

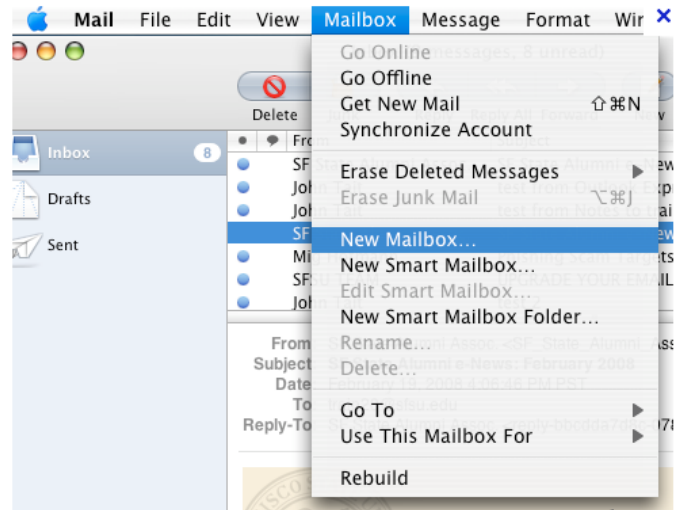
Sort Email From a Specific Person

This lesson will cover using a Smart Mailbox on a Mac to sort mail 'From' a specific person

Create a New Mailbox

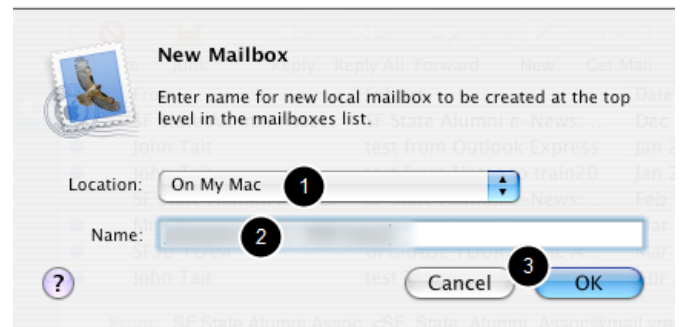
Go to **Mailbox**

Click on **New Mailbox...**



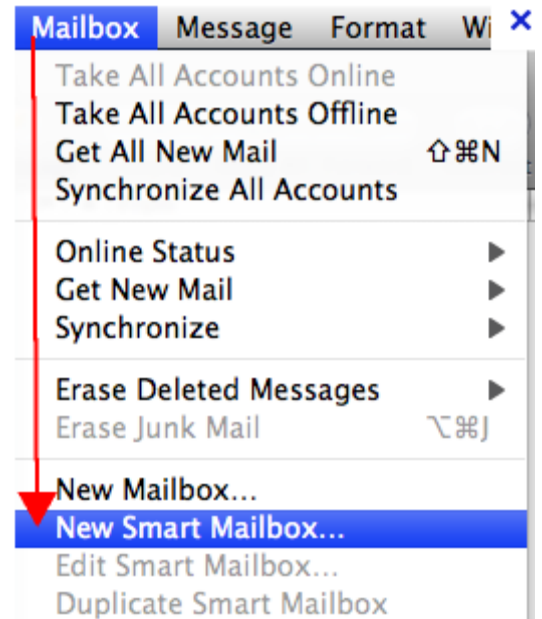
Give the New Mailbox a Name

1. Change Location to **AOL**
2. Insert a Name in the **Name:** box.
3. Click **OK**



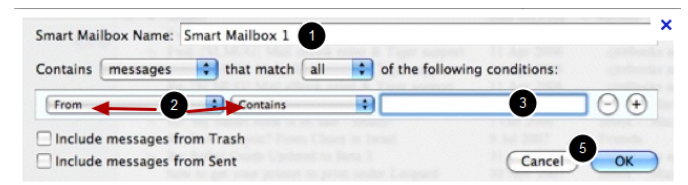
Create New Smart Mailbox

In the top bar click on **Mailbox**
Click on **New Smart Mailbox...**



Create a Rule/Filter

1. Fill in **Smart Mailbox Name:** with a descriptive name.
2. **From** and **Contains** should be the default, you can leave these.
3. Fill in this box with the Name of the person from which the messages came.
4. We do not need any other criteria.
5. Click OK

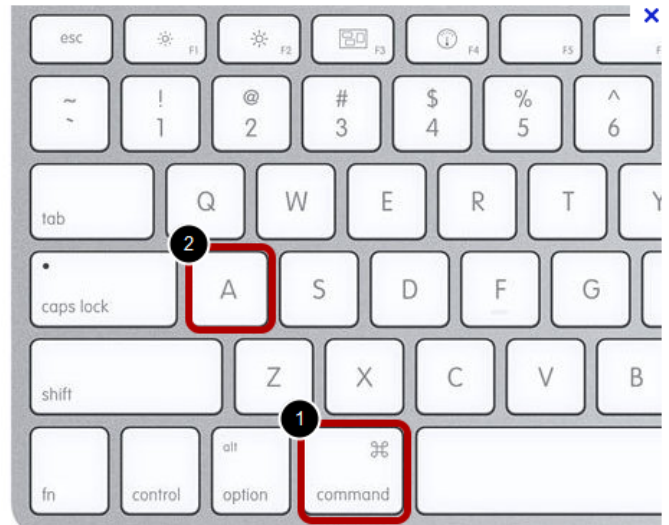


Select All Messages

A list of emails FROM the person should show up.

1. Hold down **Command**
2. Hit **A**

All the messages should now be selected.

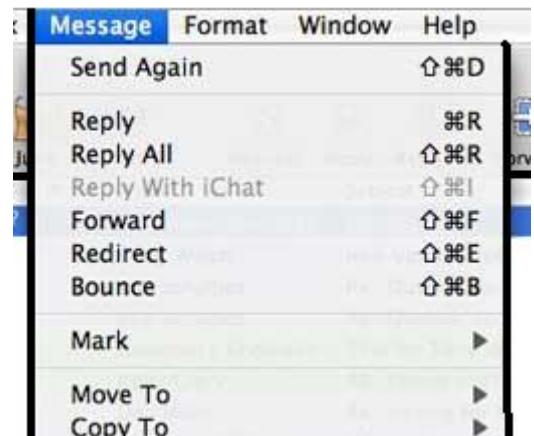


Move Messages to the Mailbox

With all the messages selected, click **Message**.

Click **Move To >**

A list should show up with your mailboxes. Click on the Mailbox with the name of the person we are sorting for.



Email Has Now Been Sorted For That Person