

Instructions for using filters in Yahoo Mail

Most people think that filtering in email programs is simply to prevent spam. Not only that, the filter can also be used to help users manage very useful email messages.

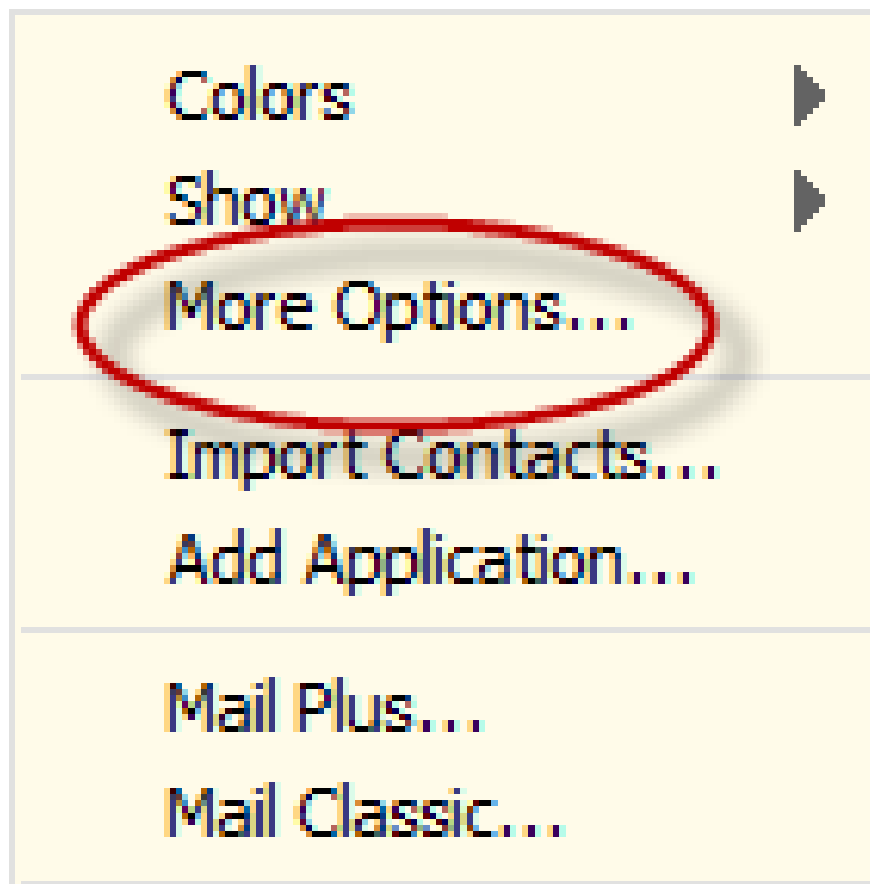
Network Administration - Most people think that filtering in email programs is simply to prevent spam. Not only that, the filter can also be used to help users manage very useful email messages. For example, setting messages from a certain address will automatically move to your own designated directory. The following article will show you how to create and use filter filters in Yahoo mail.

>>>Add a whitelist for Gmail

In the application Yahoo or Yahoo Mail choose **options** :



Select Next **More options** :



Optional part on the left you click **Filters** :



Back to Mail

General

Signature

Spam

Filters

Accounts

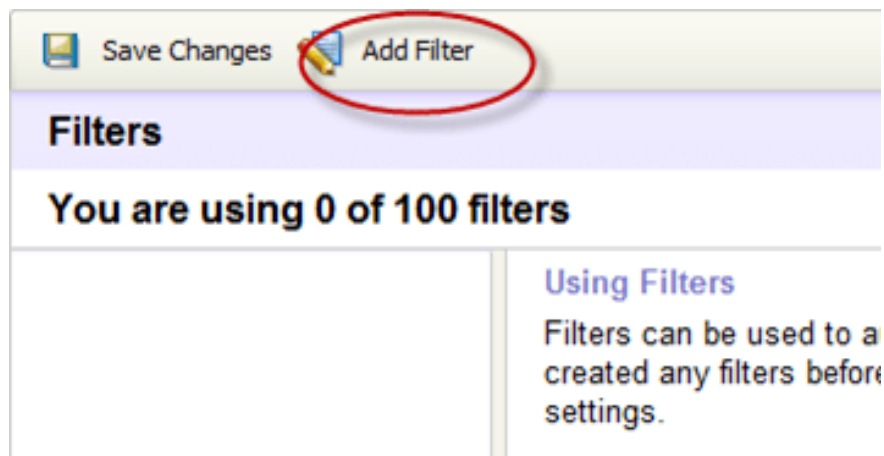
POP & Forwarding

Vacation Response

Mail for Mobile

Contacts

Next select **Add Filter** :



The fields that appear allow you to add details to the new filter:

[New Filter]

Filter name:

sender: sender match case

recipient: recipient match case

subject: subject match case

body: body match case

Move to Folder:


Enter the desired name in the ' **Filter name** ' field. Here we will set all messages from *Facebook* to automatically move to the new folder so we named *Facebook* . Below is a list of actions that Yahoo provides to users. With the request to redirect messages from a specific sender (*Facebook*), you only need to care about the **sender** box. Click this item to appear a list of extension options, select **contains** .

Filter name:

sender: ▼

recipient:


subject: ▼



Next we need to 'tell' the filter to the text we want to find in the sender's name. In this case, we enter *Facebook* (by all messages from there):

Filter name:

sender: ▼ sender match case



Note that because we want to receive all messages from Facebook regardless of whether it is in capital letters or without names, so do not mark the *sender match case* entry.

Finally we need to select the folder that will store the messages to be delivered. Since we previously created the *Facebook messages* folder, just select it:

Filter name: ←

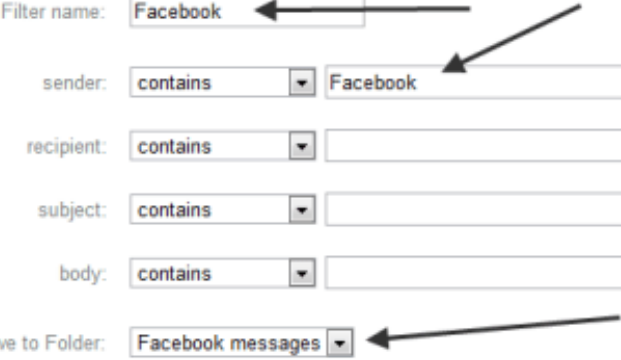
sender: ▼ sender match case

recipient: ▼ recipient match case

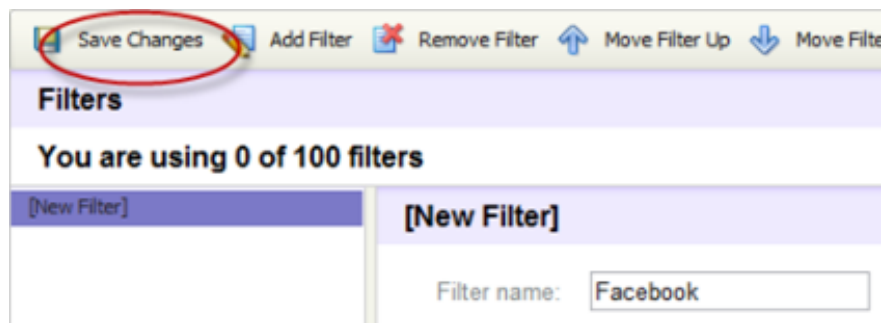
subject: ▼ subject match case

body: ▼ body match case

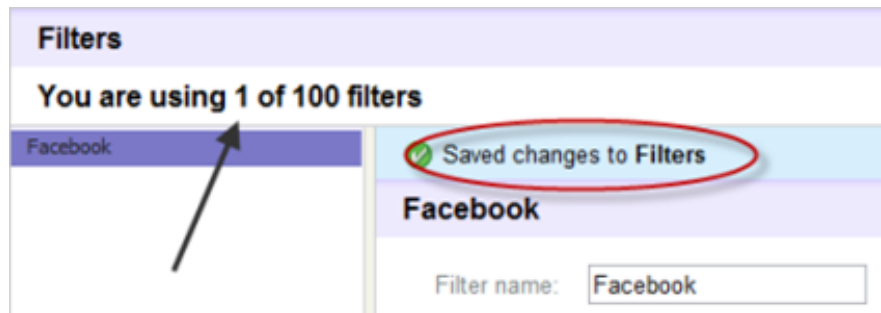
Move to Folder: ▼ ←



Don't forget to click **Save Changes** to save the settings.



A message will appear on the screen indicating the change of filter:



Click **Back to Mail** to return to your mailbox.



In addition, you can use filters to customize your various criteria, making mailbox management clearer and more convenient.

You finished reading the article "**Instructions for using filters in Yahoo Mail**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.