

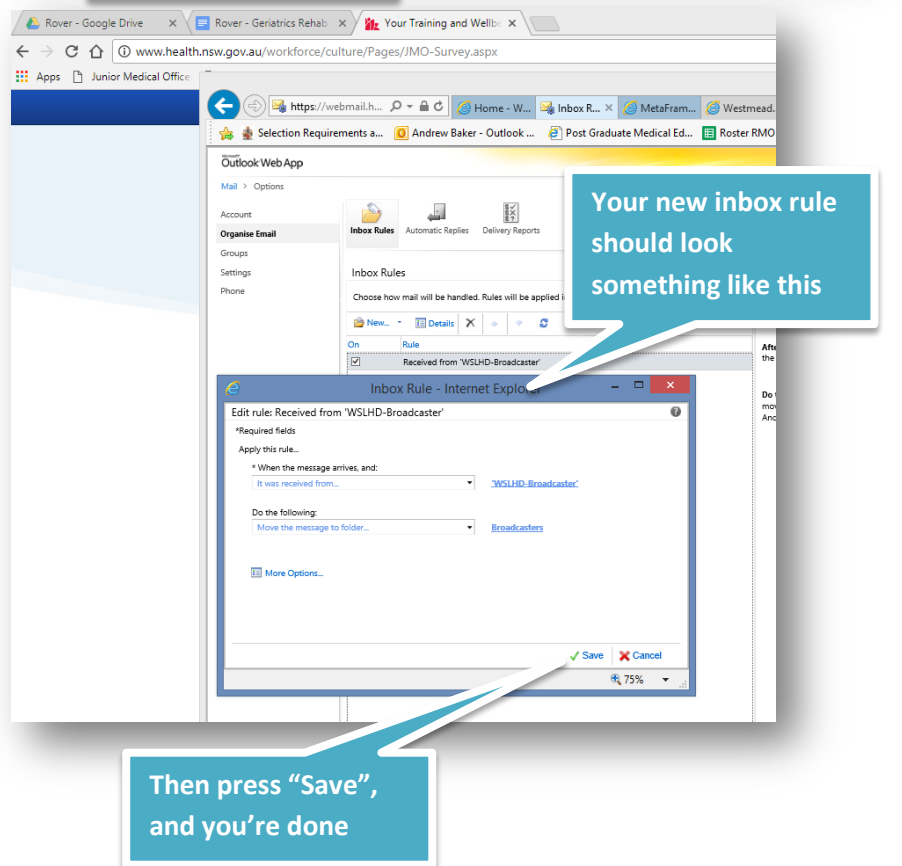
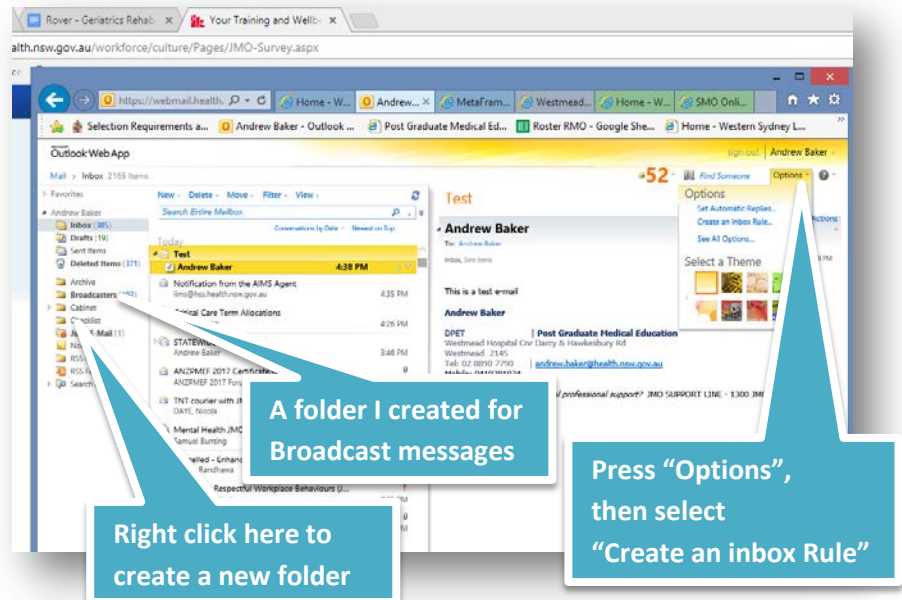
## How to filter out Broadcast Messages

One of the most consistent comments about using the Health e-mail account, is that it is constantly full of broadcast messages and that it's easy to miss the more important communications.

***But did you know you can filter them out using an inbox rule?***

Here's my email inbox.

- You can see I've created a folder just to store broadcast messages called "Broadcaster"
- You can do this by Right clicking on the directory in the left hand column and selecting the "create folder" option.
- Once you've done this, click on the "Options" menu on the top right of the screen and select "Create an inbox rule"
- Click on the "New" button and select the following options:
  - "It was received from": then type in "WSLHD-Broadcaster"
  - Then select: "Move the message to folder": and type in the name of the folder you want your broadcast messages to go.
- Then hit "Save", and hey presto – all the broadcast messages go straight to that folder, leaving your inbox free for important messages from me.



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