

Separating Your "Sent Mail" from Your Incoming Mail

Use the following directions to separate your "sent mail" from your incoming mail.

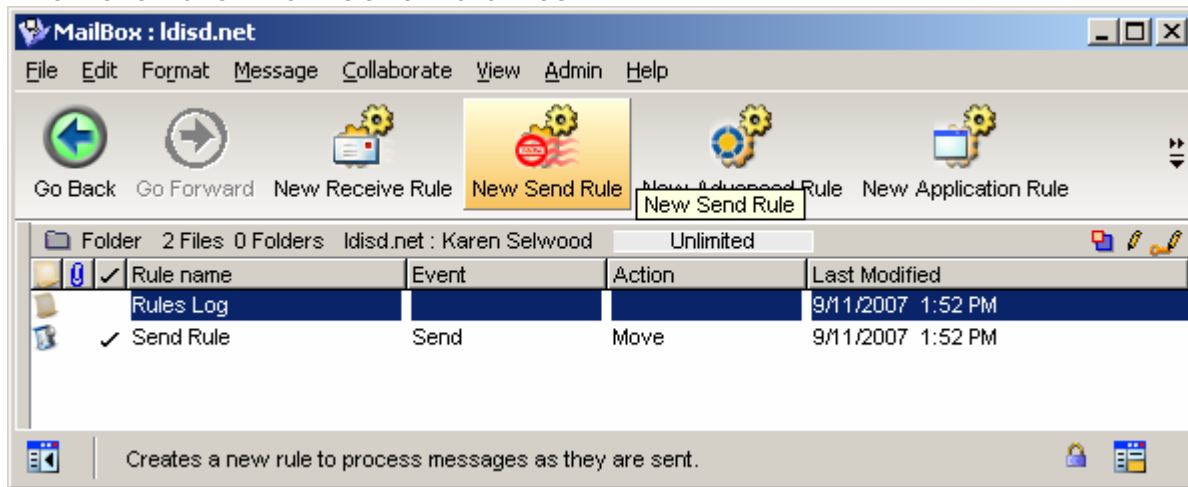
Open your FirstClass Mailbox

Go to the FILE men and select NEW > NEW CONFERENCE (this will place a conference folder inside your mailbox)

Rename this conference folder "Sent Mail"

Then go to the COLLABORATE menu and select RULES

Then click the "New Send Rule" icon



Use the pull-down menu to select "ALWAYS" under the "If" condition

Use the pull-down menu to select "FILE LOCAL COPY IN" AND type "Sent Mail" in the text box under the "If" condition (NOTE: the conference folder name needs to match EXACTLY what you type in this text box; if you name the conference folder SENT MAIL [in all caps] – then you need to type in all caps in the text box)

