

ALTERNATE SENDER USING MESSAGE RULES

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If you are sharing your computer with your spouse, you know that sending and receiving email can be a real challenge. It's more challenging the more messages you get.

Most people use one of three solutions.

- 1 The first one is to share a single email address and to use the signature block to tell email recipients who really sent the message.
- 2 The second is to establish two accounts, but have one member always type in his/her address on the "From" line.
- 3 The third is to establish two accounts and to set up a separate identity complete with separate email folders.

Well, here's a fourth way that might work easier for you.

1. My wife, Mary, and I have individual email addresses. However, in Outlook Express, we have listed both of our email addresses using one inbox.

To set up the accounts, from the MenuBar, I select Tools > Accounts (Figure 1).

NOTE: If you're new to Outlook Express, the email from "DARRY" (in Figure 1) is bold because it has not been read. The email from "Ken" is un-bold because it has been read.

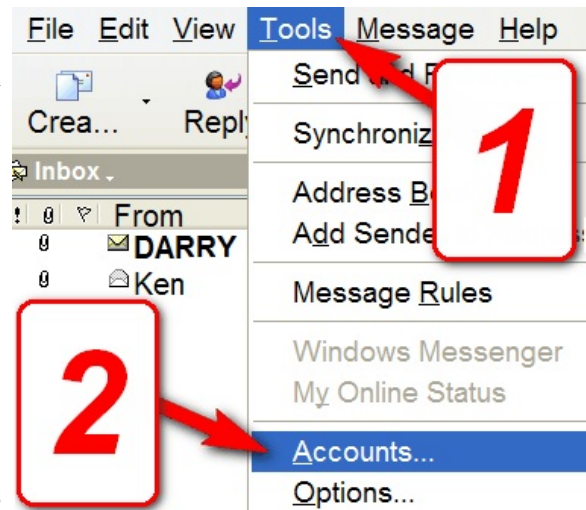


Figure 1

2. Under the “Mail” tab, I list both of us (**Figure 2**).

I left-click on the “Close” button when I’m satisfied with my entries.

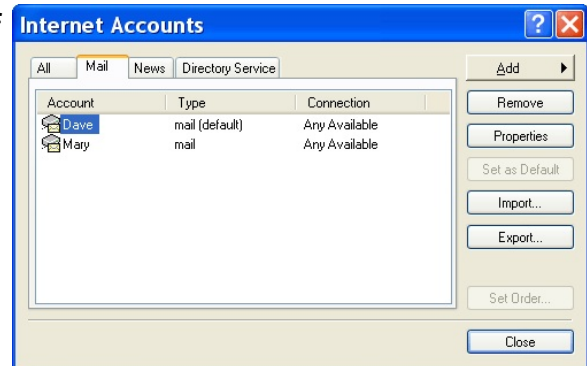


Figure 2

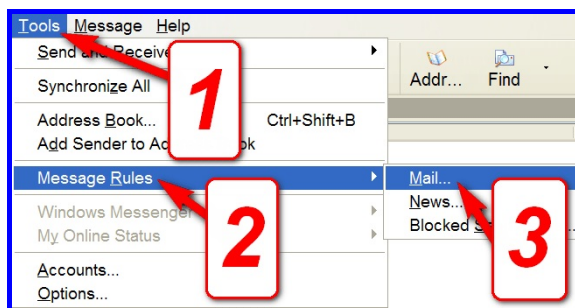


Figure 3

3. Next, I select Tools > Message Rules > Mail (**Figure 3**).

4. Under the “Mail Rules” tab, I create a rule called “Mary Mail” (**Figure 4**). As seen in the bottom pane, any message that contains “Mary Lee” or her email address is moved into that folder.

NOTES:

➤ in the graphics of this lesson, I have covered Mary’s full address to assist in protecting us from spammers.

➤ If you don’t know how to set up a Message Rule, visit <http://darryd.com/OE> and use the “Message Rules” lesson.

➤ The “Forward” rule (Figure 4) moves all “FWD; FW; Forward” messages to the Forward Folder. Thus I don’t have to look at all the Forwarded messages when I am scrolling through my Inbox.

➤ The “Darry D” rule (Figure 4) highlights — in red — any message received from Darry D. That way I can spot them easily when I open my Inbox.



Figure 4

5. Next, I create a “Mary Copy” rule into which any email which has Mary on the Cc line is *copied* into that folder.

Cc (Carbon Copy) is the field in an email header that names additional recipients for the message.

That way, I get to see the original email, and Mary sees it as well.

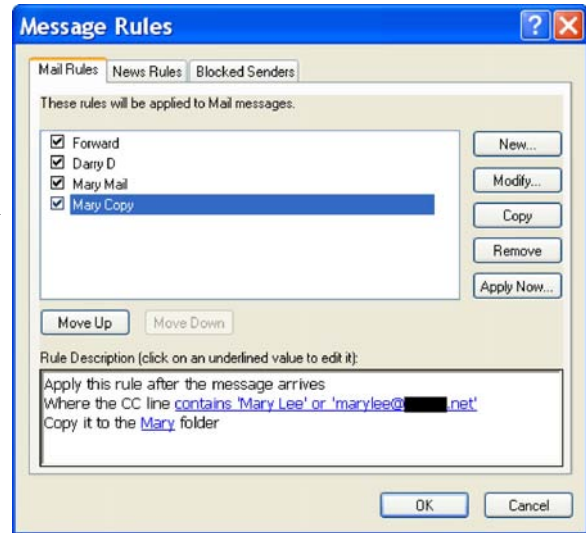


Figure 5

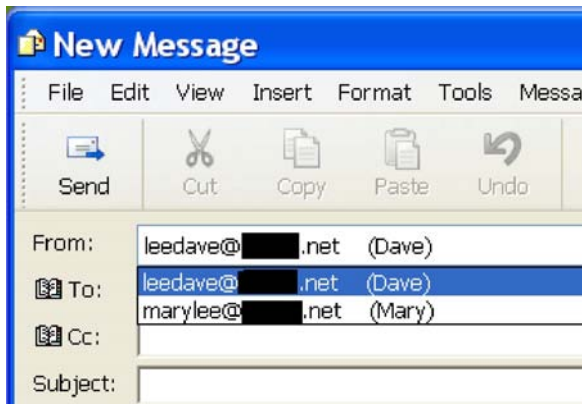


Figure 6

6. When Mary creates a message and Left-clicks on my name in the “From” line, she has the option to click her address as the source.

7. Any time she wants to see all of her email, she can just click on her “Mary” box.

NOTE: If you’re new to Outlook Express, the number in parenthesis indicates the number of un-read messages in that folder. (There is no listing, in the selection, of how many total messages are in that folder.)

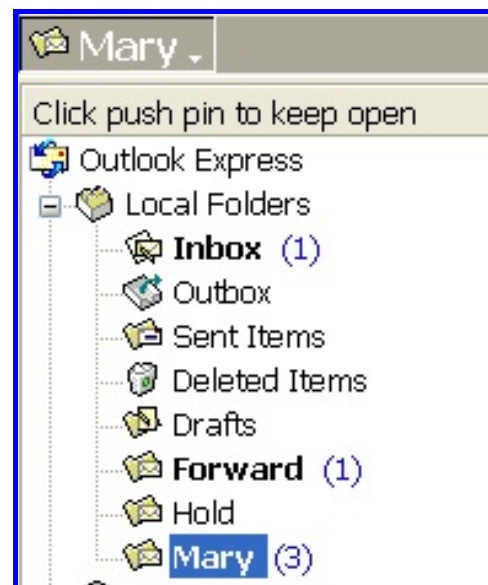


Figure 7