
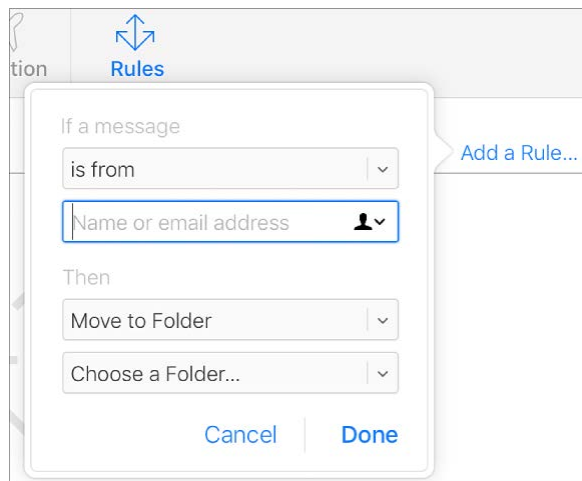


You can set up rules to automatically filter incoming messages or reorganize messages you've already received [using Mail on iCloud.com](#). For example, you can create a rule that sorts messages from a particular sender into a specific folder. You can later edit and delete these rules as desired.

Set up rules to filter email

1. In iCloud Mail, click the Action pop-up menu  in the sidebar, then choose Rules.
2. Click Add a Rule.
3. Specify the filtering conditions.
 - In the “Name or email address” field, enter a sender’s full or partial name, a complete email address, or an email address domain (the part of the email address after the @ symbol).
 - Use the “Then” pop-up menus to set up the behavior of the rule.



4. To add another rule, repeat steps 2 and 3.

If you have multiple rules, they're applied in the order in which they appear in the Rules list. To change the order, drag a rule up or down in the list. You can have up to 500 rules.


5. Click Done.

Important: If you apply rules to a folder and then delete the folder or change its name, make sure to update the rules for those folders accordingly. For example, you can't forward messages to a deleted folder.

Change or remove email filtering rules

1. Click the Action pop-up menu  in the sidebar, then choose Rules.

2. Select a rule you want to change, then do any of the following:

- Change a rule: Click the Info button , specify new filtering conditions in the menus and text fields, then click Done.
- Delete a rule: Select it, then press Delete.
- Delete multiple rules: [Select](#) them, then press Delete.
- Change the order of rules: Select them, then drag them up or down in the list.

When you have multiple rules, they're applied in the order in which they appear in the list.

3. Click Done.

Note: It may take up to 15 minutes for new or changed rules to take effect on incoming messages.