In Outlook Express

Create a new folder under your local folders in Outlook Express. Call this whatever is applicable for you (Archived Email is a suggestion). This folder will be used to store a copy of every message that is downloaded into your email program. Messages will still appear in your Inbox. Essentially, you'll have 2 sets of messages.

Once done – proceed with creating the rule:

Click on **TOOLS – Message Rules – Mail**
This will bring up a **New Mail Rule** box

(1)   *Select the conditions for your rule:*
        Check the box – For all messages (use the side scrollbar to get to it)

(2)   *Select the actions for your rule:*
        Check the box – Copy it to the specified folder

(3)   *Rule description:*
        Find the statement: Copy it to the specified folder
        Click on the word specified. This will bring up your listing of Outlook Express folders. **Select the folder** that you created for the copies of your messages. **Click OK.** This will change the statement to say the exact folder you selected. **Click OK.**

(4)   *Name of rule:*
        You can change this to be significant to the reason you create the mail. (Ex: Copies of Messages)

Click OK or Apply and close (it might even close automatically after clicking OK)

In Microsoft Outlook

Create a new folder under your local folders in Microsoft Outlook. Call this whatever is applicable for you (Archived Email is a suggestion). This folder will be used to store a copy of every message that is downloaded into your email program. Messages will still appear in your Inbox. Essentially, you'll have 2 sets of messages.

Once done – proceed with creating the rule:

Click on **TOOLS – RULES WIZARD**
This will bring up a Rules Wizard window

The first option is under: Apply changes to this folder – select **INBOX**. On the righthand side, click on the **NEW** button. A window will appear – select **START FROM BLANK RULE**. Highlight **CHECK MESSAGES WHEN THEY ARRIVE** – click **NEXT.**

The next option is: WHAT CONDITIONS DO YOU WANT TO CHECK? – select **THROUGH SPECIFIED ACCOUNT**. Go down under **RULE DESCRIPTION** and click on the word **SPECIFIED**.

An account window will appear. Select the **POP.TDS.NET** account – click **OK** – click **NEXT**.

The next option is: WHAT DO YOU WANT TO DO WITH THE MESSAGE? – select **MOVE IT TO THE SPECIFIED FOLDER.** Go down under **RULE DESCRIPTION** and click on the word **SPECIFIED**. A box appear, **select the folder** you created for saving a copy of your messages (ex: ARCHIVED EMAIL). Click **OK** – Click **FINISH** – Click **OK**.