramail.com to a mailbox named Linebackers, then it will play a sound.
Step 1

Go to the Tools: menu and select **Filters** to open the Filters window.

Step 2

To add a new filter, click **NEW**.
Step 3

Select the options for how you want the filter to be used:

- **Incoming**: The filter is invoked when messages are received.
- **Outgoing**: The filter is invoked when messages are sent.
- **Manual**: The filter is invoked only when you choose Filter Messages from the Special: menu.

Any combination of these options will work. In our example, we've made it an **Incoming** filter.

Step 4
Define the criteria for the filter; use the header item drop-down menus and the text fields to specify which header items should include a particular string of text.

In our example above, this filter looks at the header item From:. In the white space, we've entered jseau@eudoramail.com. Now this filter will scan all incoming mails for the text jseau@eudoramail.com in the From: field.

Step 5

Now that Eudora knows what to look for, now we need to define an action or actions to be taken on the messages that fit the criteria.

Under Action, move the mouse over the arrow next to None and click.
This is the menu that will appear when you click on the arrow. It lists all the various actions that the filter can do.

In our example, we want all mail from jseau@eudoramail.com to be transferred to another mailbox. So we'll select **Transfer to** as our action.

After you've selected **Transfer to**, a box will appear on the right with the mailbox **In** listed. Now you have to choose what mailbox the mail from jseau@eudoramail.com will be transferred to.
Click on the box that says In and a menu will drop down displaying all your mailboxes. In this example, we'll choose the mailbox named Linebackers.

You are not limited to one action - you can have your filter perform multiple actions. In this example, the filter is already set to transfer mail to the Linebackers mailbox. Now we'll see it to play a particular sound to let us know that mail's been moved to this mailbox.

Under Action, move the mouse over the arrow next to None and click.
This is the menu that will appear when you click on the arrow. It lists all the various actions that the filter can do.

In our example, we want a sound to be played when mail is filtered from jseau@eudoramail.com. So we'll select **Play Sound** as our action.
After you've selected **Play Sound**, a white text field will appear on the right. Now you have to choose what sound will be played when mail from **jseau@eudoramail.com**.

Click in the text field and enter the path statement to the sound you wish to play.

That's it - you've created a filter. Go to File: Save to save your changes, or simply close the filters window and it will ask you to save your changes.

**An Example:**

Let's suppose that you have two email accounts. One for yourself (**my-account@eudora.com**) and one for your puppy dog (**my-dog-rover@eudora.com**). If you want to check both accounts yet keep mail from these accounts separate, you'll need to create a filter like this-

Any Header
Contains
my-dog-rover@eudora.com

Transfer to -- My-Dog-Rover's Mailbox

Now any incoming mail that has Rover's email address will be transferred into the mailbox **My-Dog-Rover's Mailbox**.