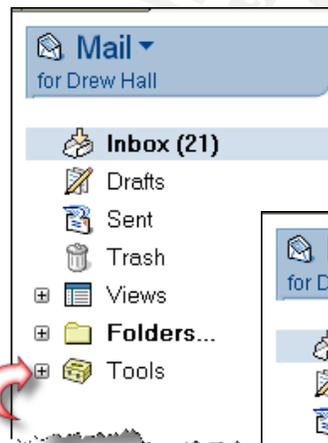




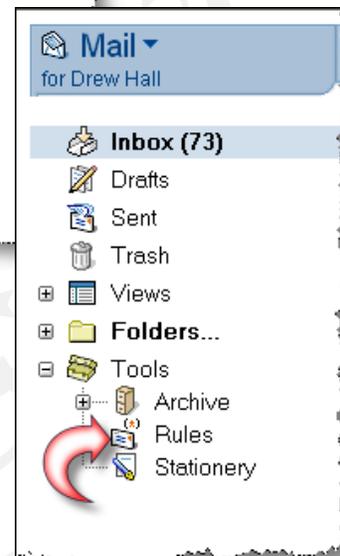
# Create Rule In Lotus Notes

## Lotus Notes

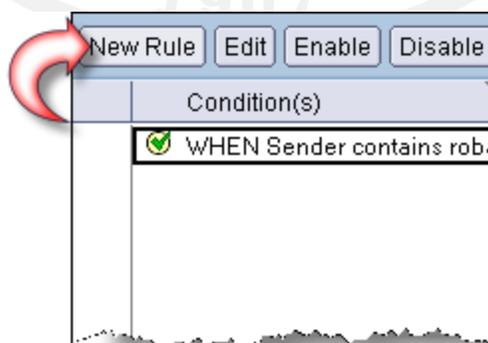
In the left menu pane expand the Tools.



Left-click "Rules"

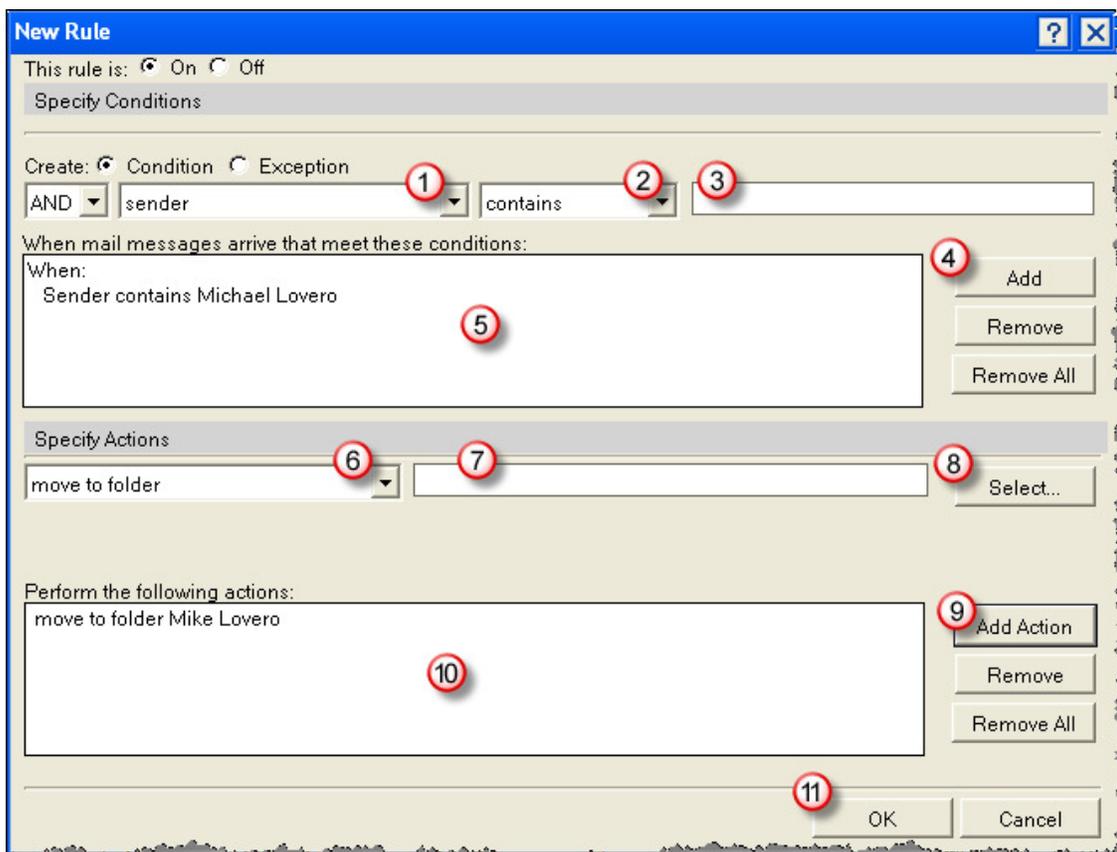


Left-click "New Rule"

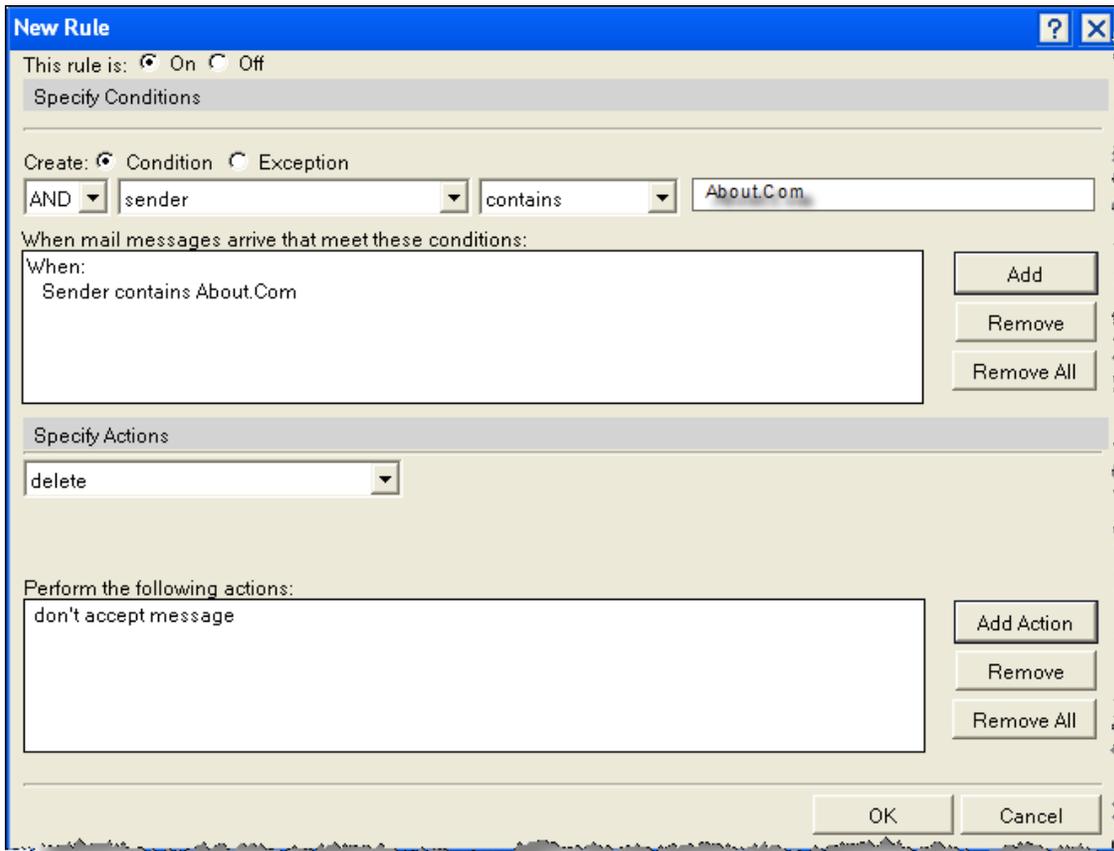


Fill in the following fields:

1. Select from the drop down the field to evaluate
2. Select from the drop down whether it the correct operand.
3. Enter the value to test for.
4. Left-click "Add"
5. Verify the correct field, operand, and value appear in field 5.
6. Select from the drop down the action to take place.
7. Enter the value of the action to take place
8. If a folder left-click "select" to identify the folder.
9. Left-click "Add Action"
10. Verify the action and value appear in field 10.
11. Left-click "OK"



Below is a screen shot of a rule to delete any message from "About.Com"



New rules then appears in the list of rules. All "Enabled" rules appear with a green check mark to the left of the rule.

Disabled rules appear with a clear circle to the left of the rule.

