

How to Create a New Mail Filter

In the following example (Figure 140), we wanted to create a new mail filter called "Broadcast" that would automatically deliver all messages from the Postmaster with the word "broadcast" in the subject to a mail basket called "Broadcast" (e.g., Subject: 09/09/98 VACO BROADCAST, From: POSTMASTER.FORUM@FORUM.VA.GOV).

To create this new mail filter, use the Message Filter Edit option available on the Personal Preferences menu, as shown below:

```
Select MailMan Menu Option: personal Preferences

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
    GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option: message Filter Edit
FILTER MESSAGES?: YES// <RET>
Select FILTER: Trans Assistant// Broadcast
  Are you adding 'Broadcast' as a new FILTER (the 3RD for this MAILBOX)? No// y
<RET> (Yes)
  ORDER: 3
  BASKET: Broadcast
  Are you adding 'Broadcast' as a new BASKET (the 78TH for this MAILBOX)? No// y
<RET> (Yes)
  STATUS: 1 <RET> ON
  SUBJECT CONTAINS: ??
    If the subject contains the string you specify AND if the message matches
    the other conditions (if any), then the message matches this filter.

    The subject is capitalized automatically to facilitate filtering.
  SUBJECT CONTAINS: broadcast
  FROM: POSTMASTER.FORUM@FORUM.VA.GOV
  ADDRESSED TO: <RET>
  VAPORIZE DAYS: <RET>
  DELIVER NEW?: <RET>
Select FILTER: <RET>

    User Options Edit
    Banner Edit
    Surrogate Edit
    Message Filter Edit
    Delivery Basket Edit
    GML  Enroll in (or Disenroll from) a Mail Group
    Personal Mail Group Edit
    Forwarding Address Edit

Select Personal Preferences Option:
```

Here we are creating our new "Broadcast" filter. If we need to, we can later edit this filter by entering its name.

This is the order in which MailMan checks this filter with any other filters you may have defined. It checks from lowest to highest.

We've made the filter active (i.e., ON).

Here we are setting the filter criteria to match against the Subject and Sender of a message.

Figure 140: Creating a New Mail Filter

After we chose the Message Filter Edit option on the Personal Preferences menu (Figure 140), MailMan asked us if we wanted to filter our mail. Since we did, we accepted the "Yes" default by pressing the Enter/Return key at the "FILTER MESSAGES?: YES/" prompt.

MailMan then asked us to choose a message filter. Since we had previously established mail filters, MailMan displayed the last mail filter we created as the default response (i.e., "Trans Assistant"). For this example, we wanted to create a new filter called "Broadcast," thus, we entered "**Broadcast**" at the "Select FILTER: Trans Assistant/" prompt.

MailMan verified that this was a new filter and asked us to confirm our entry. We confirmed the new filter name by entering "Yes" at the "Are you adding 'Broadcast' as a new FILTER (the 3RD for this MAILBOX)? No/" prompt.

MailMan then asked us to choose the new mail filter's order (priority). Since this was our third filter, we decided to set its ORDER to three. Thus, we entered "3" at the "ORDER:" prompt.

MailMan then wanted us to select the delivery basket to receive the mail that matched this filter's criteria. For this example, we wanted to send mail to a new mail basket called "Broadcast." After entering "**Broadcast**" at the "BASKET:" prompt, MailMan asked us to confirm that we wanted to create a new mail basket. We confirmed the new basket by entering "Yes" at the "Are you adding 'Broadcast' as a new BASKET (the 78TH for this MAILBOX)? No/" prompt.

MailMan then asked us if we wanted to make the filter active (turned on). Since we did want this filter to be active, we entered a "1" at the "STATUS:" prompt. Alternatively, we could have entered the word "**On**" (*not* case sensitive).

At this point MailMan started prompting us to enter the filtering criteria. The first filtering criterion is SUBJECT CONTAINS. We displayed the Help for this prompt by entering two question marks ("??") at the "SUBJECT CONTAINS:" prompt. For this example, we wanted to filter messages with the word "broadcast" in the subject so we entered "**broadcast**" at the "SUBJECT CONTAINS:" prompt. MailMan automatically converts the entry to all uppercase.

The next filtering criterion was the "FROM" field. For this example, we entered "**POSTMASTER.FORUM@FORUM.VA.GOV**" at the "FROM:" prompt.

We pressed the Enter/Return key at the "ADDRESSED TO:" prompt without entering any additional text.

The next selection was "VAPORIZE DAYS." You can set the message to vaporize (be deleted from your mailbox) this many days after it is delivered to you. This date will override any vaporize date set by the sender. You will be able to change or delete the vaporize date at the message action prompt whenever you read the message.

If this field is null, the filter will not set any vaporize date.

This will only apply to new messages and responses which are put into your mailbox (including moving from the WASTE basket) as a result of delivery or latering. It won't apply to messages which are already in your mailbox.

Next MailMan asked "DELIVER NEW?" If you don't answer, or delete the answer, the default is YES.

YES means that the message will be delivered as usual, and made new as usual.

NO means that the message will be delivered as usual, but it won't be made new, so you won't know it's arrived unless you check.

This will only apply to new messages which you have not seen before. It won't apply to responses or forwarded messages with responses. It won't apply when you filter messages which are already in your mailbox.

Last, MailMan prompted us to enter the next filter. Since we didn't want to create another filter, we pressed the Enter/Return key at the "Select FILTER:" prompt and MailMan returned us to the Personal Preferences menu.

How to Edit an Existing Mail Filter

To edit an existing mail filter, use the Message Filter Edit option available on the Personal Preferences menu, as shown below:

```

Select Personal Preferences Option: message Filter Edit
FILTER MESSAGES?: YES// <RET>
Select FILTER: Broadcast// <RET>
  FILTER: Broadcast// <RET>
  ORDER: 3// 999
  BASKET: Broadcast// <RET>
  STATUS: ON// <RET>
  SUBJECT CONTAINS: BROADCAST// <RET>
  FROM: POSTMASTER.FORUM@FORUM.VA.GOV Replace <RET>
  ADDRESSED TO: blue,THOMAS E.          TB          COMPUTER SPECIALIST
Select FILTER: <RET>

      User Options Edit
      Banner Edit
      Surrogate Edit
      Message Filter Edit
      Delivery Basket Edit
GML   Enroll in (or Disenroll from) a Mail Group
      Personal Mail Group Edit
      Forwarding Address Edit

Select Personal Preferences Option:

```

Figure 141: Editing an Existing Mail Filter

In this example (Figure 141), we wanted to modify the "Broadcast" filter we just created (Figure 140). In this case, we wanted to change the "Broadcast" filter's order and add to the filtering criteria (i.e., ADDRESSED TO).

The current filtering criteria for the "Broadcast" filter consisted of the following:

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV

After entering the Message Filter Edit option, we pressed the Enter/Return key accepting the default responses until we got to the ORDER prompt for the "Broadcast" filter. For this example, we wanted to change the filter's order from the third filter to be checked to the last filter that was checked by entering "999" (maximum order number) at the "ORDER: 3/" prompt.

We then continued to press the Enter/Return key until we reached the "ADDRESSED TO:" prompt that followed the previous filter criteria. For this example, in addition to the previous filtering criteria, we also wanted to filter messages that were addressed specifically to us and not a mail group. Thus, we entered the first portion of our last name (i.e., "blue") at the "ADDRESSED TO:" prompt.

Filtering Mail

Our new filtering criteria was as follows:

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV
- **ADDRESSED TO:** BLUE, THOMAS E.

Since the ADDRESSED TO field is the last of the filtering criteria for the "Broadcast" filter, MailMan prompted us to enter the next filter, if any. Because we didn't want to modify or create another filter, we pressed the Enter/Return key at the "Select FILTER:" prompt and MailMan returned us to the Personal Preferences menu.

How to Modify a Mail Filter and Filter Messages in a Basket

The following series of screen captures (Figure 142, Figure 143, and Figure 144) better illustrates how to review and modify a filter based on a message's characteristics and then filter messages in a basket so they are passed through the modified filter.

Based on the filter we created in Figure 140 and modified in Figure 141, we wanted MailMan to deliver all messages with the word "broadcast" in the subject to a new mail basket called "Broadcast" (e.g., Subject: 09/09/98 VACO BROADCAST, From: POSTMASTER.FORUM@FORUM.VA.GOV). However, we discovered that some messages did *not* seem to properly use that filter and were still being delivered to our "IN" basket, as shown below:

```
Select MailMan Menu Option: nml <RET> New Messages and Responses
Select New mail option: Read new mail by basket// ln <RET> List all new messages

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*1. IN [1228357] 09 Sep 98 09/09/98 VACO BROADCAST      14 <POSTMASTER.FORUM@FORU
*2. IN [1228321] 08 Sep 98 Changes to routines        6 <POSTMASTER@NXT.KERNEL
*3. IN [1228261] 08 Sep 98 NEW DESKTOP SUPPORT EMPLO  7 GREY,EDWARD          3/4
Enter message number or command: 1

Subj: 09/09/98 VACO BROADCAST [#1228357] 9 Sep 1998 08      T 14 lines
From: <POSTMASTER.FORUM@FORUM.VA.GOV> In 'Broadcast' ba
Automatic Deletion Date: 16 Sep 98   Page 1 *New*
-----

Enter message action (in IN basket): IGNORE// q

Subj: 09/09/98 VACO BROADCAST [#1228357] 9 Sep 199
From: <POSTMASTER.FORUM@FORUM.VA.GOV> In 'IN' basket.
Automatic Deletion Date: 16 Sep 98

Local Message-ID: 1228357@ISC-SF.VA.GOV (2 Recipients) Closed.
'Information only' for all recipients. Automatic Deletion Date: 16 Sep 98

This message was addressed as follows:

* (Broadcast to all local users)
S.XMYB-BROADCAST-VA-WIDE

Enter message action (in Broadcast basket): IGNORE//
```

This message with "broadcast" in the subject and from the Postmaster was delivered to our "IN" basket.

The Query shows that the message was sent to all local users and *not* addressed specifically to us.

Figure 142: (1 of 3) Determining Why a Message Did Not Get Filtered

As you can see from this first example in our series (Figure 142), we first chose the New Messages and Responses option (NML) and listed the new messages in our "IN" basket by entering an "LN" at the "Select New mail option: Read new mail by basket/" prompt.

After MailMan displayed the list of new messages in our mailbox, we noticed that message number 1 in our "IN" basket has the word "BROADCAST" in its subject and is from the POSTMASTER.FORUM@FORUM.VA.GOV. Since the message was delivered to our "IN" basket and *not* the "Broadcast" basket we had intended, it must *not* have properly used our modified "Broadcast" filter.

We previously modified the Broadcast filter to deliver messages to our "Broadcast" basket with the following filtering criteria (Figure 141):

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV
- **ADDRESSED TO:** BLUE,THOMAS E.

The "ADDRESSED TO field had been changed from no entry (null) to BLUE,THOMAS E. Also, the filter's ORDER had been changed from 3 to 999. Since the change in the ADDRESSED TO field is one of the filtering criteria and the ORDER field is not, we decided to verify to whom the message was being delivered. Thus, we first entered "1" at the "Enter message number or command:" prompt in order to select the message.

Once the message was displayed, we entered a "Q" (Query) at the "Enter message action (in IN basket): IGNORE//" prompt. MailMan displayed the summary address information of the message. Thus, the message characteristics were as follows:

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV
- **ADDRESSED TO:** * (broadcast message to all local users)

We noticed that the message was *not* specifically addressed to BLUE,THOMAS E. but to *all* local users ("*"). Therefore, by modifying the filter to only look for messages addressed to BLUE,THOMAS E., the filter was *not* being used by MailMan to deliver the message to the "Broadcast" basket.



For more information on the Query action (Q), please refer to the "Query ('Q') Action" topic in Chapter 3 in this manual.

To modify a mail filter to properly filter our "Broadcast" messages, we, again, used the Message Filter Edit option available on the Personal Preferences menu, as shown below:

```

Select Personal Preferences Option: message Filter Edit
FILTER MESSAGES?: YES// <RET>
Select FILTER: Broadcast// <RET>
  FILTER: Broadcast// <RET>
  ORDER: 999// <RET>
  BASKET: Broadcast// <RET>
  STATUS: ON// <RET>
  SUBJECT CONTAINS: BROADCAST// <RET>
  FROM: POSTMASTER.FORUM@FORUM.VA.GOV <replace <RET>
  ADDRESSED TO: BLUE,THOMAS E.// @
  SURE YOU WANT TO DELETE? y <RET> (Yes)
Select FILTER: <RET>

User Options Edit
Banner Edit
Surrogate Edit
Message Filter Edit
Delivery Basket Edit
GML  Enroll in (or Disenroll from) a Mail Group
      Personal Mail Group Edit
      Forwarding Address Edit

Select Personal Preferences Option:
  
```

Continuously press the Enter/Return key (<RET>) until you reach this prompt.

Here we've deleted the ADDRESSED TO field (no longer part of the filtering criteria) by entering an at-sign ("@" and confirming the delete.

Figure 143: (2 of 3) Modifying a Filter So It Will Properly Deliver a Message

In this second example of our series (Figure 143), the current filtering criteria for the "Broadcast" filter consisted of the following:

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV
- **ADDRESSED TO:** BLUE,THOMAS E.

After entering the Message Filter Edit option, we pressed the Enter/Return key accepting the default responses for the "Broadcast" filter until we got to the "ADDRESSED TO:" prompt that followed the previous filter criteria.

For this example, we wanted to remove the ADDRESSED TO field from our filtering criteria for the "Broadcast" filter. Thus, we entered an at-sign ("@" Shift-2 key on most keyboards) at the "ADDRESSED TO: BLUE,THOMAS E.//" prompt. MailMan asked us to confirm that we wanted to delete the value in this field. We confirmed the delete by entering "Yes" at the "SURE YOU WANT TO DELETE?" prompt.

Thus, our new filtering criteria is as follows:

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV

MailMan then prompted us to enter the next filter. Because we didn't want to modify or create another filter, we pressed the Enter/Return key at the "Select FILTER:" prompt and MailMan returned us to the Personal Preferences menu.

Now that we have modified our "Broadcast" filter, we want to pass the messages in our "IN" basket back through our updated filters. Thus, our "Broadcast" messages will be automatically moved to the "Broadcast" mail basket, as shown below:

```
Select MailMan Menu Option: nml <RET> New Messages and Responses
Select New mail option: Read new mail by basket// ln <RET> List all new messages

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*1. IN [1228357] 09 Sep 98 09/09/98 VACO BROADCAST 14 <POSTMASTER.FORUM@FORU
*2. IN [1228321] 08 Sep 98 Changes to routines 6 <POSTMASTER@NXT.KERNEL
*3. IN [1228261] 08 Sep 98 NEW DESK
Enter message number or command: fi
Filter which messages: (1-3): 1-3
3 messages filtered.
Press RETURN to continue:

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*1. Br [1228357] 09 Sep 98 09/09/98 VACO BROADCAST 14 <POSTMASTER.FORUM@FORU
*2. IN [1228321] 08 Sep 98 Changes to routines 6 <POSTMASTER@NXT.KERNEL
*3. IN [1228261] 08 Sep 98 NEW DESKTOP SUPPORT EMPLOY 7 GREY,EDWARD 3/4
Enter message number or command:
```

After filtering the messages in our "IN" basket, message #1 is now in the "Broadcast" basket (abbreviated as Br).

Figure 144: (3 of 3) Using the Basket Filtering Tool to Properly Filter Messages

As you can see from this third and final example in our series (Figure 144), we, again, chose the New Messages and Responses option (NML) and listed the new messages in our mailbox by entering an "LN" at the "Select New mail option: Read new mail by basket/" prompt.

MailMan displayed the list of our new messages. You'll notice that message number 1 is currently located in our "IN" basket. Since we wanted to filter these messages, we entered "FI" (Filter) at the "Enter message number or command:" prompt.

MailMan asked us which messages we wanted to pass through our filters. In this case, we chose to pass all the *new* messages in our mailbox through our filters. Thus, we entered "1-3" at the "Filter which messages: (1-3):" prompt.

When finished, MailMan informed us that the messages had been filtered. Pressing the Enter/Return key told MailMan to redisplay the list of new messages in our mailbox after they had been passed through our filters.

We previously modified the "Broadcast" filter to deliver messages to our "Broadcast" basket with the following filtering criteria (Figure 143):

- **SUBJECT CONTAINS:** BROADCAST
- **FROM:** POSTMASTER.FORUM@FORUM.VA.GOV

Prior to the filtering, the first message in the list (#1) had the following characteristics:

- **Mail Basket:** "IN"
- **Subject:** "09 Sep 98 09/09/98 VACO BROADCAST"
- **From:** "POSTMASTER.FORUM@FORUM.VA.GOV"

After the filtering, the first message in the list (#1) now had the following characteristics:

- **Mail Basket:** "Br" (abbreviation for "Broadcast" due to space limitations)
- **Subject:** "09 Sep 98 09/09/98 VACO BROADCAST"
- **From:** "POSTMASTER.FORUM@FORUM.VA.GOV"

Thus, by adjusting the "Broadcast" filter and running the messages back through the filters, MailMan properly delivered (moved) the messages from our "IN" basket to our "Broadcast" basket.



For more information on filtering messages as a basket action, please refer to the "Filter Messages ('FI') Action" topic in Chapter 2 in this manual.

How to Delete a Mail Filter

To delete a mail filter, use the Message Filter Edit option available on the Personal Preferences menu and use the at-sign ("@" Shift-2 key on most keyboards), as shown below:

```
Select Personal Preferences Option: message Filter Edit
FILTER MESSAGES?: YES// <RET>
Select FILTER: Broadcast// @
    SURE YOU WANT TO DELETE THE ENTIRE 'Broadcast' FILTER? y <RET> (Yes)
Select FILTER: Trans Assistant// ^
```

Here we've deleted the "Broadcast" filter by entering an at-sign ("@" Shift-2 key) and confirmed the delete.

Figure 145: Deleting a Mail Filter

After entering the Message Filter Edit option, we pressed the Enter/Return key until we got to the "Select FILTER:" prompt. MailMan displayed the last filter we edited as the default filter (i.e., "Broadcast").

For this example, we wanted to delete the "Broadcast" filter. Thus, we entered an at-sign ("@" Shift-2 key on most keyboards) at the "Select FILTER: Broadcast/" prompt. MailMan asked us to confirm that we wanted to delete the entire "Broadcast" filter. We confirmed the delete by entering "Yes" at the "SURE YOU WANT TO DELETE THE ENTIRE 'Broadcast' FILTER?" prompt.

MailMan then prompted us to choose another filter. However, in this case, the default filter changed to the last filter we edited *prior* to the "Broadcast" filter (i.e., "Trans Assistant"). Because we didn't want to modify, create, or delete another filter, we entered the up-arrow ("^" Shift-6 key on most keyboards) at the "Select FILTER: Trans Assistant/" prompt.



Here's a tip—You don't necessarily have to delete a filter, you can simply turn it off (i.e., STATUS = Off). Thus, if you want to use the filter again, you won't have to recreate it; you just have to turn it back on.

