

How Do I Create an AOL “Trash” Filter?

Please read this entire document before you create an AOL filter.

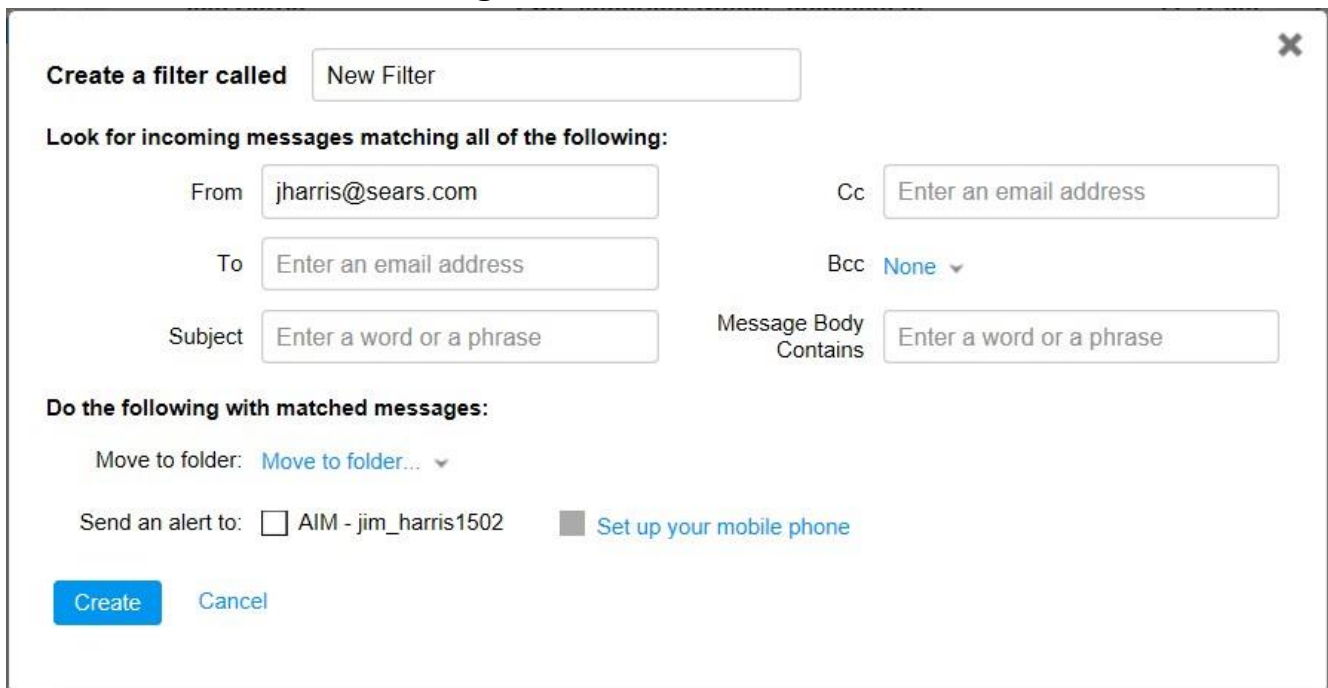
A. Start AOL eMail and enter password if needed.

B. Method #1:

1. Click on the Inbox. Find the eMail you want to Trash and right click on the subject line to open a window as seen below.

Open in New Window
Reply
Reply All
Forward
Mark Unread
Flag Message
Delete
Report Spam
Filter messages like this...
Search for From/To
Search for Subject
Edit Contact
Add to Calendar
View Message Source

2. Click on “Filter messages like this”.



The screenshot shows a dialog box titled "Create a filter called" with a close button (X) in the top right corner. The filter name is "New Filter". Below this, it says "Look for incoming messages matching all of the following:". There are six input fields: "From" (filled with "jharris@sears.com"), "To" (placeholder "Enter an email address"), "Subject" (placeholder "Enter a word or a phrase"), "Cc" (placeholder "Enter an email address"), "Bcc" (set to "None"), and "Message Body Contains" (placeholder "Enter a word or a phrase"). Underneath, it says "Do the following with matched messages:". There are two options: "Move to folder:" with a dropdown menu showing "Move to folder..." and "Send an alert to:" with two radio buttons. The first radio button is selected and labeled "AIM - jim_harris1502", and the second is labeled "Set up your mobile phone". At the bottom, there are two buttons: "Create" (highlighted in blue) and "Cancel".

3. The create filter screen is show above.

Note how the “From” address is filled in for you. If you don’t see the above screen start over. Stop here and consider that all emails coming from this email address will automatically be sent to “Trash”. If you want to cancel, click on the “Cancel” link that appears at the bottom of the screen. Please make field changes per the following page.

4. I recommend you change these data to a more general case.
 - a. The filter name was changed to something more meaningful.
 - b. Removing everything before the “@” sign in the From field will ensure that every email addressee from this site is trashed.
 - c. Remove the Subject line if it exists. You want to remove all subjects, not just one type.
 - d. You need to set the “Move to folder” field. Use the drop down list to change it to “Trash”.

Create a filter called

Look for incoming messages matching all of the following:

From	<input type="text" value="@sears.com"/>	Cc	<input type="text" value="Enter an email address"/>
To	<input type="text" value="Enter an email address"/>	Bcc	<input type="text" value="None"/>
Subject	<input type="text" value="Enter a word or a phrase"/>	Message Body Contains	<input type="text" value="Enter a word or a phrase"/>

Do the following with matched messages:

Move to folder:

Send an alert to: AIM - jim_harris1502 [Set up your mobile phone](#)

- e. When you are satisfied with your changes click on the “Create” button.
 - f. New email from this email address will be moved to the “Trash” folder and deleted after 30 days. You will never have to manually delete it again. This filter will only work on future incoming emails that match your filter commands. If you currently have an email in your inbox you will need to manually delete it.
5. Last Step: Check the “Trash” folder to make sure you didn’t delete something you really wanted to keep.

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

- 1. Click on the “Options” button in the top right corner of the main AOL email screen.**
- 2. Click on “Mail Settings”.**

Caution: AOL is currently redesigning the main menu. Please email Jim Harris if these instructions don't match the menu design.

- 3. Click on the “Filters and Alerts” link in the left column.**
- 4. You can edit a filter by placing the mouse over an existing filter and clicking the “Edit” link or delete the filter by clicking the “X”.**
- 5. You can create a new filter by clicking the “Create Filter” button and following the instructions of Method “B.4” above.**
- 6. Please email Jim Harris at “jharris1502@gmail.com” if you have questions.**