

Aol Instructions

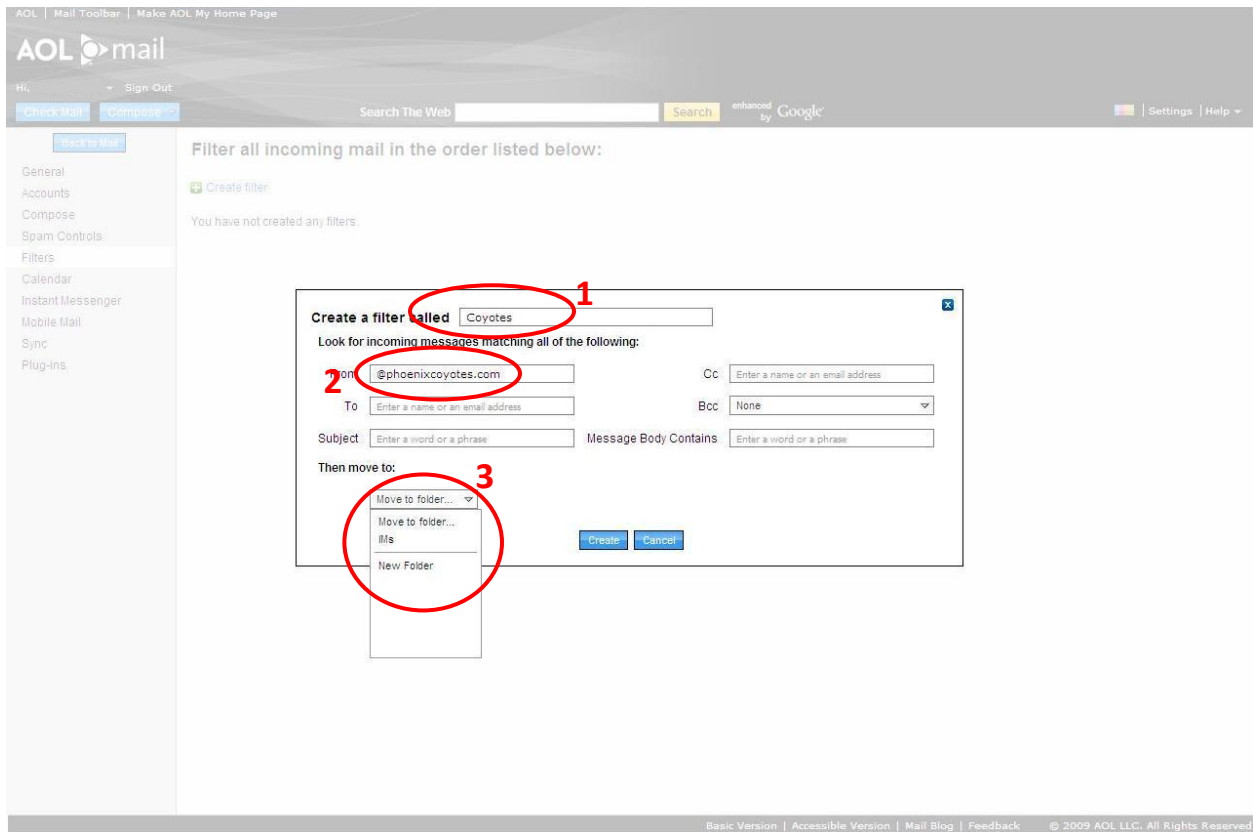
- 1) Open AOL Mail and click on “Settings” in the upper righthand corner
- 2) Click on the “Filters” tab

The screenshot shows the AOL Mail interface. At the top right, the 'Settings' link is circled in red with a red number '1' below it. On the left sidebar, the 'Filters' link is circled in red with a red number '2' next to it. The main content area is titled 'General Settings' and includes sections for Pop-up Windows, Reading, New Mail, Vacation Response, Auto Sign Off, Contacts, and Other Mail Options. At the bottom of the page, there is a footer with links for Basic Version, Accessible Version, Mail Blog, Feedback, and a copyright notice for AOL LLC.

1) Click on "Create filter"

The screenshot shows the AOL Mail web interface. At the top, there is a navigation bar with the AOL logo and 'mail' text. Below this, there are links for 'Check Mail' and 'Compose', a search bar with the text 'Search The Web', and a 'Search' button. The main content area is titled 'Filter all incoming mail in the order listed below:' and contains a single button labeled 'Create filter' with a small green icon to its left. This button is circled in red, and a large red number '1' is placed to its right. Below the button, the text reads 'You have not created any filters.' The left sidebar contains a list of menu items: 'General', 'Accounts', 'Compose', 'Spam Controls', 'Filters', 'Calendar', 'Instant Messenger', 'Mobile Mail', 'Sync', and 'Plug-ins'. The footer of the page contains links for 'Basic Version', 'Accessible Version', 'Mail Blog', 'Feedback', and a copyright notice for AOL LLC.

- 1) Name the filter
- 2) Type “@phoenixcoyotes.com” into the “From:” box
- 3) Select the “Move to folder...” drop down and select “New Folder”
- 4) Name the new folder
- 5) Click “Create”



Repeat the steps on pages 2 and 3, however, instead of “@phoenixcoyotes.com”, enter “@coyotesmarketing.com”

From now on, all emails from the Phoenix Coyotes will be placed in this new folder, rather than the Spam folder.