# COX Email?

Are not receiving emails from Karen or Pastor Cassie?
They may be going to your Junk Mail.

*where to start*

To help ensure that incoming email from certain senders or entire domains do or do not get routed to specific folders, you can create, edit, and delete rules. Verify that all filter conditions and subsequent rule processes are correct and will function as you intend before saving your new or edited filter rules.

- From the Cox Email inbox on the upper right-hand side of the toolbar, click the Settings icon.
- From the pop-up window, click All Settings.
- Click the drop down menu Inbox.
- Then Click Filter Rules.
- In the Mail Filter Rules window, click Add new rule.
- From the Create new rule window, complete the following fields.
- Rule name
- Conditions, click Add condition and from the drop-down menu select the applicable items.
- Actions, click Add condition and from the drop-down menu select the applicable items.
- Click Save.

*please contact the office if you need help.*