

Creating Filters in Eudora 4.3.1

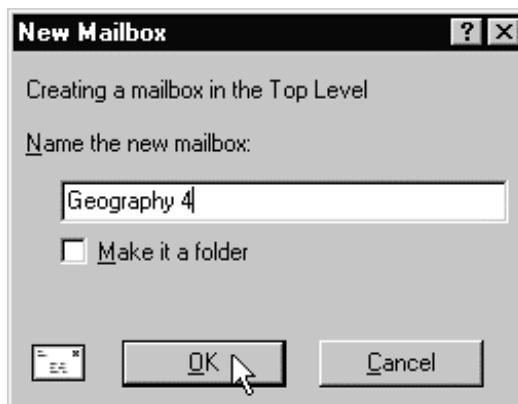
With Email gaining increasing use as a communication device Faculty and students alike are being overwhelmed with massive amounts of Email in their In box. It can take large amounts of time to be able to sort through personal messages, messages from work, Spam and any other sort of Email you receive. Fortunately, you can ease some of the pain of receiving massive amounts of Email by using “filters”. Filters represent a mechanism by which you can have Eudora automatically sort your incoming Email into different mailboxes that you can create in the program. This way you could have your personal messages moved to one box, your course messages moved to another, and your work messages moved to yet a third. Filters take a little time to set up, but they can save you quite a lot of time when it comes to reading through and sorting your Email. The purpose of this guide is to show you how to set up filters in Eudora 4.3.1 for Windows.

Create Your Mailboxes

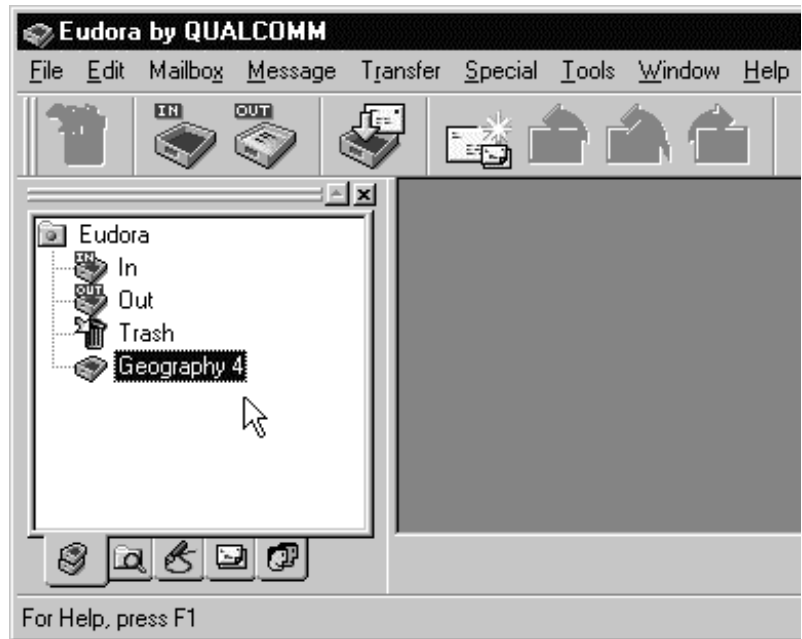
Step 1: From the *Mailbox* drop-down menu in Eudora, select *New* to create a new mailbox in Eudora.



Step 2: In the *New Mailbox* dialogue box type in the name of your new mailbox. In the example at the right we are going to create a new mailbox for a course numbered Geography 4.

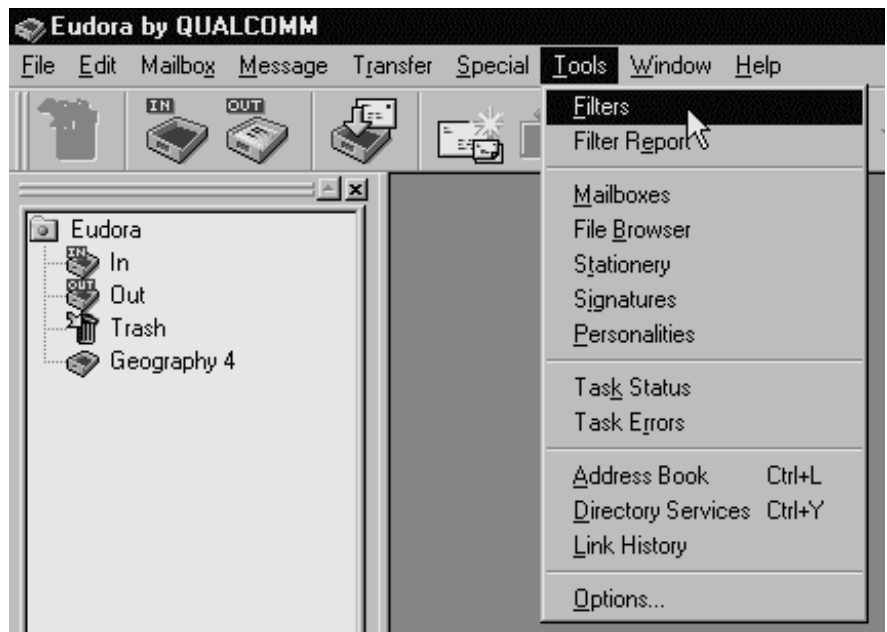


Step 3: As you can see from the image at the right a new mailbox titled Geography 4 has been created. If you want, you can create several different mailboxes for your mail. You might include mailboxes for your courses, personal mail, work mail, or listserv mail.



Create a Filter

Step 1: From the *Tools* drop-down menu in Eudora select **Filters**. This will take you directly to a Filters dialogue box that will allow you to set the options for a filter.



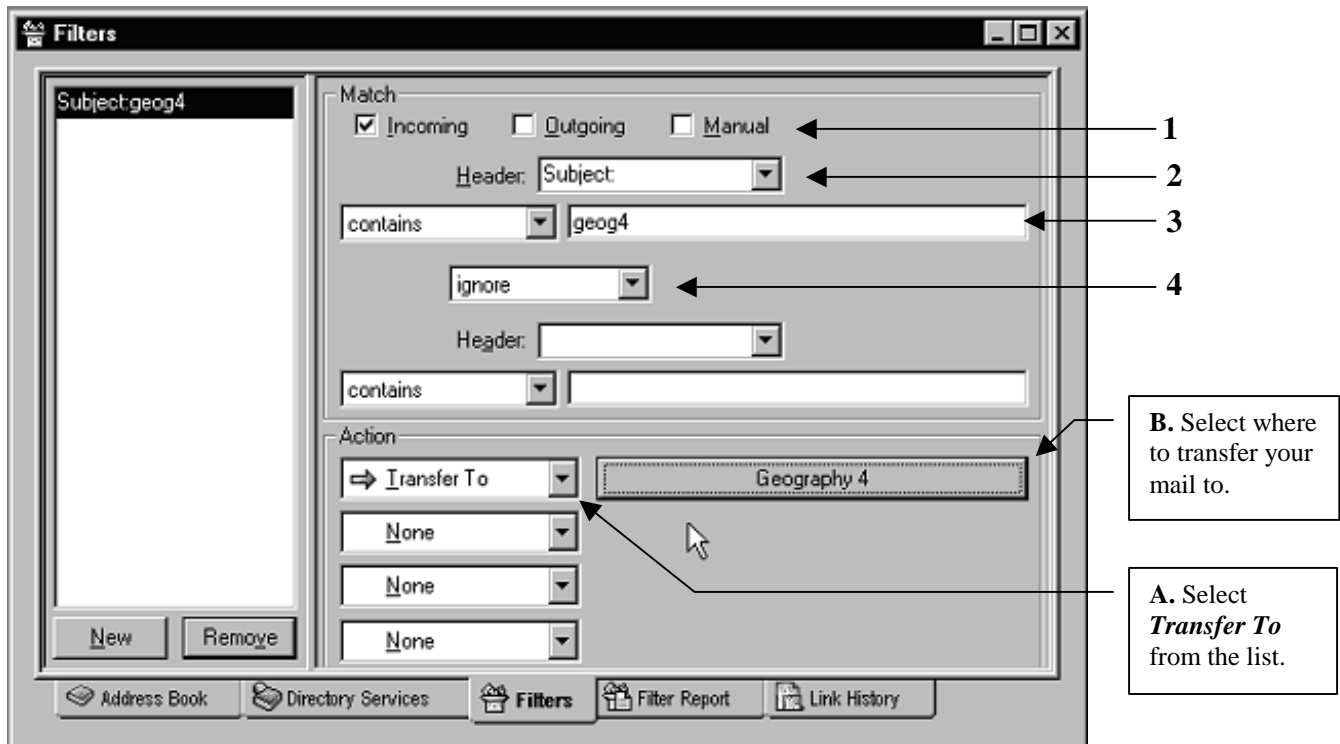
Step 2: Fill in the options for your first filter. The options for our Geography 4 course are shown in the image below. We filled out the options in two sections. First, in the **Match** section, we tell Eudora what to look for in our Email messages. Second, in the **Action** section, we define what action Eudora should take if it finds a message that matches the criteria set out in the **Match** section.

The **Match** section options:

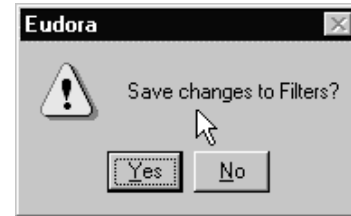
1. Our filter examines **Incoming** messages.
2. Our filter focuses on the **Subject:** line of our incoming messages.
3. Our filter looks for messages that contain the word **geog4** in the subject line of our incoming messages.
4. Our filter is set to **ignore** other information about our incoming messages (though you could use the additional fields to tell the filter to examine additional attributes of your messages).

The **Action** section options

- A. When our filter finds an incoming message with geog4 in the subject line it will **Transfer** it to another location.
- B. The location we have selected in our example below is the Geography 4 mailbox we created earlier. Of course you could pick a different location by pressing the button that, in this example, is labeled **Geography 4**.



Step 3: When you are done configuring the settings for your new filter you can simply click the X in the upper right corner of the Filters dialogue box to close the box. When you do this, Eudora will ask you if you want to save your new settings. Click Yes to save the settings.



Step 4: Test the filter by sending a message to yourself. Include information in the message that matches the criteria you set for your filter. In our example we set up our filter to watch for messages with *geog4* in the subject. So we will send a message to ourselves with *geog4* in the subject to see if Eudora will automatically move the message to the Geography 4 mailbox.

Step 5: If you find that your filter works, then congratulations! If not, then go back to the *Filters* dialogue box and change the settings and try again. Don't be afraid to experiment. If your filters don't work and too many pile up, simply delete them by selecting them from the list on the left-hand side of the *Filters* dialogue box and hitting the remove button at the bottom.

Tips for Instructors

When teaching a course, you may wish to have Eudora move all your course related messages to a single mailbox. This can be done fairly easily with Filters. First tell all the students in your course to use the same single subject when they send you a message about your course. Again, in our example above we created a filter for messages with *geog4* in the subject so that all *geog4* Email would be moved to one mailbox. Then, create a filter in Eudora that will search and act on the subject you asked your students to use. Of course you could let students use whatever subject they want, but then you will have to create a filter for each individual student according to their Email address in order to get all of your course Email into one mailbox. Thus filters are not a magic bullet for too much Email. In order for them to work they need you to plan out things ahead of time and maintaining your student's (or whomever) cooperation in sending you mail with consistent subjects.