

Yahoo Mail™

Yahoo mail has come a long way in the past few years, and of all of the “free” email programs, the Yahoo Beta works the best with sorting and maintaining emails. Yahoo Beta is a free upgrade from regular Yahoo mail. You may have been asked or seen the link to upgrade when you have signed into your mailbox. Yahoo Beta provides a “reading pane” so that you can highlight the email you wish to see, and view the contents in the box below. You can easily scroll through messages using the “up and down” arrows on your keyboard. For users in consolidated and coordinated actions, you will be able to view the title of the document, including the individual case name and number, without having to open the message. You can upgrade to Yahoo Beta by clicking the “upgrade” link at the top of the page. Once upgraded, Yahoo will automatically sign you into Beta when you log into your mailbox. You can also switch back at any time by clicking the “switch back” link also at the top of the page.

We also recommend upgrading to Yahoo Plus. This application is only \$19.95 for the year, and allows you nearly unlimited mailbox space, spam protection, and eliminates the annoying ads on the top and sides of your screen.

To set up a folder in Yahoo® Mail Beta:

- Locate the “My Folders” section of your mailbox on the left-hand side of the screen.
- Click the “Add” link to the right of “My folders.”
- In the space provided, enter a title for the folder, i.e. *CaseHomePage* or CHP and click “Enter” to save.

To set up a filter in Yahoo® Mail Beta:

- Click on the “Options” link at the top right-hand side of the page.
- Select “Mail Options.”
- Select “Filters” on the left side of the page.
- Select “Create or Edit Filters.”

- Select "Add."
- Enter a "Filter Name" in the space provided. Make the name something easy for you to remember.
- Enter a "Rule" in the spaces below. If you wish to have all *CaseHomePage* emails directed to one folder, in the "From header," enter "Site Administrator" in the space provided. If you wish to set up multiple folders and filters for multiple cases, you can enter "Site Administrator" in the "From" field and the case name (as it appears in the beginning of your document titles) in the box next to "Subject." Don't check the "Match Case" boxes on the right as this will mandate that you enter all filter rules with the proper capitalization.
- Then, select the folder you created earlier by clicking the down arrow next to "choose folder."
- Finally, click "Add Filter" at the bottom left of the screen.
- If you have more filters to add, you may do so now, otherwise, close out of all internet windows, re-open your internet browser and sign back into Yahoo Beta.

Emails from *CaseHomePage* will now be directed to the designated folders and will not go to your inbox!