



Using Filters

A mail filter works like a coffee filter. You can use a filter to keep the grinds out (keep out unsolicited mail) or to keep the coffee in a special mug (send mail from selected senders to a special folder).

The **Filter Wizard** helps you build filters that direct incoming mail to folders so that you can sort business and personal mail, send an automatic reply, or forward the message to someone else.

The two built-in filters keep mail from people who don't know you out of your Inbox. Click on one of those filter names to see its hint.