

Using Filters in Mozilla Thunderbird

Macintosh and Windows

Thunderbird will not import Eudora filters. If you have any filters in Eudora (other than one to copy messages you send into the Dominant Sent mailbox) you will need to recreate them in Thunderbird.

Recreating Your Eudora Filters

If you have a large number of filters and would like a rough list of how they were set up, you can print out the Eudora Filters text file. The file is located at:

Macintosh Users:

Macintosh HD\Users\your_userid\Documents\Eudora Folder\Eudora Filters

Windows Users:

C:\Documents and Settings\your_userid\Application Data\Qualcomm\Eudora\Filters.pce

You can open this file in Word and print it out. You'll see text somewhat like this:

Each filter entry will begin with a line starting with "rule" as seen on the right. The first filter in this example is one for copying outgoing messages into the Dominant Sent mailbox. This filter can be ignored.

This example filter is for spam. Below "rule" is the action that will be taken, which is "transfer." Next to "transfer" is the mailbox that the messages affect by this filter are sent to. Next to "header" is the header the filter checks. Next to "verb" is how the filter checks the header. Next to "value" is the criteria the filter checks for. So, interpreting this filter, it shows that messages are transferred to the 'Junk' mailbox if the 'Subject:' header contains 'SPAM:'

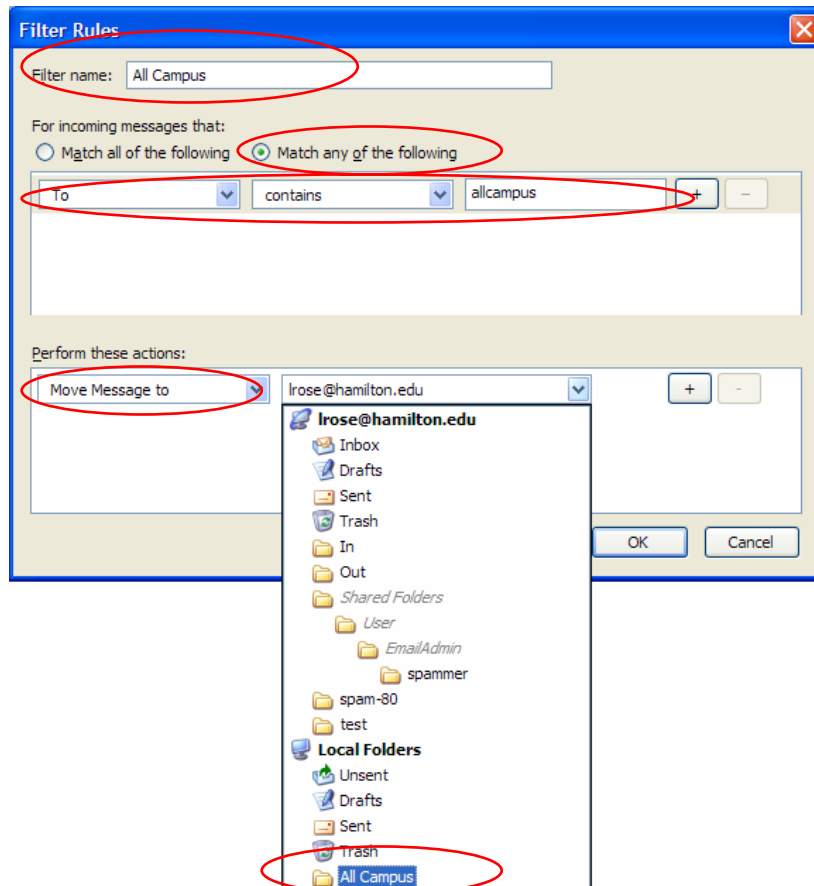
```
rule From:cforte@hamilton.edu
copy Imap\Dominant\Sent\Sent.mbx
outgoing
header From:
verb contains
value cforte@hamilton.edu
conjunction ignore
header
verb contains
value -----
rule Subject:SPAM:
transfer Junk.mbx
incoming
header Subject:|
verb contains
value SPAM:
conjunction ignore
header
verb contains
```

Gathering this general information about your Eudora filters (what criteria it looks for, which header it looks in, and what it does with the message) will be very useful in recreating them in Thunderbird. Creating a filter in Thunderbird is addressed in the next section of this document.

Creating Filters

The following is an example of how to make All Campus messages automatically transfer to a local folder/mailbox called "All Campus". The directions are the same on Macintosh and Windows.

1. First, make sure you've already created the destination folder/mailbox.
 - a. In the Thunderbird menu, click on **File → New → Folder**.
 - b. In the box that appears, type **All Campus** in the *Name:* box.
 - i. In the *Create as subfolder of:* dropdown, Select **Local Folders → use this for the parent**.
 1. If you want the folder/mailbox to be stored on the e-mail server, select **userid@hamilton.edu**
 - c. Click **OK**.
2. From the **Tools** menu, select **Message Filters**.
3. If you manage multiple e-mail accounts, select the account to apply the filter to in the *Filters for:* dropdown menu.
4. Click on **New**.
5. Ensure **Match any of the following** is selected in the *For incoming messages that:* section.
6. Select **To** in the dropdown menu that says *Subject*.
 - a. You can also add additional criteria to filter on by click the +.
7. Choose **contains** or **begins with** in the second dropdown menu.
8. In the box to the right of *contains*, type **allcampus**.
9. Select **Move Message to** under *Perform these actions* section.
10. Select your **All Campus** folder/mailbox in the second dropdown menu.
 - a. If you want to perform additional actions with the message click on the +.
11. Click **OK**.



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