

Creating a message rule in Thunderbird.

There is more than one way to go about this, but I find this the easiest way.

Here is what I plan to do. I am going to make all Personal Messages from Pctipforum.com go into a specific folder automatically.

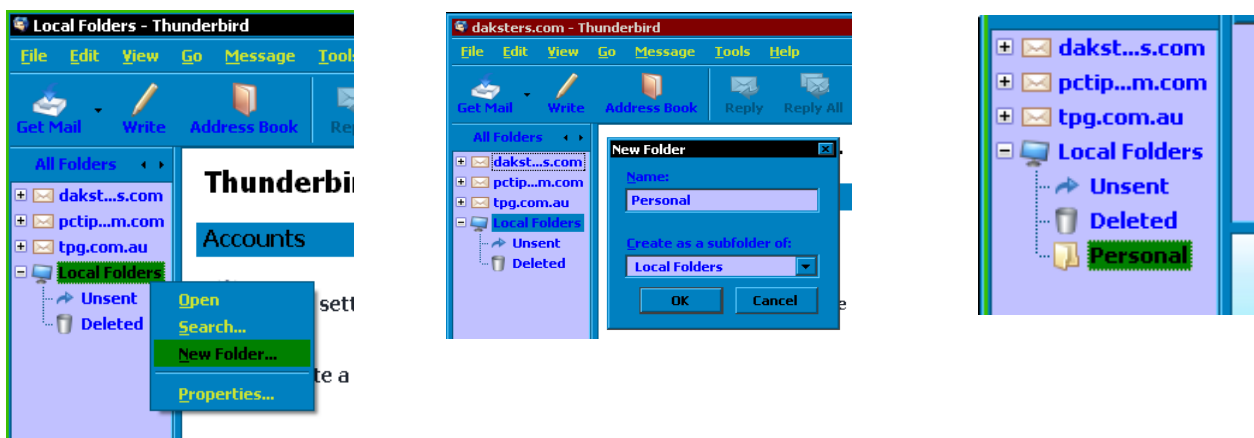
I am choosing in this instance to create that folder in the 'Local Folders' account, but I could just as easily choose one of the other 3 accounts you'll see in my screenshots.

Firstly, I'll create the folder I want to place these emails in.

Right-clicking on the heading 'Local Folders', I'll choose 'New Folder'.

I'll enter the name of the new folder, which I am going to name 'Personal'.

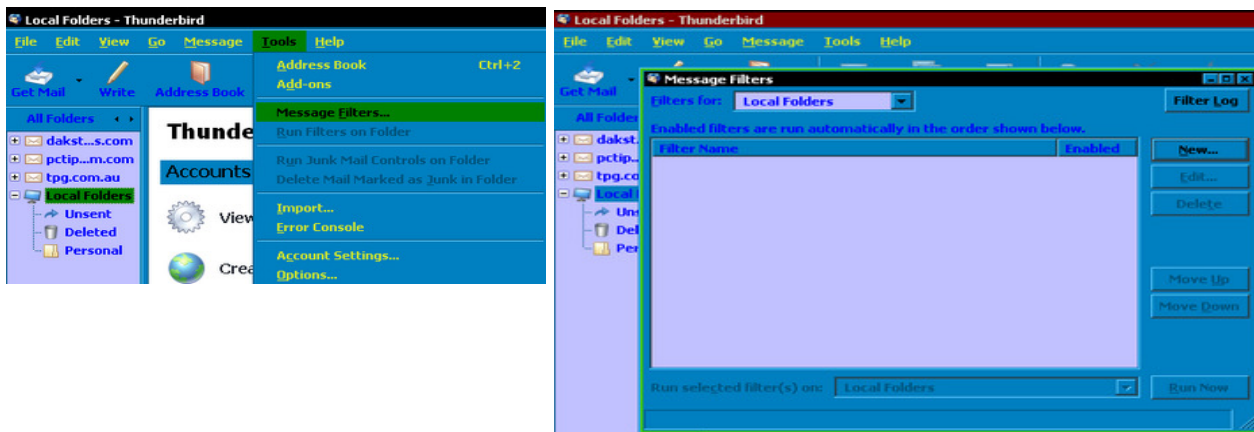
Now as you can see, I have a sub-folder named 'Personal' in the 'Local Folders' folder.



Now its time to set up the message rule.

Clicking on 'Tools', I'll select the 'Message Filters' option.

I'll click on 'New' to create a new filter



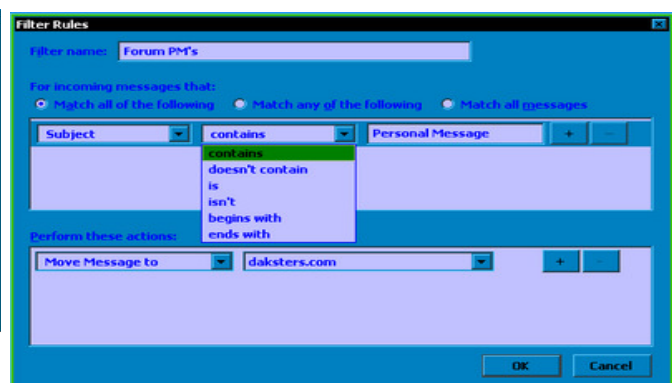
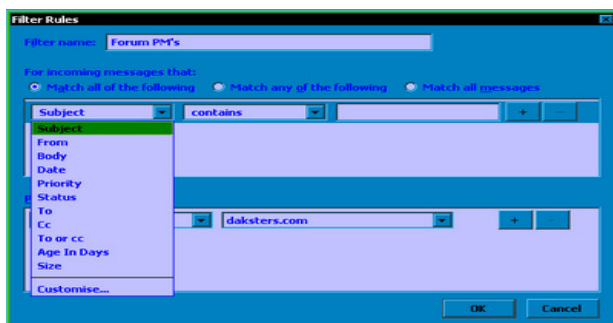
I'll name the filter 'Forum PM's' , as you can see in the filter name, and I'll select 'match all of the following'.

Since I know that the subject line when I get personal messages from Pctipforum.com always contains the words 'Personal Message from...', and I dont get any other emails with a similar subject line, I am going to choose 'Subject' and input 'Personal Message' as the keywords.

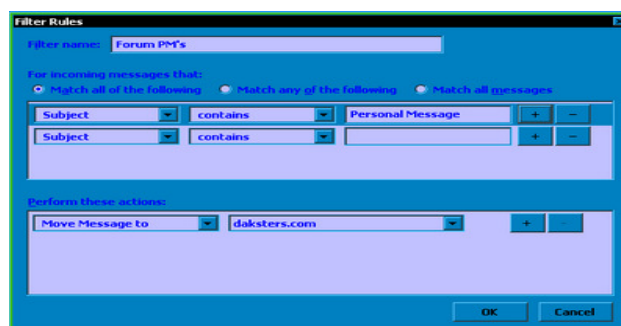
Expanding the first menu, which by default will contain the word 'Subject', you'll see there are a number of ways you can sort your emails. In this case I am using 'Subject', but if you just want all of the email from your sister or boss to go into a particular folder, you would choose 'From'. If you wanted all emails that contained the words 'Send this email to' (ie. 'send this email to 50 people in the next 5 minutes or your hair will out'.. great for sorting the junk mail from your supposed friends into its own folder!) then you would choose 'Body' as you would be looking for those words in the body of the email.

I'll also input what I want the subject of this filter to do .. in this case, contain particular keywords, so everything with the subject line containing those words will be filtered. Again, you have alternatives, these are pretty self explanatory I think. Bear in mind that if you choose 'Is' then the only things affected by the message rules will be EXACT matches for your keywords, with no extra words or punctuation. I'll also enter my keywords, 'Personal Message' into the adjacent field.

Another thing to note here is that the second and third fields will offer different options each time, depending on what you've chosen in the first field. I'll leave you to play with these and you will see what I mean.

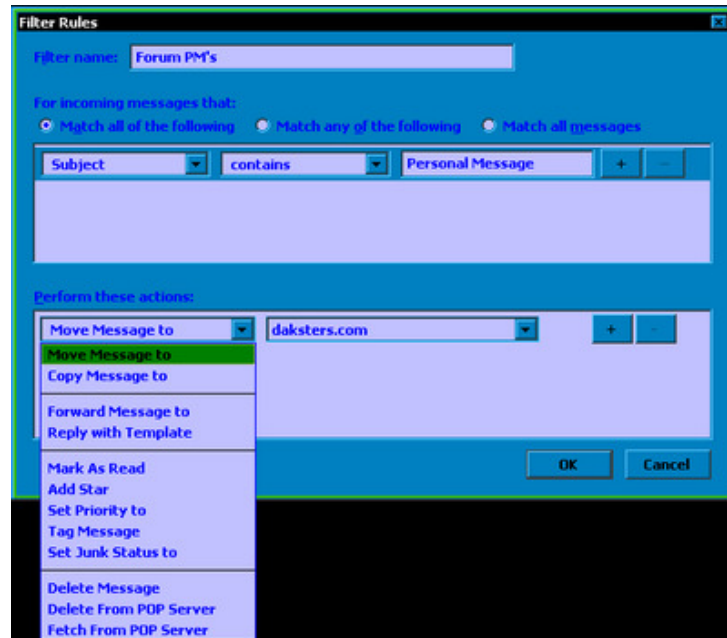


Note the + and - radio buttons next to these fields. Clicking on the + will create another set of fields, and You can create additional rules here, so you can have more than one type of message go into this folder. In this case, I don't, so I won't bother here. Clicking on the - will of course remove this set of fields, or the additional rules if you have added some.

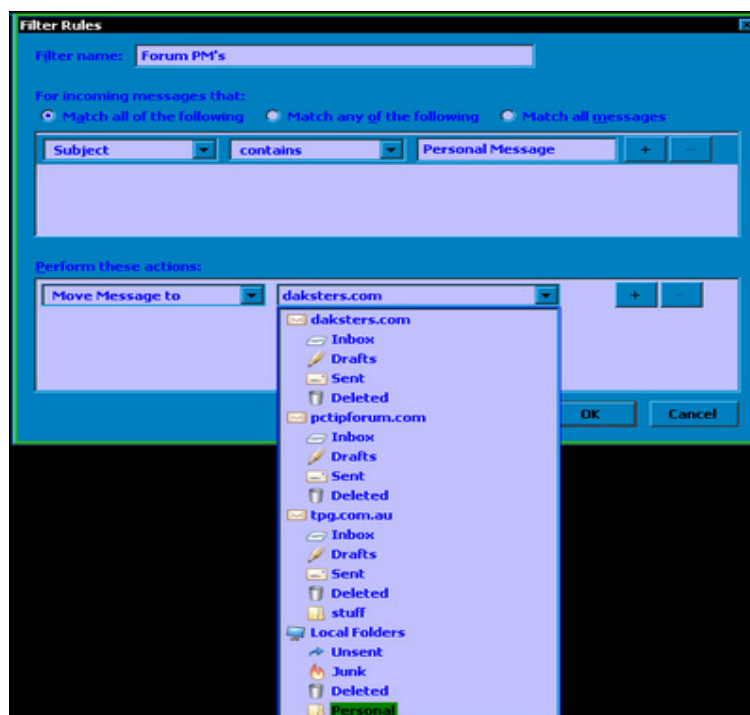


OK, so now we have defined the message type, its time to tell Thunderbird what to do with these messages!

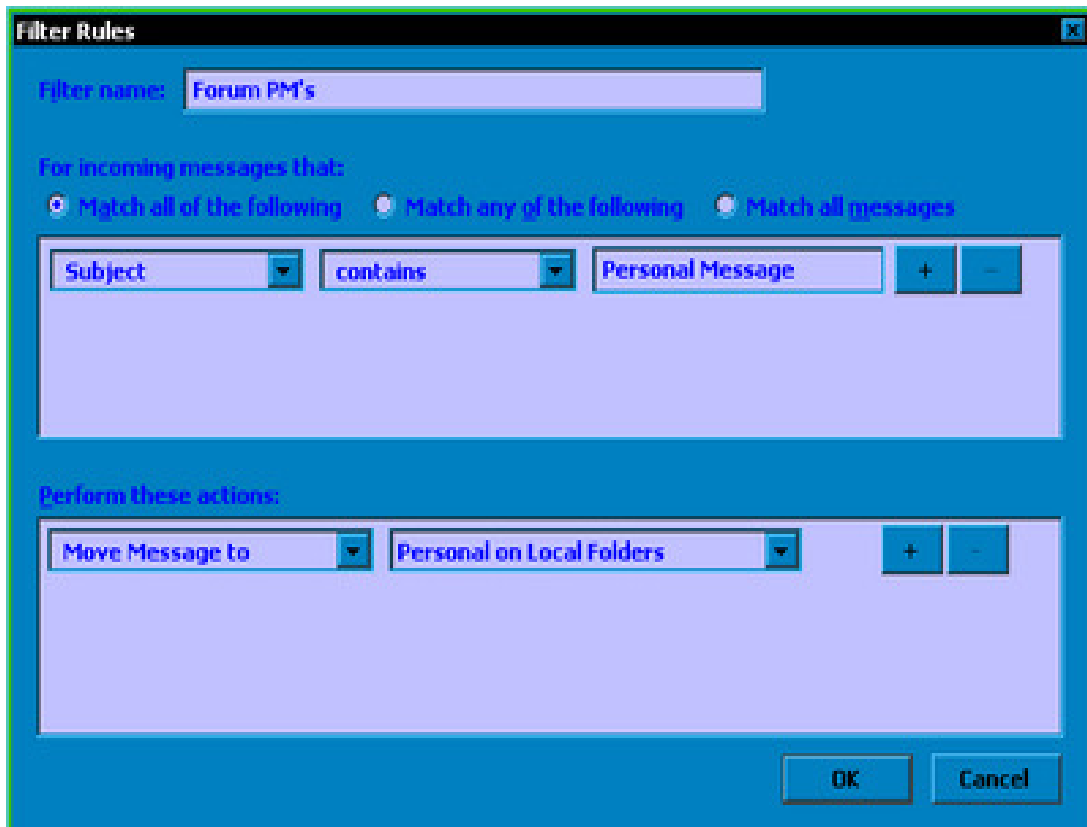
As you can see, there are various possibilities here. I am choosing 'Move Message' because that's what I want to do, move all messages that fit the message rule into a particular folder. Other options again will offer different options in the second panel, but because I want to move a message to a folder, it will list the folders in Thunderbird so I can select where I want it to go.



Now there is just one more thing to do - tell Thunderbird where to put these messages. I am going to put these messages into the 'PERSONAL' folder which I created at the beginning of this article. Clicking on the arrow will open a folder tree, and I'll just select the 'PERSONAL' folder I created here. Again, If I want to do more than one thing with these messages, I can click on the + and create an additional task.



OK, the jobs done. I've created a new message rule. From now on, any email which I receive which contains in the Subject line the words 'Personal Message', will automatically be moved to the sub-folder 'Personal' in the Folder 'Local Folders'. Click OK, and its all over.



This article is intended as a basic guide to creating message rules within Thunderbird Email. As I have picked a specific task to perform, I've selected specific options. There are many more options available, and to discover the many things you can do here, I suggest you simply explore.