

How Do I Create a Yahoo “Trash” Filter?

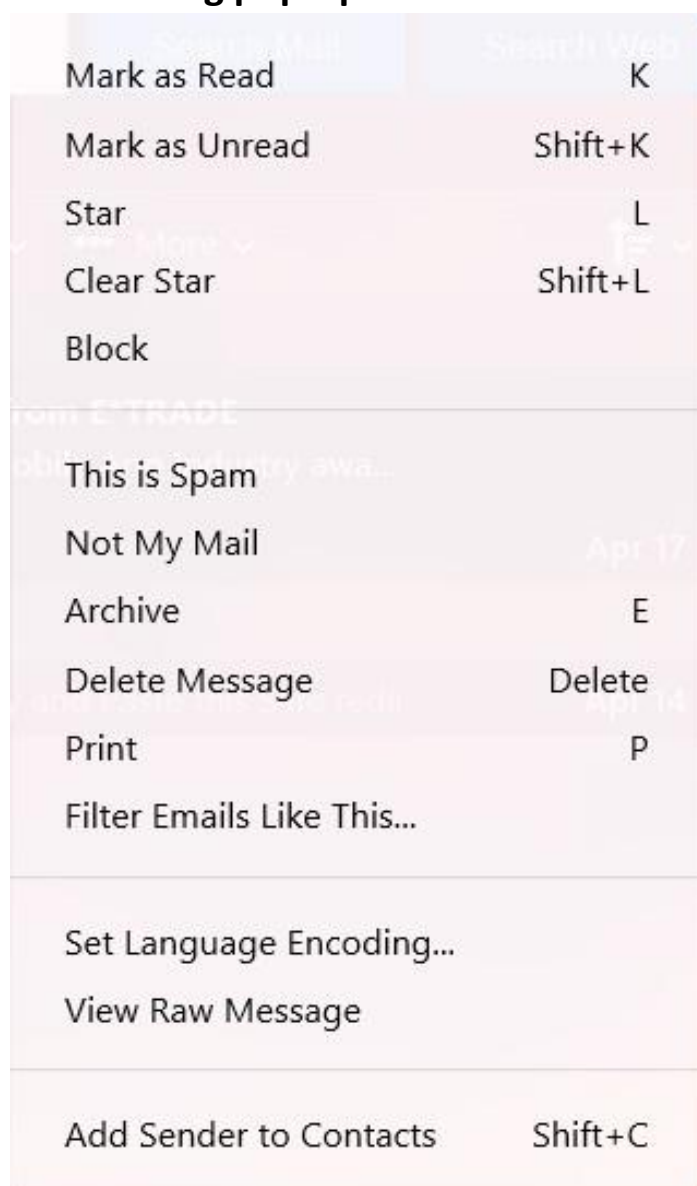
Please read this entire document before you create a Yahoo filter.

A. Start Yahoo and enter password if needed.

B. Method #1:

1. Select your “Inbox”.

2. Hover the mouse over the Subject line of the email you want to send to the “Trash” folder. Do a right click. You should see the following pop-up. Click on “Filter Emails Like This”. Example below.



3. The following entry screen will pop-up: It will be prefilled with information from the email. I recommend you change these data to a more general case (continued on the next page).

Add Filter ✕

Filter Name

If an incoming message meets all of the conditions

From	<input type="text" value="contains"/>	<input type="text" value="sale_online_3puah@pharmacy.ca"/>
To/CC	<input type="text" value="contains"/>	<input type="text"/>
Subject	<input type="text" value="contains"/>	<input type="text" value="48% Discount NOW"/>
Body	<input type="text" value="contains"/>	<input type="text"/>

Then move the message to this folder

Add Filter ✕

Filter Name

If an incoming message meets all of the conditions

From	<input type="text" value="contains"/>	<input type="text" value="@pharmacy.ca"/>
To/CC	<input type="text" value="contains"/>	<input type="text"/>
Subject	<input type="text" value="contains"/>	<input type="text"/>
Body	<input type="text" value="contains"/>	<input type="text"/>

Then move the message to this folder

3. Cont'd:

The second screen above shows suggested changes:

- a. "Canadian Pharmacy" is more specific.
- b. Removing everything before the "@" sign will ensure that every email addressee from this site is trashed.
- c. Remove the Subject line. You want to remove all subjects, not just one type.
- d. The form will default to the "Inbox" folder; you need to change it to "Trash".
- e. Click the "Save" button.
- f. Caution: The 4 condition fields, From, To/CC, Subject and Body when filled out combine together as if the word "AND" appeared between each line.
Example: If the From address is filled out and the Body contains a word or phrase the email will only be trashed if both lines have matching data.

C. Method #2: (You can manually create a filter or edit/delete an existing one.)

1. Click on the "Settings" gear on the top right of the main Yahoo email screen.
2. Click on "Settings".
3. Click on "Filters" in the left command column.
4. You can Edit or Remove an existing filter or you can create a new filter by clicking the Add button.
5. Selecting an existing filter will display the conditional values at the bottom of the list.
6. The remainder of the filter create process is the same as Method #1, Steps 3 above.