

How to use rules in Apple Mail for automated tasks

Apple Mail allows users to create different rules to automate tasks. These rules automate repetitive tasks.

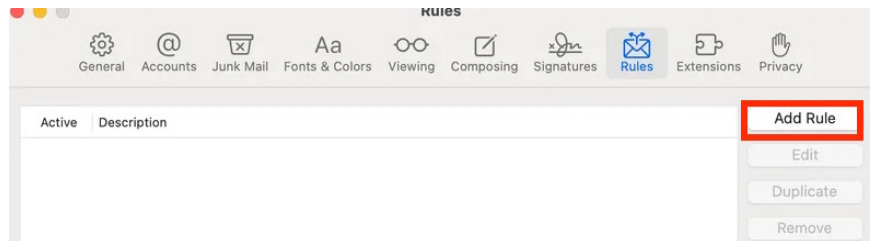
Apple Mail allows users to create various rules to automate tasks. Rules automate repetitive tasks, such as moving the same type of message to a specific folder, marking emails from friends and family, or removing spam. This makes managing your mail easier. Here's how to create rules in Apple Mail.

How to create rules in Apple Mail

For example, the automated task would be to highlight emails sent from Hulu that have sender addresses ending in hulumail.com. Because Hulu sends many different types of messages, this guide will create a message filtering rule based on the From and Subject fields.

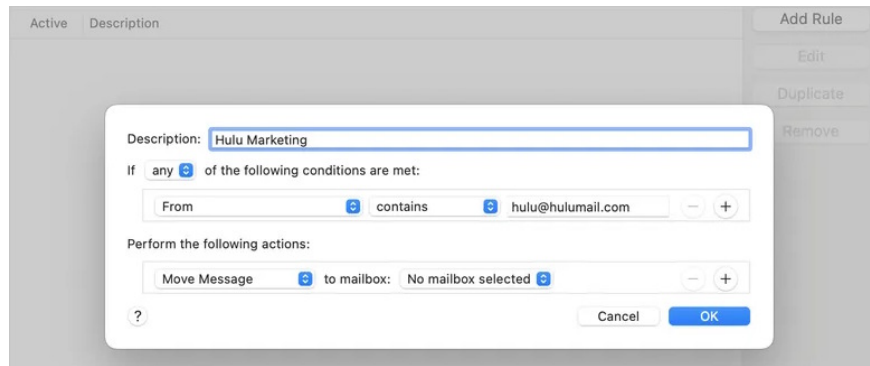
Step 1:

Tap **the Mail app** , then **tap Settings** . Select **Rules** from the toolbar at the top. Then tap **Add Rule** to add a rule for Apple Mail.



Step 2:

This will display an interface where you can describe the rule. In **the Description field** , enter **a name for the rule** you will create.



Step 3:

Proceed with creating the initial conditions.

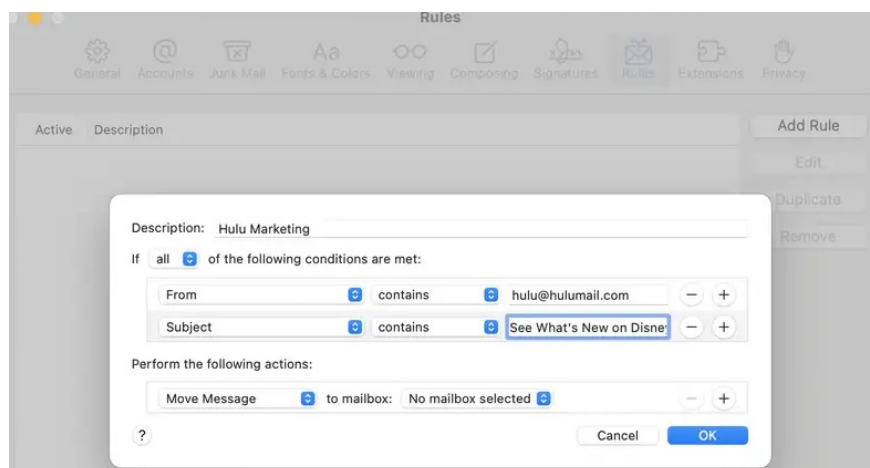
Below, **under If**, toggle between the two options: If any and If all. **Select "all," then click From and "contains"** for the next two options.

If the message is open or selected when you start creating an email rule, the appropriate **sender's email address will be automatically filled in** . In this example, the email address would be hulu@hulmail.com.

Add a second condition

To create more complex rules, add conditions to filter emails. For example, a rule could apply to messages from a specified sender and containing a specified subject line.

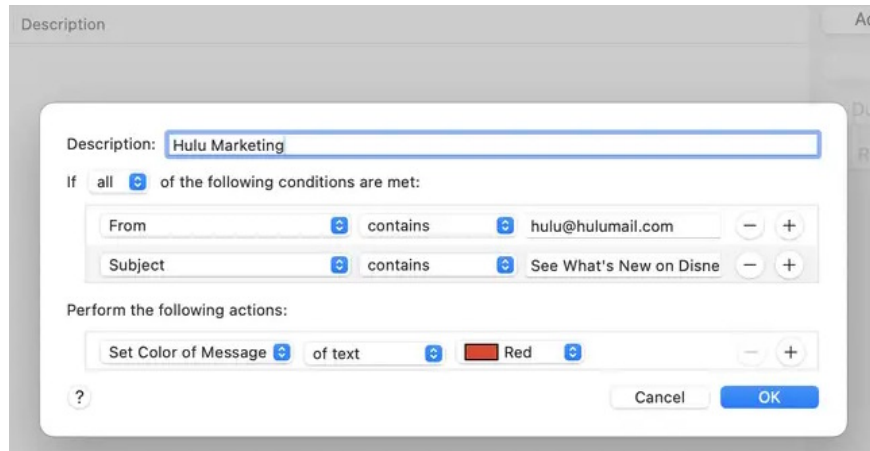
Click the plus sign to add a rule, then **select Subject** for the second condition. Next, select **Contains** . You can manually fill in **the specified content** , for example, **See What's New on Disney+ and Hulu**.



Add automated actions

In this example, the email that ensures **compliance with the rule is highlighted in red** .

In **Perform the following actions** , select **Set Color of Message** , then select **the text** color and **the color as Red** . Finally, click OK to save the new rule.



The new rule will be applied to all messages you receive from now on. If you want to apply the new rule to current content in your inbox, press Command + A to select all messages in your inbox, then select Message > Apply Rules from the menu.

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