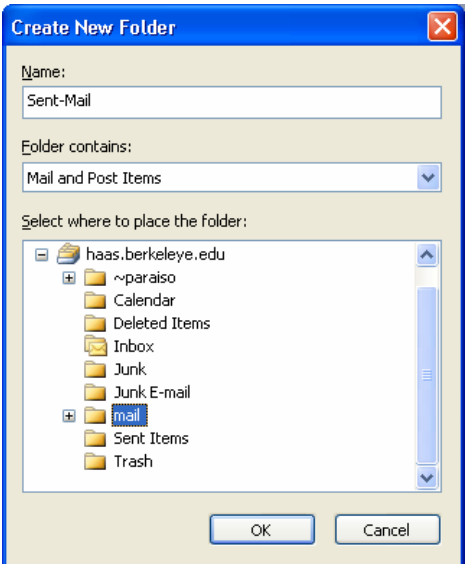
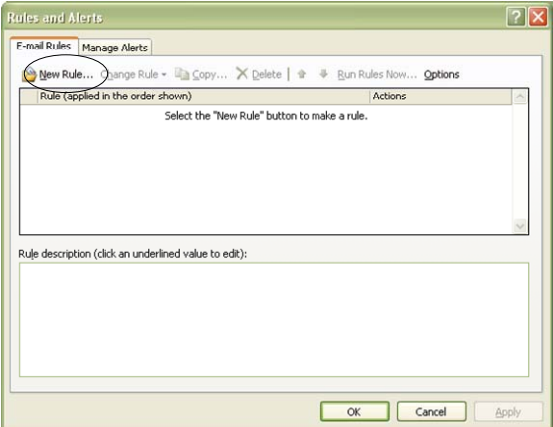
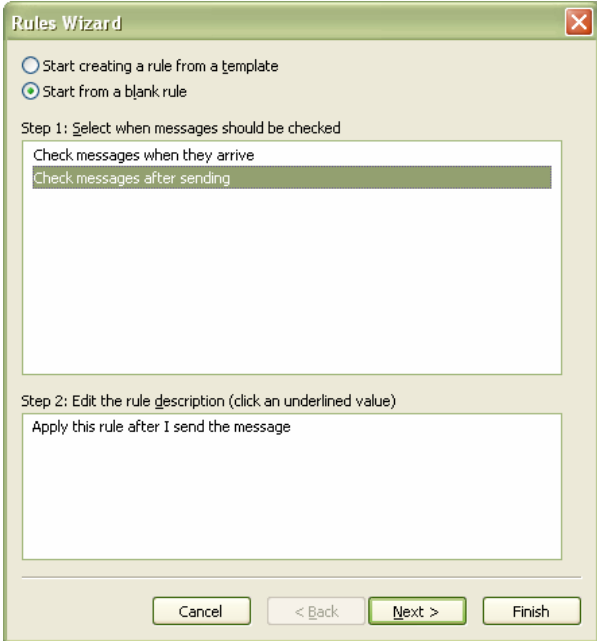
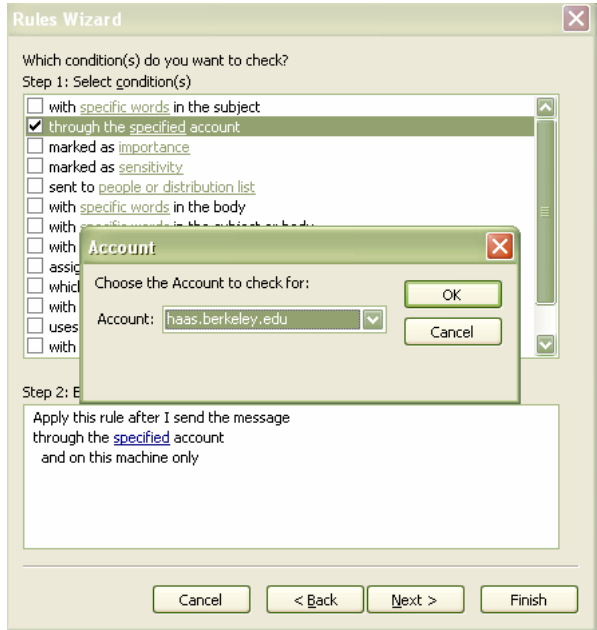




How Do I Create a Sent-mail Filter for my Outlook IMAP Account ?

This document addresses the issue with Outlook IMAP accounts where messages sent out save locally to the Sent Items folder of an Outlook account. Because of this, there is no synchronization of sent mail between the local computer(s) and the Haas mail server. So the user does not always see the same **sent** messages when he/she logs in to different computers and from different mail clients—such as Outlook and Webmail. One possible solution to this is creating a filter that will transfer or copy messages from the local Sent Items folder to a folder on your Haas IMAP account. The following instructions will show you how to create such a filter, one that will copy any mail in the default Sent Items folder, and any new sent messages, to a folder within the Mail folder of your Haas IMAP account.

Step	Procedure	Illustrations
<p>1</p>	<p>If you do not have an IMAP folder where you would like to copy your sent messages to, you will need to create this first.</p> <p>So right click on the mail folder under your haas.berkeley.edu account.</p> <p>Select New Folder... and give the new folder a name.</p> <p>In this example we will name the folder Sent-Mail.</p>	
<p>2</p>	<p>After the above folder is created, go to your Sent Items folder and select it. This is very important because the folder you select here is the one a rule, or filter will be created for. So make sure you are selecting the correct one.</p> <p>Then go to Tools > Rules and Alerts</p> <p>Click on New Rule.</p>	

<p>3</p> <p>At the next window select “Start from a blank rule”, and “Check messages after sending”</p> <p>Click Next.</p>		
<p>4</p> <p>In Step 1, select the box “through the specified account”</p> <p>And in Step 2, click on the specified blue link to select the account. Choose haas.berkeley.edu.</p> <p>Click Ok, then Next.</p>		

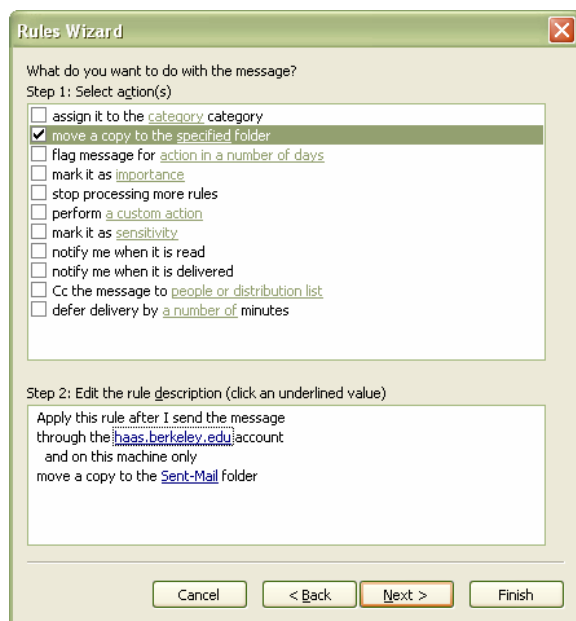
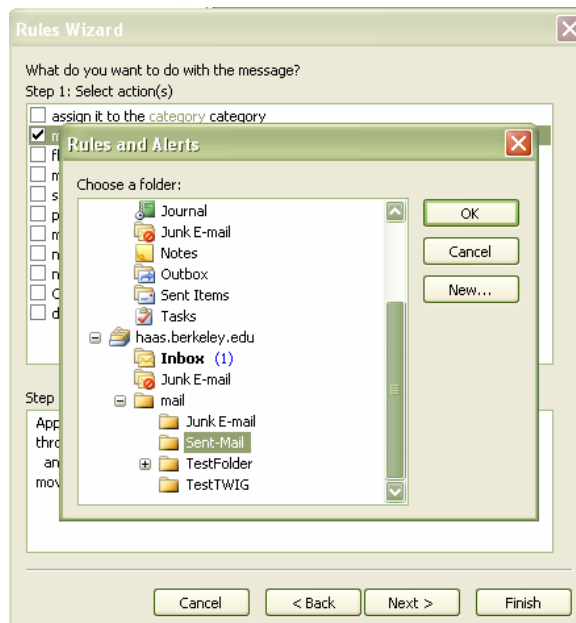
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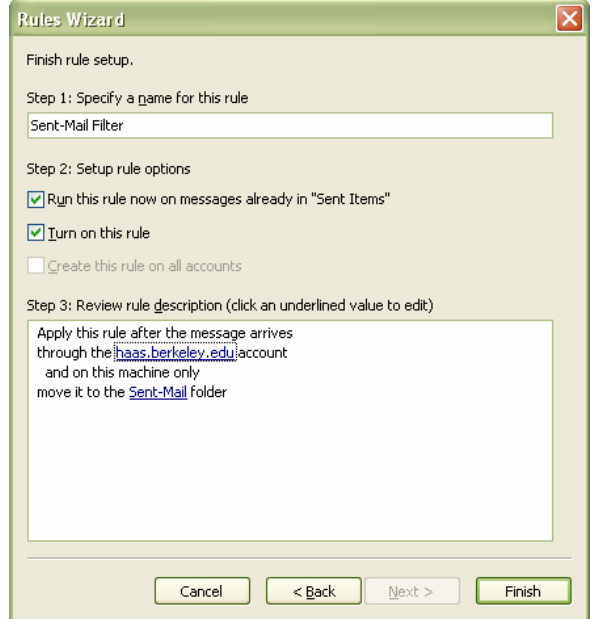
At the next window you will have to choose what you want to do with the message. In this case check the box **“Move a copy to the Specified folder”**. Unfortunately Outlook does not have the option to simply transfer a sent-mail message –like in Eudora.

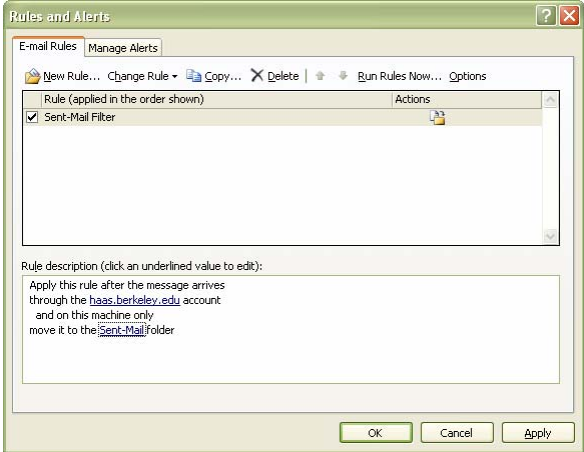
Then go to Step 2, and **choose the specific folder** where you want to move your sent mail to. In this case it will be the **Sent-Mail** folder within your mail folder that was created at the beginning of this document.

Under Step 2 at the bottom, the account that this rule applies to should be showing as **haas.berkeley.edu**, and the folder where your sent-mail will be copied to should be showing as **Sent-Mail**.

Click **Next**.



<p>6</p> <p>On the next window you will be asked to choose any exceptions to this rule.</p> <p>Don't choose any, and click Next.</p>	
<p>7</p> <p>At the next window you need to specify a name for this rule in Step 1. We will use Sent-Mail Filter.</p> <p>In Step 2 you have the choice to “Run this rule now on messages already in Sent Items” and to “Turn on this rule”.</p> <p>Once you make your choices, click Finish.</p>	

<p>8</p>	<p>At the E-Mail Rules Tab, click Apply and then OK.</p> <p>Congratulations! You have now created a filter that will move a copy of your sent mail items to a folder of your choice on your Haas IMAP account. Your outgoing mail will now be synchronized! Make sure to create this rule on all the computers you use to read and send mail so that your sent-mail always looks the same. Also, make sure to periodically clean out your local Sent Items folder, or your Sent-Mail folder—whichever you don't want to keep permanently— to have the extra space.</p>	
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