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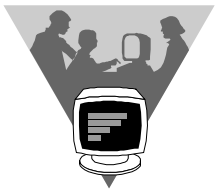

Library Systems Department

Setting Up Mail Filters

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Author	***Keith Matheson***
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1 Document Control

1.1 Amendment History

Version	Date	Description	Initials
1.0	14/05/01	Current and Initial Version (awaiting testing)	KM

1.2 Filename Path

Document can be found at the following path:

\\lib-srv1\document\training\train0062.doc

2 Introduction

To add new mail filters to Pegasus. The procedures used.

3 Pre-Requisites

- **A brain**

4 Step by Step Instructions

Setting up Mail Filtering Rules

The purpose of the filtering rule is to filter the mail so that intra library loan mail is automatically sent to the person dealing with intra library loans. The nominated person for each library should log into the library username to create the appropriate filter rules, as follows:

[1] Login to the site username (i.e. ROBENG) and type the password.

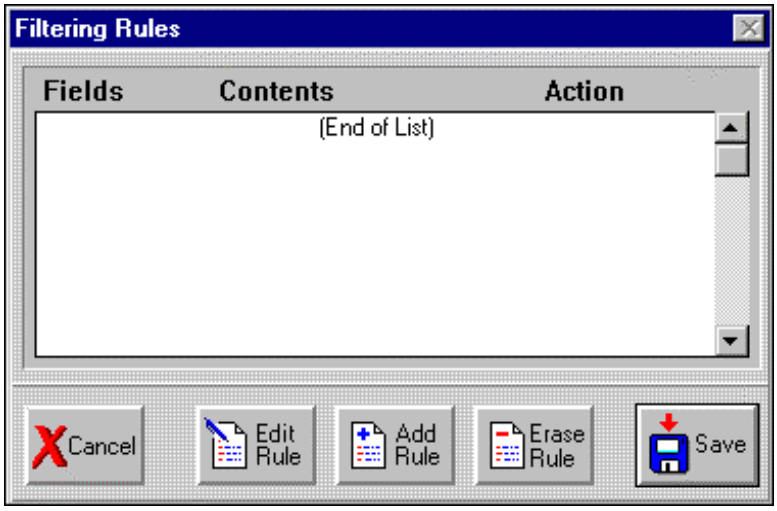
[2] Select Pegasus Mail in the normal way.

[3] The instructions below are for both DOS and Windows versions of Pegasus.

Windows

[4] From the “File” menu, select “New mail filtering…”

[5] You should now see the “Filtering Rules” window, as follows:



[6] Click the add rule button, to display the following window:

[7] In this window, make sure that the "Subject: field" box is ticked (as above).

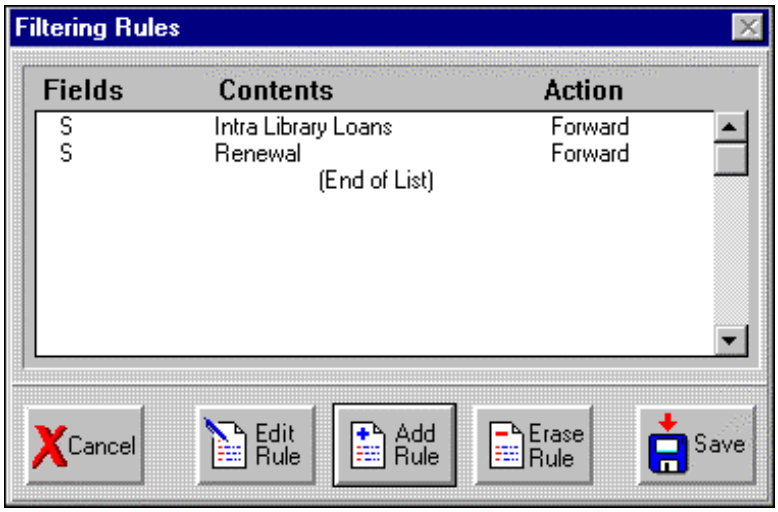
[8] Now type *"Intra Library Loans"* into the "Contains:" section (as above).

[9] Select *"Forward"* from list within the "Then do this:" section (as above).

[10] Now type the email address of the appropriate person in "To:" section and click "OK".

Note: Now repeat this procedure from steps 4 to 10 and insert *"Renewal"* into the "Contains:" section at step 8.

The completed Filter Rules windows should now appear as follows:



[11] Now click on "Save" to save the rules.