Send List Messages to a Folder

To help keep your e-mail organized, you can create folders. You can then manually move messages to the folder or you can have your e-mail system automatically sort incoming messages into a folder (provided your e-mail system offers that function).

Using Outlook (desktop), for example, here’s how to create a folder. (If you don’t have Outlook, go to the list page where I linked to instructions for Google Mail and Yahoo Mail.)

I’m going to create a sub-folder in my Cabinet folder. (You can create a sub-folder right in your Inbox if you prefer.) I click Cabinet to select the folder. I right-click on it to get the menu. I click on “New Folder” on the menu.
A dialogue box appears so that I can give the folder a name. I’m naming the folder “CT-ILL List,” but you can name the folder as you wish.

When I’m done, I’ll click OK.
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The system created a “CT-ILL List” folder in my Cabinet folder.

I can now manually click and drag messages from my Inbox into the CT-ILL List folder.

Even more useful is to have your e-mail automatically sort incoming messages into a folder. (Not all e-mail systems support this feature. On the last page, I have links to instructions for Yahoo Mail and Google Mail.)
To have your e-mail sort incoming messages into a folder, you have to create a ‘rule.’ You can create a rule from a message that you want to have sorted into the folder.

I find a message that I want moved to the folder. Here’s a message from the CT-ILL e-mail list.

I click the message to select it.

I right-click the message and get the menu.

I select “Create Rule” from the menu.
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The ‘Create Rule’ dialogue box appears.

Since I want messages sent to the ct-interlibraryloan list move to the folder, I tick the “Sent to” box.

I want the messages moved to my “CT-ILL List” folder, so I tick the “Move the item to folder” box.

I don’t want them sent to my “Cabinet” folder so I click “Select Folder.”

A new window opens and I have to select the “CT-ILL List” and click OK.

Once that’s set, I click OK to create the rule.
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A new window opens and I have to select the “CT-ILL List” and then I click OK.

Once that’s set, I click OK to create the rule.
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I click OK to set the rule.

Now, when I receive messages addressed to “ct-interlibraryloan@mylist.net” the messages will automatically be moved to the new “CT-ILL List” folder.

When the folder is bolded and has a number after it, that means that I have a message in the folder. I click the folder name and can see the message.
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When the folder is bolded and has a number after it, that means that I have a message in the folder.

For example, while creating this document, someone sent a message to the list.

I click the folder name and can see the message.
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Instructions for Yahoo Mail and Google Mail

Yahoo Mail:

See “Use folders to organize your e-mail” (video) at:

See “Use filters to sort your e-mail messages” (video) at:

Google Mail:

(Google Mail doesn’t use folders, they use ‘Labels’)
See “Using Labels” at:
https://support.google.com/mail/answer/118708?hl=en

See “Using Filters” at:
https://support.google.com/mail/answer/6579?hl=en