

Re: 2008: importing 2004 rules + database daemon

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- *From:* Diane Ross <diane@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
 - *Date:* Fri, 14 Mar 2008 19:41:33 -0700
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On 3/14/08 7:02 PM, in article 140320082202008243%loren@xxxxxxxxxxxxxxxx, "Loren" <loren@xxxxxxxxxxxxxxxx> wrote:

Thank you. Well I use rules for all kinds of things -- filtering messages into particular boxes, replying with scripts, etc etc. I don't know about categories, I will look into it if you don't reply with some suggestions.

Rule Basics:

There are 3 different kind of rules in Entourage:

- Mailing List Manager (MLM)
- Junk Mail Filter
- Rules (custom rules you create)

They run in the order listed above. The custom rules also run in the order they are listed. (top runs first)

Use the MLM for all lists. Use rules for the remainder. Try to use categories instead of individual addresses when possible. When a new address is added to a contact in the Address Book then it will automatically be acted on by the rule if you use categories in your rules. See example:

<<http://www.entourage.mvps.org/rules/example/rule002.html>>

1) POP Rules act on a message ONLY when it first arrives in the Inbox (On My Computer), NOT when it arrives in any other folder. Once it's moved to another folder it won't be seen by rules.

2) IMAP Rules are meant to act on a message ONLY when it first arrives in the IMAP INBOX, not when moved to another IMAP folder.

3) Exchange Rules act on a message ONLY when it first arrives in the Exchange Inbox.

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See "Using Rules with Entourage" for help and examples:

<<http://entourage.mvps.org/rules/index.html>>

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Get Started Lesson on using Rules:

Let's say you have no custom rules created. You have a ton of mail in your Inbox and Junk folder . If it's in your Junk folder and it's good mail, select "This is not junk" and add the entry to your Address Book. [IMPORTANT] Having an up to date Address Book is key to managing your mail and using rules. Assign a category to every entry in your Address Book. You can select using command-select to quickly add a lot of entries to one category.

Select the first message in your InBox. Can this message be sorted by a category like Work, Buddy, Family, Announcements, Newsletters? If yes, then assign a category to the contact and set a rule.

My Buddy Rule:

From is in category Buddy

Is not in a mailing list

Move to folder Buddy

Run AppleScript Play sound (I like to use this action so I can hear when I get mail from my buddies)

<<http://www.entourage.mvps.org/rules/sounds.html>>

Look through other email in the Inbox and see if there are other emails there from Buddies. Assign categories to these contacts if you haven't already assigned in your Address Book and run "All Rules". This will move all buddy mail from your Inbox.

Take the next message, create a rule. Can you assign this to a category, or do you need a specialized rule?

Some specialized rules you might want:

Remove incoming attachments with one of the "remove attachment" scripts. They will save, remove and link the saved files to the message, so you can open the file directly from the message.

<http://www.entourage.mvps.org/script/fav_scripts.html#favscript17>

<<http://scriptbuilders.net/files/saveattachments20041.0.0.html>>

Also remove your outgoing attachments with a rule. This is assuming your

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outgoing attachments are stored elsewhere on your computer. No need to have them duplicated and filling up your database.

<<http://www.entourage.mvps.org/rules/example/rule001.html>>

I suggest that you create a rule for Junk Mail where "From is Me".

This catches the real spam where it appears the mail is from you and not mail you send yourself. I like the first example. I haven't met a spammer yet that uses Entourage for a sending client.

Junk Mail where "From is Me"

<<http://www.entourage.mvps.org/rules/example/rule012.html>>

Lastly, you can sort by category, but if you want further customization, you can use a custom mail view on a folder. This will eliminate additional rules. Less rules, less bother.

Learn About Custom Views

<http://www.entourage.mvps.org/custom_views/index.html>

Hope this helps.

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Diane, Microsoft Mac MVP (MVPs are not Microsoft Employees)

Entourage Help Page <<http://www.entourage.mvps.org/>>

Entourage Help Blog <<http://blog.entourage.mvps.org/>>

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