



Automatically processing email

In Mail, you can set up "rules" to filter incoming messages or reorganize messages you've already received.

You can have Mail automatically file, forward, or highlight a message (or perform a variety of other actions) based on the message's sender, recipients, subject, content, and several other criteria.

1. Choose Mail > Preferences and click Rules.
2. Click Add Rule and type a descriptive name for the rule.
3. Set the conditions necessary for the rule to apply to a message.
4. Choose actions to perform on messages that meet the conditions. To specify multiple criteria and actions, click the Add (+) button.

If you have multiple rules, they're applied in the order in which they appear in the Rules list. Drag a rule in the list to change its order. Mail stops applying rules to a message when the message is transferred to another mailbox, or if the Stop Evaluating Rules action is specified.

To see an example of a rule, select one of the provided rules and click Edit.

To apply rules to email you've already received, select the messages and choose Message > Apply Rules.

You can add other message headers to a rule's search criteria. For example, you might add the Priority header to search for and process urgent messages. To add headers, choose Edit Header List from the conditions pop-up menu in the Rules pane of Mail Preferences, and specify a header. To see header choices, choose View > Message > Long Headers.

See also

[rules](#)

[automating Mail](#)