



CASEHOMEPAGE

Managing Your Documents Is Our Only Business

Yahoo!® Mail

You can create a folder and filter in Yahoo!® Mail to route emails from CaseHomePage to a specific location.

1. Go to www.yahoo.com and log in to your account

To Create a Folder:

2. In the navigation pane on the left-side of the screen, right-click on “Inbox”
3. Select “New Folder” from the menu
4. Enter a name for the folder you are creating and click “OK”

To Create a Filter:

5. Find a message from the CaseHomePage “Administrator”
6. Select the message and right-click on it
7. Select “Filter Emails Like This”
8. In the “Name” field, enter a name for the Filter
9. Make sure that the information next to “Sender” shows “contains” in the drop-down menu. In the field to the right, make sure that info@casehomepage.com appears
10. **If you want email from CaseHomePage to be placed in different locations by case,** make sure that the information next to “Subject” shows “contains” in the drop-down menu. In the field to the right, enter “New Document Added to Your Case Name Here”. If you don’t know the case name as designated on the website, you can find it by looking at an email from CaseHomePage. The case name appears at the beginning of the filename of every document posted to the website, and in the subject line of every email notice. You will need to create a rule for each case. (If you want all email from CaseHomePage to go to a single location, skip this step.)
11. In the section “Then move the message to” select the folder you want the emails to route to and click “Save”
12. A window will appear with the message “Your filter has been added successfully”. Click “OK”

Designated emails from **CaseHomePage** will now route to the appropriate folder(s) automatically.