



# Taming The Technology Tiger

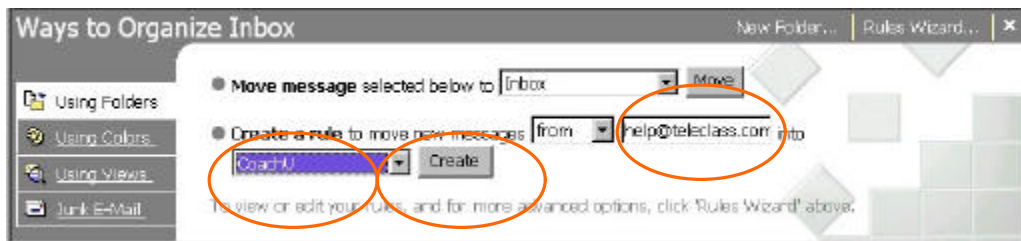
<http://www.TechnologyTiger.com>

## How To Automatically Sort Incoming Mail Into Folders

1. Select the **Inbox**.



2. Click **Organize**.



3. In **Ways to Organize Inbox**, choose **Create A Rule**. Enter the email address of the Sender.
4. Select the Folder where the email will be moved into.
5. Click **Create**.