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# Organize your mail with rules and folders with Thunderbird 2

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# The Plan

The motive behind this task, is a short conversation with my father, who is 50 years old, and have novice skills in using a computer. This report, and the presentation is scaled to his knowledge about computers. By reading this document, and follow the example steps, you will learn how to better organize your mail.

First, the meaning with “better organizing” is as opposed to unorganized, is *when you in some way sort your mail into a system that will make it easier for you to find emails, and resolve issues/cases.*

There are many ways of organizing content, and therefore I will not go into detail on how you should sort your emails. Instead, you should find a way that suits your needs, and your logic sense, by either following the examples, or find out yourself how you’d like it.

This report is for Learning oriented students, (slide 3, 26.08.2009, Competence For Learning)

This report uses a instruction sheet, for teaching the learner how to solve the problem. According to the course material, this is one alternative to “Parrot Training”, as described in the lecture note (ref: <http://www.uio.no/studier/emner/matnat/ifi/INF4280/h09/AlternativeToParrot.pdf> )

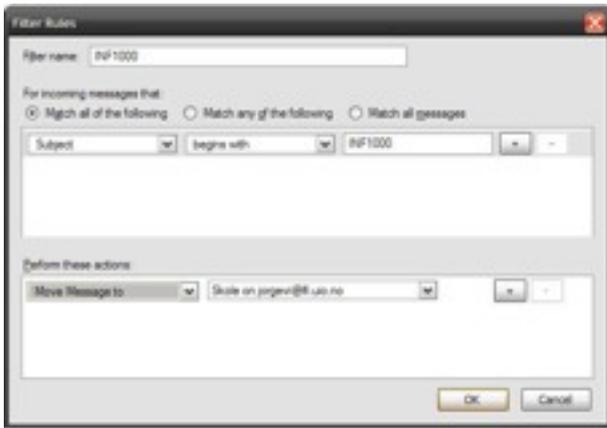
The Domains used in this documentation:

- Computers
- Email applications
- Email servers

# The Guide

Mozilla Thunderbird 2.0.23 for Windows, Mac OS X, Linux (most variants).

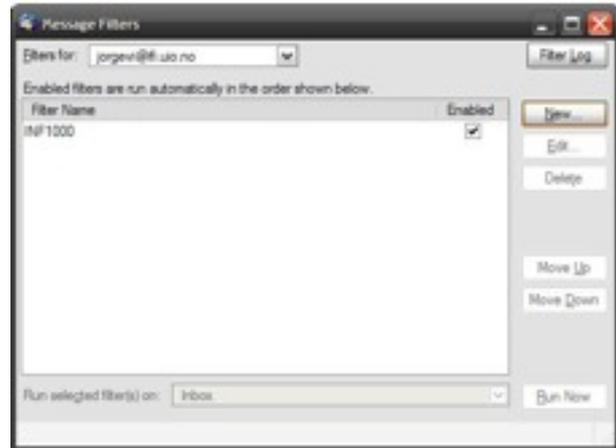




Filter Rules

The rule we want to define is **“Move all mail that have a subject which begins with the text-string “INF1000 to the folder Skole in my Inbox”**. The image on your left will show you what you should type in the text-boxes.

When pressing OK, your new rule is added to the Message Filters list. When you select the rule you just made, you will be able to *Run* it.

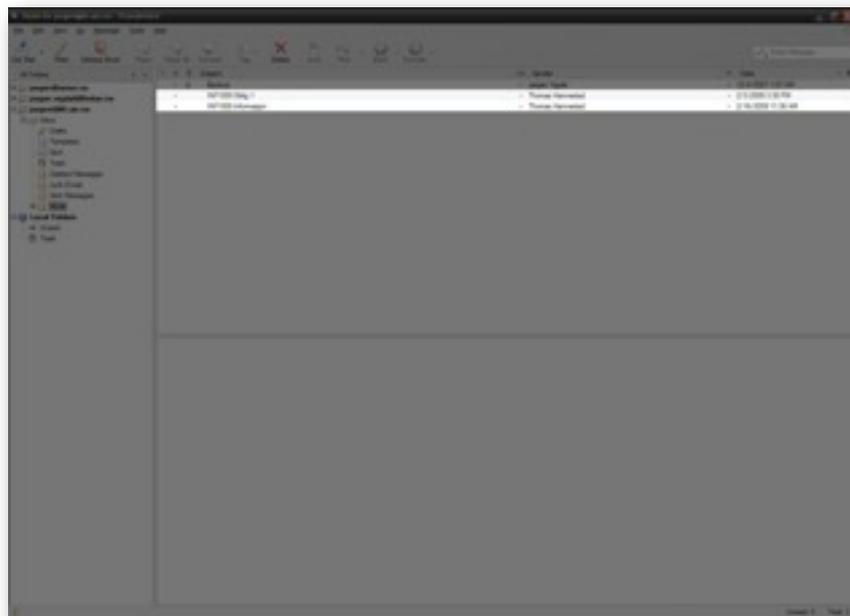


Message Filters window, shows all your defined rules, and which ones are currently active

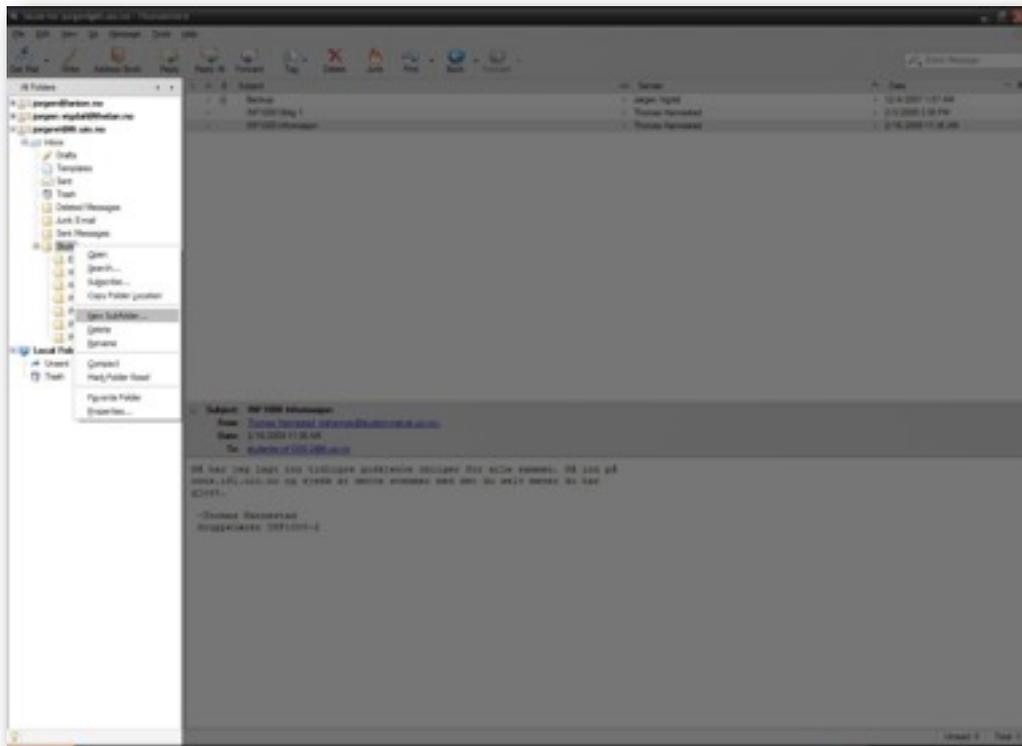


Your new rule is selected, and we want to run it

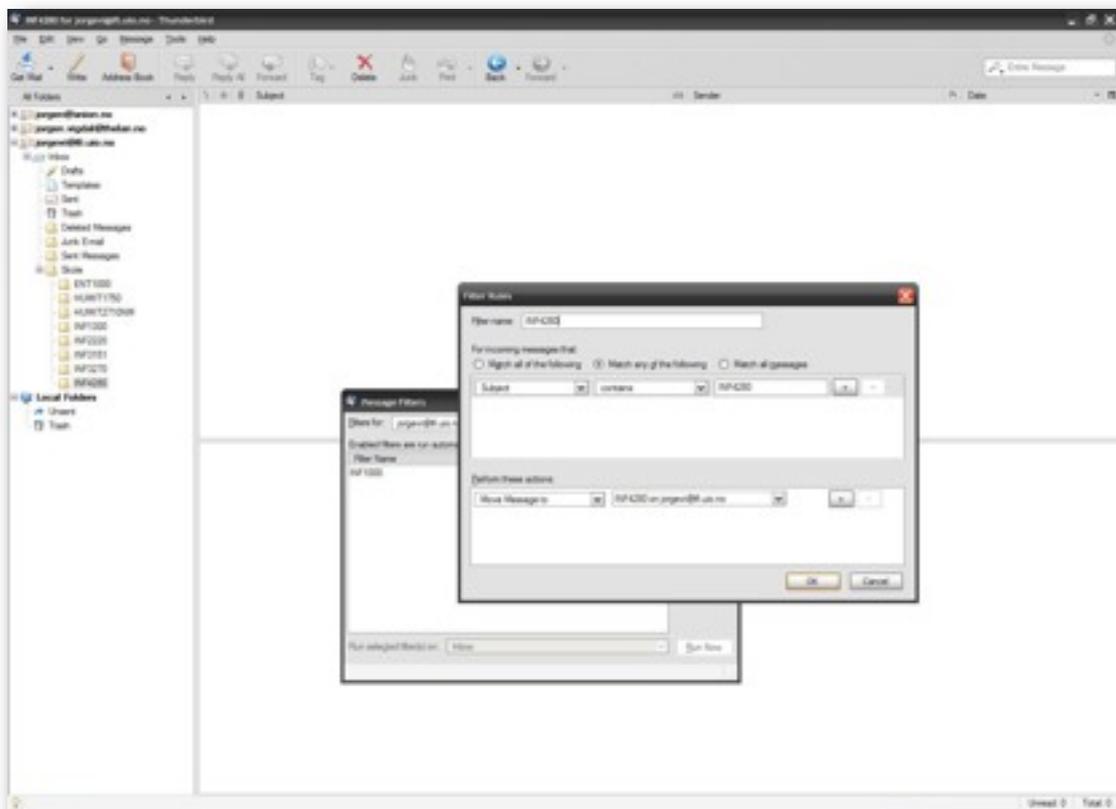
This means that the rule will execute, and all your existing mail that matches the rule, will be moved according to your rule. Press the *Run Now* button, and then close the Message Filters window. Thunderbird will now run through all your existing email in your Inbox, and move all messages that matches your defined rule. As you can see on the image below, two messages were moved to my folder Skole.



What do you do when you want to move all messages to a new folder? First, you have to create the folder in your Inbox. I have already created a folder, called *Skole* on my computer. The next image show you how you can create a new folder in your Thunderbird. Right-click either on *Inbox*, or any other sub-folder that are in your Inbox. Then press *New Subfolder*. Write an appropriate name for your new folder. For example, *INF4280*.



Creating a new folder in you Inbox

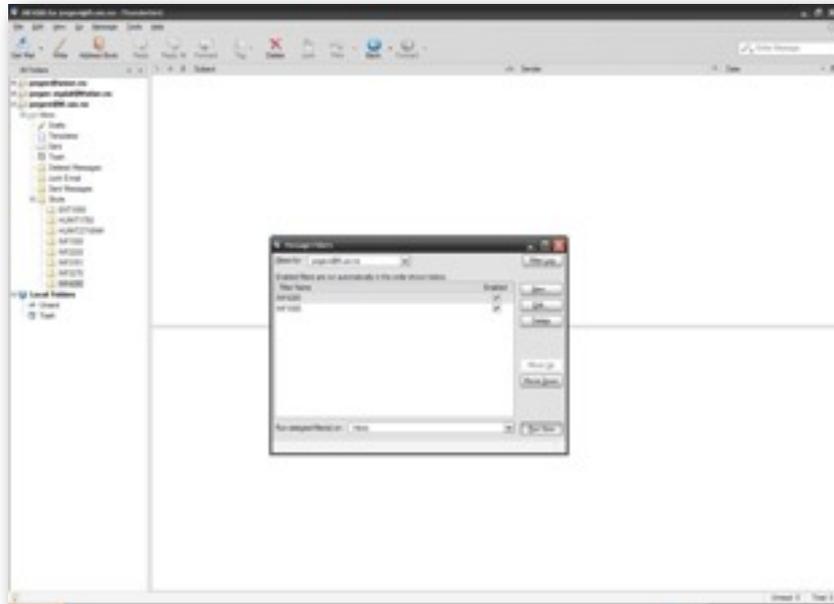


Making a new rule again

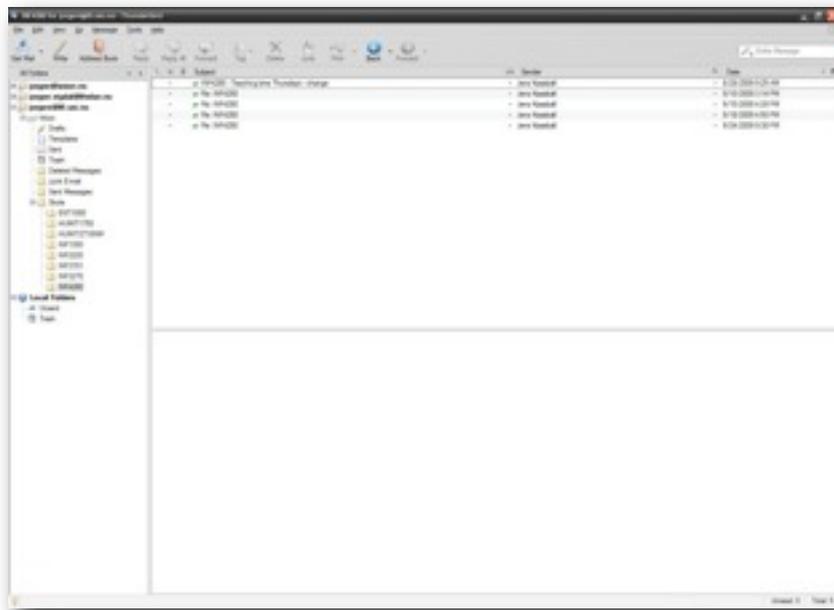
By using what you have learned earlier in this guide, you should now be able to create the rule

**Move all messages that contains the text-string INF4280 in the Subject field, to the folder INF4280.**

If you have done correctly, you should be able to see something like this, before the rule is applied.



*Before the rule is applied.*



*After the rule is applied*

The next time you will receive a mail where the subject begins with INF4280, the mail will automatically be moved to the INF4280 folder that you created.

Now, try to make one or more of the following rules:

1. Move all messages sent from Jens Kaasbøll to the folder INF4280.
2. Move all messages sent from [informasjon@lanekassen.no](mailto:informasjon@lanekassen.no) to a new folder, *Lånekassen*.