

# reMARK

*Guide to folders*



## Welcome

In this guide you will learn to create folders in reMARK. We will go through standard folders, smart folders and search folders.

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## 1.1 | *Standard folders*

Standard folders have no defined filter criteria. Instead you archive emails manually, using drag and drop or by using the short key [Ctrl+Q](#).

You create a folder by right-clicking on the folder you want to be the parent folder and choosing [new folder](#). A pop-up will appear.

**1:**

Start by naming the folder in the first line.

**2:**

Permissions lets you choose who can see the content of the folder. Click to see a dropdown with the options. [Private](#) indicates that only you can see the content. [Custom](#) lets you specify who can see the content. [Public](#) means that everyone can see the content.

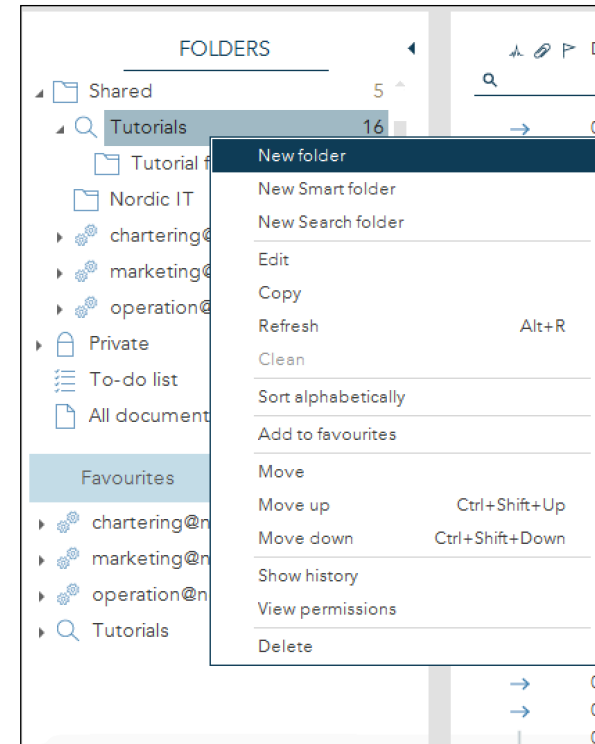
**3:**

Choose who can edit the folder in the future.

Tick [only me](#) if no one else should edit. If you wish to allow other users to edit, choose [everyone](#).

When you are done creating the new folder, press [save](#).

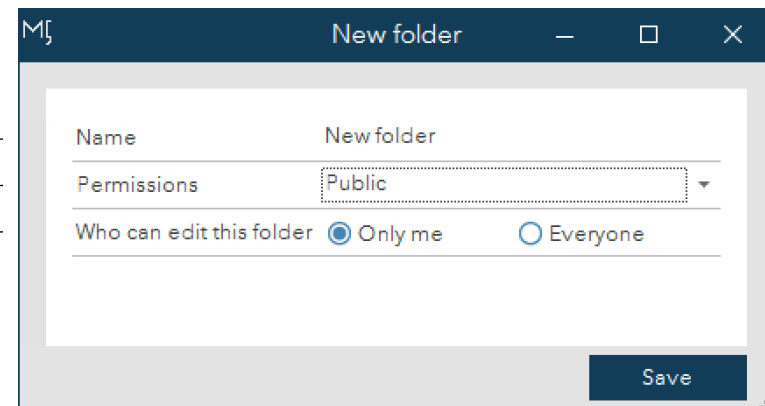
You can modify your folder by right-clicking it and choosing [edit](#). A pop-up will appear. Here you can change the name, edit permissions and change who can edit. Register the modifications by pressing [save](#).



1 ———

2 ———

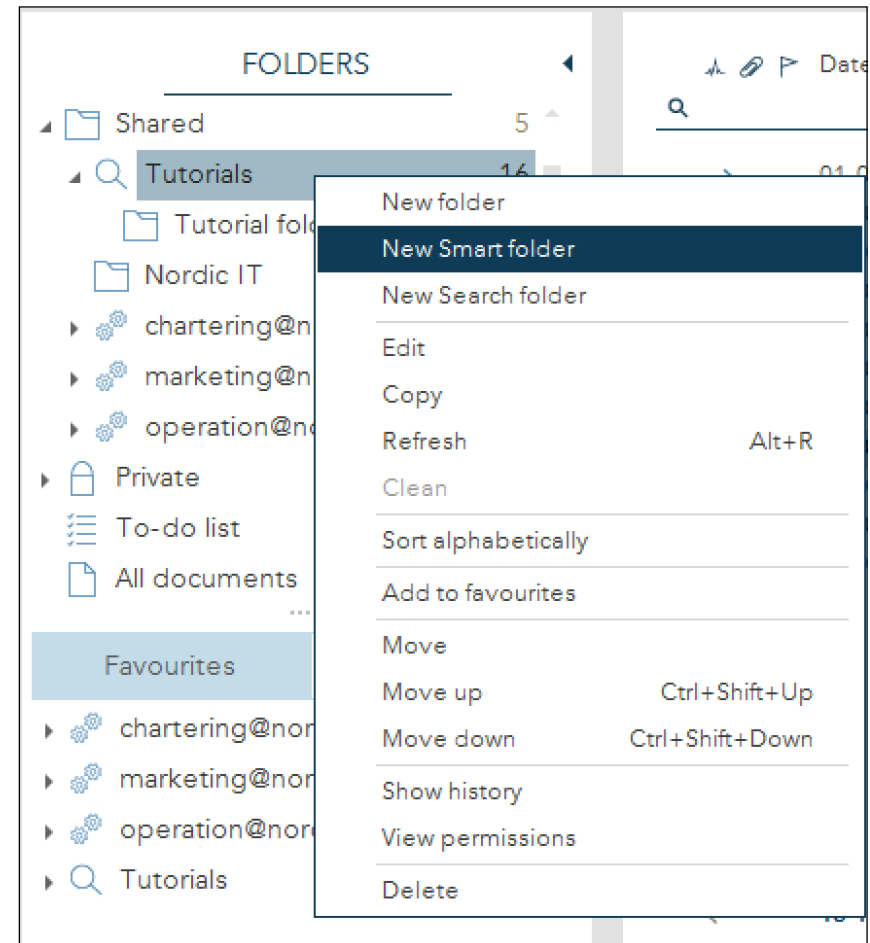
3 ———

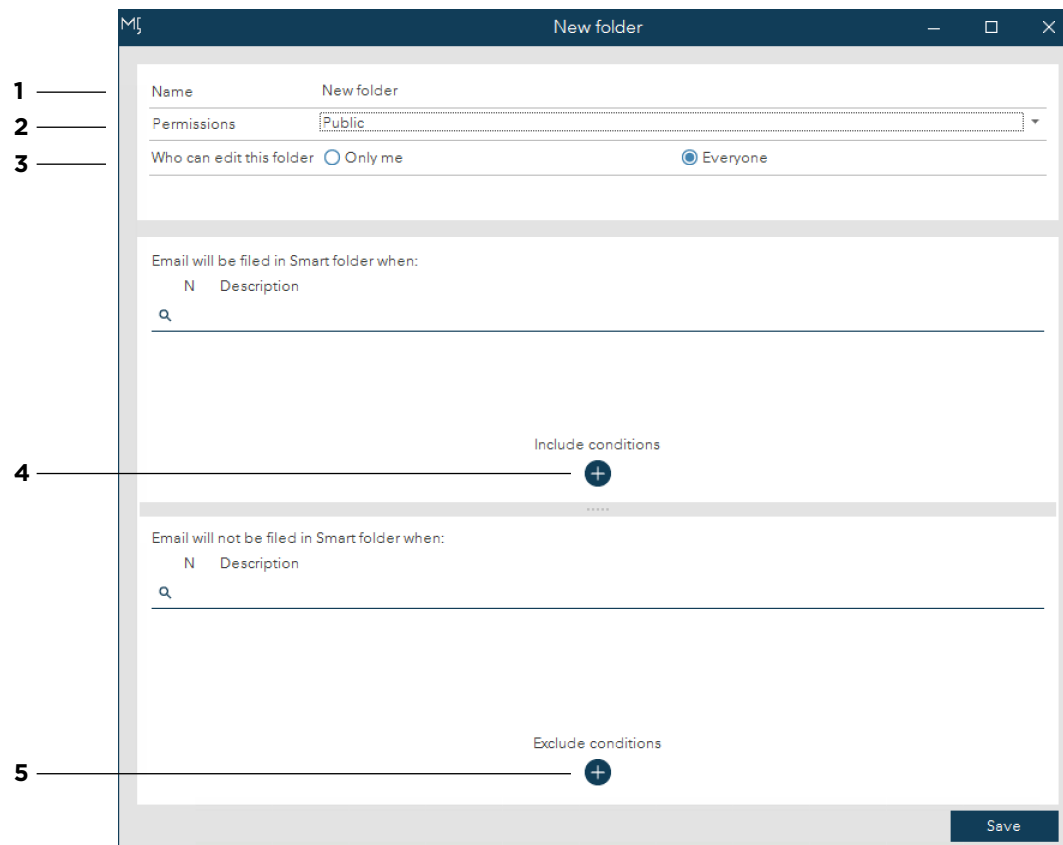


## 1.2 | *Smart folders*

Smart folders, formerly known as filter view folders, are folders that allow you to set up predefined conditions that filters emails into the folder. Emails are filtered when they arrive in the system. That means that smart folders filter from the time of their creation and forward.

To create a new smart folder, right-click on the folder you want to place the new folder in and choose [new smart folder](#). A pop-up will appear.





**1 |** First, [name](#) the folder.

**2 |** [Permissions](#) lets you choose who can see the content of the folder you are creating. Click to see a dropdown where you can choose private, custom or public. [Private](#) indicates that only you can see the content. [Custom](#) lets you specify who can see the content. [Public](#) means that everyone can see the content.

**3 |** Choose [who can edit the folder](#) in the future. Tick [only me](#) if no one else should edit. If you wish to allow other users to edit, choose [everyone](#).

Below you define the conditions that determines what emails get filtered into the folder. You have the option to [include conditions](#) and [exclude conditions](#).

**4 |** When you [include conditions](#), matching emails will be placed automatically in the folder, as they arrive. Click the [+](#) sign just below include conditions.

**5 |** On the contrary, when you [exclude conditions](#), emails with matching conditions will be excluded from the smart folder. To exclude conditions, click the [+](#) sign below [exclude conditions](#).

The screenshot shows the 'Include condition' dialog box with the following elements:

- 1** | Subject or Message: (dropdown menu)
- 2** | From or To: Enter address (dropdown menu)
- 3** | Mailbox: All (dropdown menu); Direction: Any (dropdown menu)
- 4** | Priority: All (dropdown menu); Creator: All (dropdown menu)
- 5** | Attachment: Enter name (text input field)
- 6** | WITH ATTACHMENTS (button)

A 'Save' button is located at the bottom right of the dialog.

A pop-up will appear where you can set up conditions for the new Smart folder.

**1** | Here you enter [text](#). Use the dropdown to choose text in either [subject](#), [message](#) or [both](#). Now type in what you want the folder to search for.

**2** | Set the folder to search through content related to specific [email addresses](#). Use the left dropdown to choose if the email is either from, sent to or both. Now, type in the email address in the text field.

**3** | In these fields you can select specific [mailboxes](#) and/or

[direction](#). Just tap the field of interest and you will be able to choose from the dropdown that appears.

**4** | In these fields you can select specific [priority](#) and/or [creator](#). Just tap the field of interest and you will be able to choose from the dropdown that appears.

**5** | In these fields, you can enter text to search for a specific [attachment](#).

**6** | The last row is clickable and you can enable [with attachments](#).

When you have entered your criteria, press [save](#).

The condition will now be visible from the list and incoming emails will automatically be filed in the smart folder.

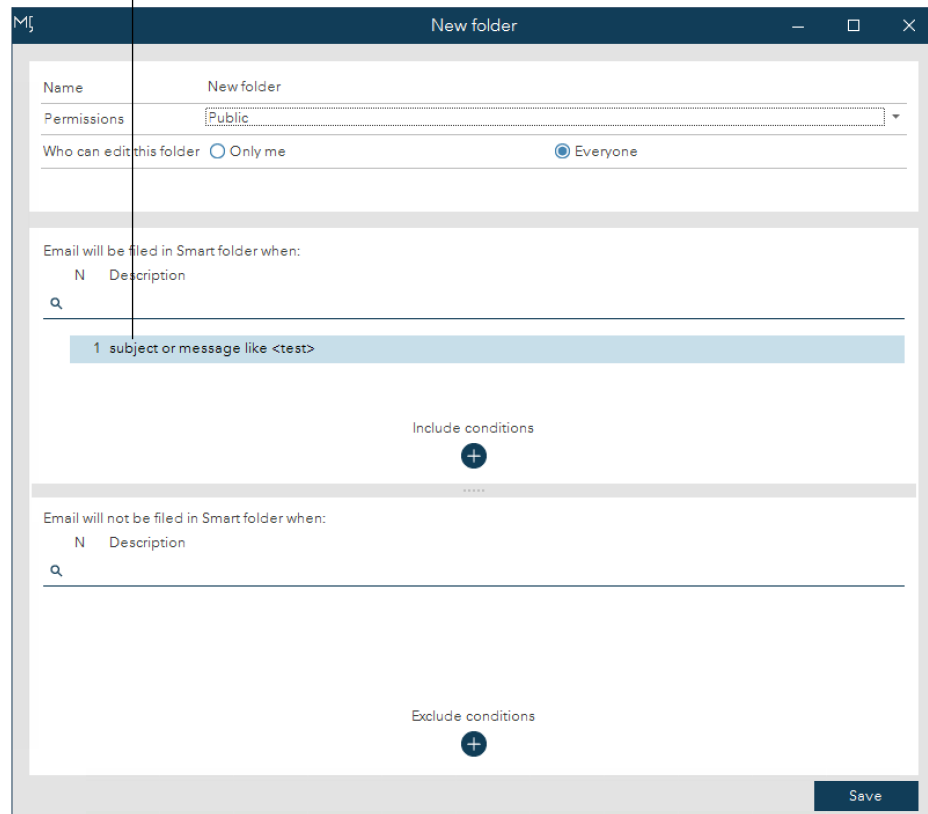
To exclude conditions, click the + sign below exclude conditions. A similar pop-up opens.

Follow the same procedure as when you included conditions. When you are done, press save. You now see an overview of conditions.

When you are done, press save.

You can now view your new smart folder in the folder list.

The condition is visible here



Name: New folder

Permissions: Public

Who can edit this folder:  Only me  Everyone

Email will be filed in Smart folder when:

N Description

1 subject or message like <test>

Include conditions +

Email will not be filed in Smart folder when:

N Description

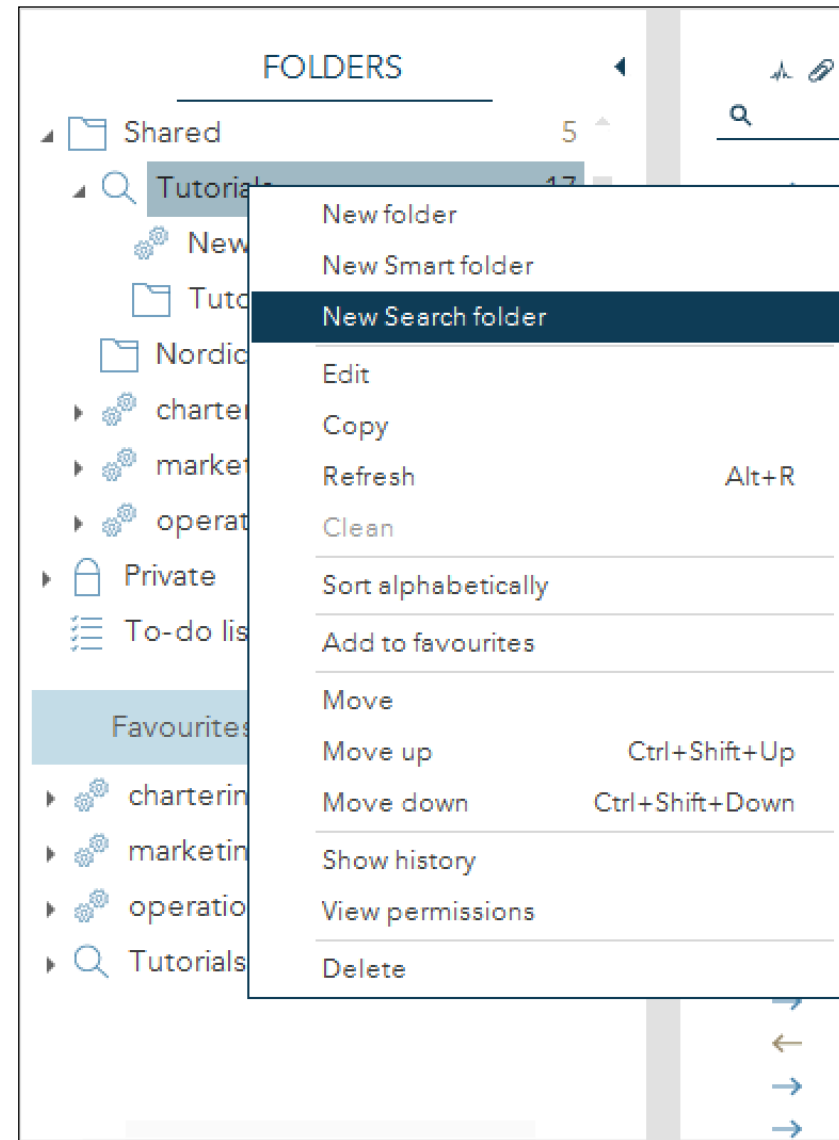
Exclude conditions +

Save

### 1.3 | *Search folder*

Search folders can be useful if you need a folder of emails with specific conditions going both back and forward in time.

To create a new search folder, right-click on the folder you want to place the new folder in and choose [new search folder](#).





A pop-up will appear where you can set up criteria for the new search folder.

**1 |** First, [name](#) the folder.

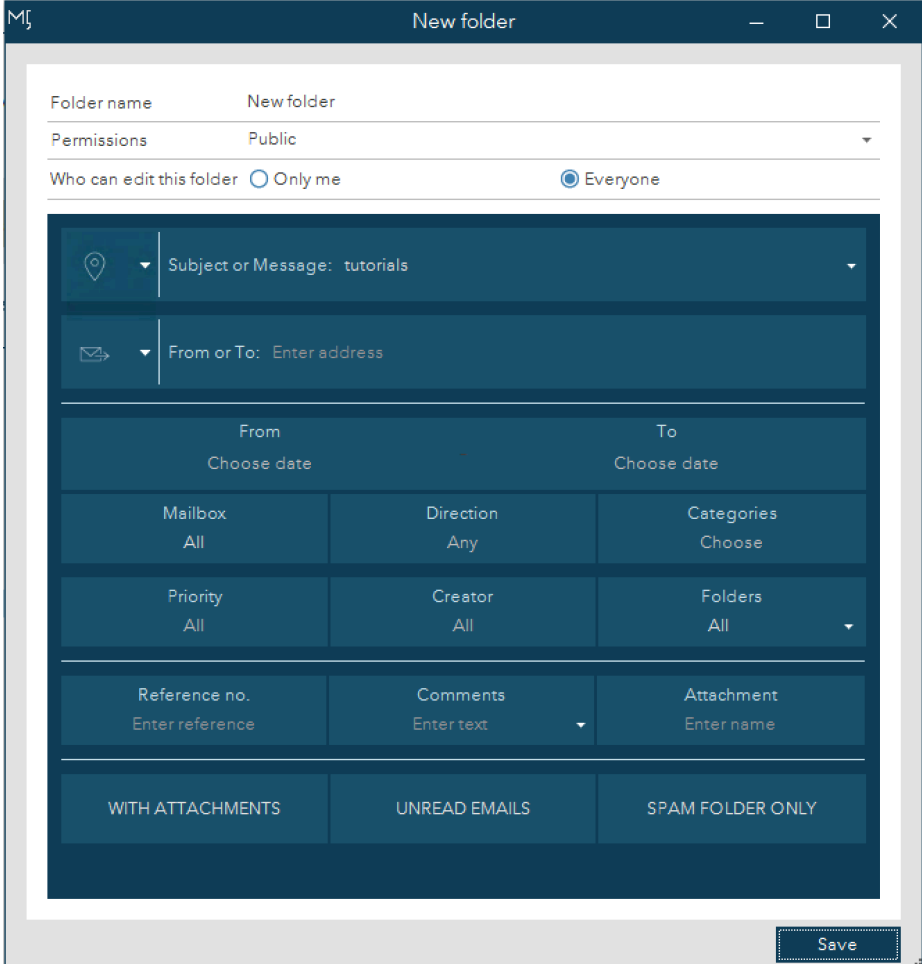
**2 |** [Permissions](#) lets you choose who can see the content of the folder you are creating. Click to see a dropdown where you can choose private, custom or public. [Private](#) indicates that only you can see the content. [Custom](#) lets you specify who can see the content. [Public](#) means that everyone can see the content.

**3 |** In the next line, choose [who can edit the folder](#) in the future. Tick [only me](#) if no one else should edit. If you wish to allow other users to edit, choose [everyone](#).

In the blue area, you fill in the search criteria:

**4 |** Here you set the folder to search through [text](#). Use the dropdown to choose to search for text in [subject](#), [message](#) or [both](#), then simply type in what you want the folder to search for.

**5 |** Set the folder to search through content related to specific [email addresses](#). Use the left dropdown to choose if the email is either [from](#), [sent to](#) or [both](#). Now, type in the email address in the text field.



**1** — Folder name New folder

**2** — Permissions Public

**3** — Who can edit this folder  Only me  Everyone

**4** — Subject or Message: tutorials

**5** — From or To: Enter address

From	To	
Choose date	Choose date	
Mailbox All	Direction Any	Categories Choose
Priority All	Creator All	Folders All
Reference no. Enter reference	Comments Enter text	Attachment Enter name
WITH ATTACHMENTS	UNREAD EMAILS	SPAM FOLDER ONLY

Save

**6** | Define a specific period of time. A calendar will open where you can select start and end [dates](#).

**7** | In these fields you can select specific [mailboxes](#), [direction](#) and/or [categories](#). Just tap the field of interest and you will be able to choose from the dropdown that appears.

**8** | In these fields you can select specific [priority](#), [creator](#) and/or [folders](#). Just tap the field of interest and you will be able to choose from the dropdown that appears.

**9** | In these fields, enter text to search for a specific [reference number](#), a [comment](#) or an [attachment](#).

**10** | The last row is clickable and you can enable and disable the following options: [with attachments](#), [unread emails](#) and/or [spam folder only](#).

When you have entered your criteria, press [save](#).

You now created a new search folder that instantly places the matching emails from the system in the search folder. Going forward, new emails matching the criteria will be shown in the folder as well.

