

FILTERING MESSAGES

It is possible to filter messages that meet common criteria. This will help to identify a specific collection of messages. To do this:

- ✦ Click **View** on the **Menu Bar**.
- ✦ Point to **Arrange by**.
- ✦ Point to **Current View**.
- ✦ Click **Define Views**.
- ✦ The **Custom View Organizer** dialog box will display (see illustration at right).
- ✦ Click the **Unread Messages in This Folder** option button.
- ✦ Click the **Copy** button.
- ✦ The **Copy View** dialog box will appear.
- ✦ In the **Name of new view** text box, input a name for the new view.
- ✦ Choose one of the options under **Can be used on**.
- ✦ Click the **OK** button.
- ✦ The **Customize View** dialog box will appear showing the settings from the view that was copied.
- ✦ Click the **Filter** button.
- ✦ The **Filter** dialog box will appear.
- ✦ Select any options that apply to this **Filter** and then click **OK**.
- ✦ The **Customize View** dialog box will re-appear.
- ✦ Click **OK** to exit this dialog box.
- ✦ The **Custom View Organizer** dialog box will display (see illustration at right).
- ✦ The new item will be displayed in the **Views from folder** list.
- ✦ Click the **View** that was just created.
- ✦ Click the **Apply View** button.
- ✦ The **Unread Messages** dialog box should display only those messages that meet the criteria specified in the Filter.
- ✦ To change the display back to the original one:
 - ✦ Click **View** on the **Menu Bar**.
 - ✦ Point to **Arrange by**.
 - ✦ Point to **Custom View**.
 - ✦ A list of views will appear.
 - ✦ Click on the desired view.
- ✦ The messages will be displayed in the original view.

