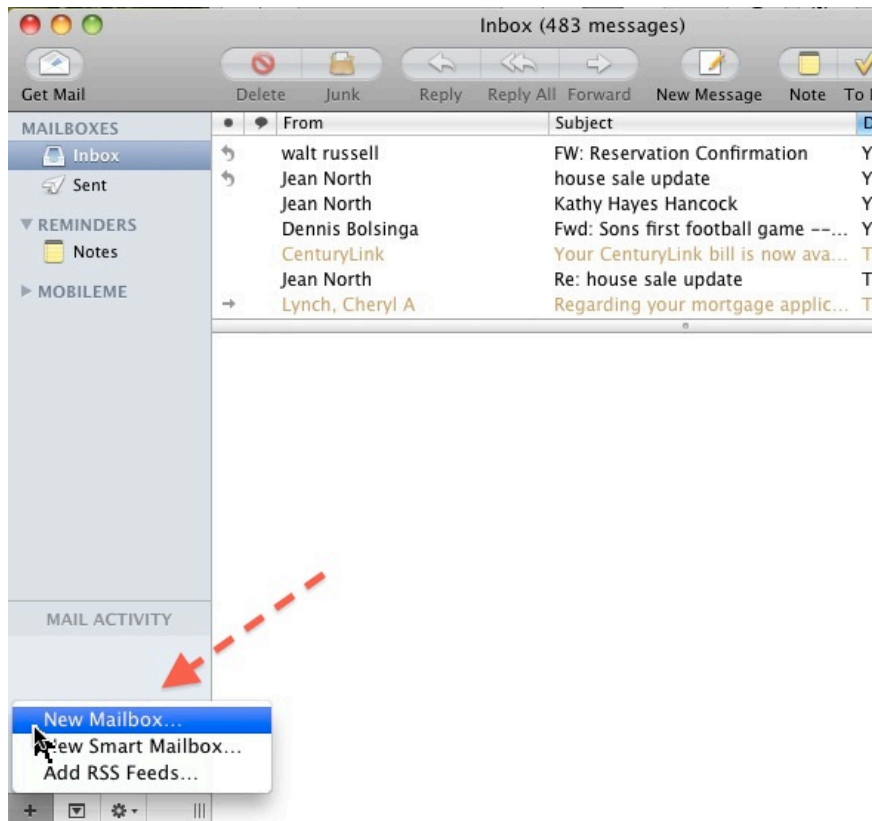


Note- the following example is for Mail in OS 10.6, Snow Leopard. Step 1 below will be different if you are using Lion, because mailboxes are displayed and accessed very differently in OS 10.7. There is a good video tutorial on creating and using mailboxes in Lion at [MacMost Now](#). Once you have created a new mailbox, Step 2, creating the rule to put the AshMUG messages in your new mailbox should be pretty much the same in 10.6 and 10.7.

1. Create a new mailbox

Open mail, click on the + sign in the lower left and choose New Mailbox.



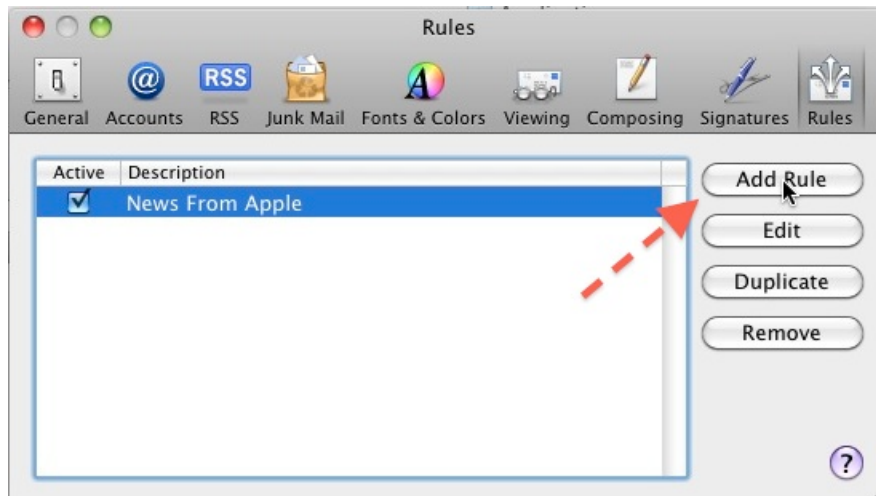
Name the mailbox and decide the location for it. If you put it On My Mac, it will reside only on this computer. If you put it in one of your mail accounts, like MobileMe, for example, it will also be accessible from your other computers, iphones, ipads, etc.



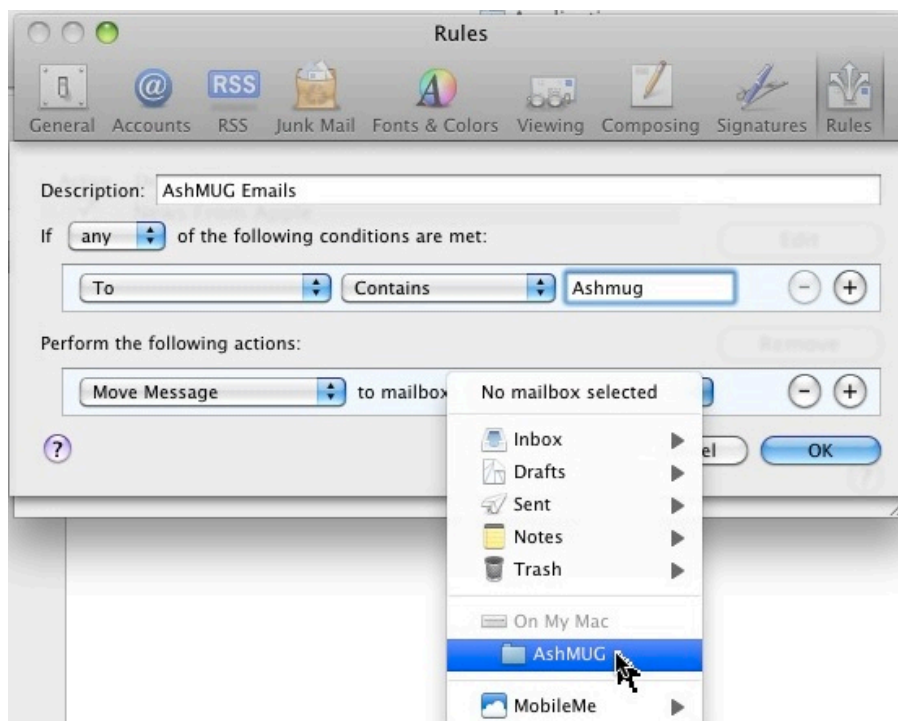
2. Create a Rule to send messages to your new mailbox.

First, in the left sidebar of the main Mail window Click on your In Box to select it.

Now go to Mail/Preferences/Rules and add a rule to send AshMUG mail to your new mailbox.



Set up your rule like this. If you want all Ashmug mail, both Discussion and Announcements to go to this mailbox, Just put Ashmug in the Contains box. If you only want Discussion messages to go to the AshMUG mailbox, put in Ashmug Discussions. Select Move Messages and select your new mailbox as the destination.



Click OK. In the next screen, if you would like any ashmug messages that are already in your In Box moved to the AshMUG mailbox, click Apply.



You are done. Any new messages matching the rule criterion will be put in the AshMUG mailbox instead of the In Box. You can also manually drag messages from one mailbox to another, for instance if a friend sends you a message about Ashmug and you want to move it from your inbox and put it with the others.