

Do you need a tool to help you sort, file, mark or move Solo & Small Firm Section listserv messages from your regular email? Think about establishing a rule!

Before you get started, think about how you want these messages sorted. Do you want them to arrive in their own folder separate from your inbox? If so, you need to create a new folder first (if you haven't already).

- How to Create a New Folder for Outlook, Gmail, Yahoo, etc. (click on the appropriate platform you use to see the instructions on how to create a new folder)

Now you are ready to set a rule. Below is a list of the many platforms lawyers use to manage their email.

- Choose the correct version or platform (your office uses) to see the general instructions on how to set a rule.

Outlook users:

1. Right click on a **Solo & Small Firm Section listserv email** in your inbox from **solofirm@scbar.org**
2. Click the Rules link
3. Select Create Rule
4. Check the box beside From solofirm@scbar.org
5. Check Move the Item to Folder (then change the folder to the folder you created earlier (Example: SSF Listserv Emails))
6. Click OK.
7. A pop-up window will prompt you to select whether you want it to run the rule now on your Inbox. Select OK if the rule is set up properly with these steps only.
8. Click OK.
9. Now, go to the folder "SSF Listserv Emails" or whatever you named it under your Inbox folder.
10. Did the listserv emails appear there? (Yes? Congratulations! You did it!) (No? Call us (803)799-6653, extension 118 or 183 for further assistance or [click this link: Outlook for Office 365, Outlook 2019, Outlook 2016, Outlook 2013, Outlook 2010](#)).

Gmail users:

1. Open Gmail
2. Check the checkbox next to the listserv email you want. Example any email that says solofirm@scbar.org.
3. Click More (three dot button on your menu)
4. Click Filter Messages like these.
5. Make sure the email address in the From box says solofirm@scbar.org
6. Click the Create Filter button
7. Check Apply the label: Choose the label/folder you created called SSF Listserv Emails (or whatever you named it)
8. Click Create Filter
9. Gmail does not automatically move these emails so you'll need to slide them over to the label "SSF Listserv Emails" (or whatever you named it)
10. Did the listserv emails appear there? (Yes? Congratulations! You did it!) (No? Call us (803)799-6653, extension 118 or 183 for further assistance or click this link [Gmail](#))

Yahoo users:

1. Select Settings icon
2. Click Filters
3. Click Add
4. Enter a Filter Name
5. Enter the Filter Criteria (choose from solofirm@scbar.org and ask it to move these emails to the folder you created – see next step)
6. Select the folder you previously created called SSF Listserv Emails (or whatever you named it)
7. Click Save.
8. Click Save again to return to your emails.
9. Yahoo does not automatically move these emails so you'll need to slide them over to the folder "SSF Listserv Emails" (or whatever you named it)
10. Did the listserv emails appear there? (Yes? Congratulations! You did it!) (No? Call us (803)799-6653, extension 118 or 183 for further assistance or click this link [Yahoo](#))

For other platforms, contact your provider for instructions.