Managing iZento Emails

You have several options if you want to divert incoming emails to folders for later review.

- Filter all emails to a folder by **Sender** using our email address "api@izento.com".
- Filter into 2 different folders by **Subject**, with "Successful Trip" emails going to one and "Update" emails going to another. You do this by filtering on the Subject "Your Trip Journal" or "Please Update ResCard" instead of filtering by the sending email address as in option 1 above.

We've included instructions for Gmail, Outlook and Yahoo email clients.

Gmail email filters

Use a message to create a filter

1. Open Gmail.
2. Select an iZento message in your message list.
3. Click the **More** button, then **Filter messages like these**.
4. Enter your filter criteria in the appropriate field(s).
5. Select **Skip the Inbox (Archive it)** and **Apply the label:** when you create your filter.

When you create a filter to forward messages, only new messages will be affected. Any existing messages that the filter applies to will not be forwarded.

More about Gmail labels/folders & filters: http://www.wikihow.com/Move-Mail-to-Different-Folders-in-Gmail

Outlook email filters

Let Outlook 2007, 2010 & 2013 file iZento's email messages automatically:

1. Click with the right mouse button on a message from iZento Vacation API
2. Select *Create Rule...* from the menu that comes up.
3. To **filter by sender** make sure *From iZento Vacation API* is checked.
4. This choice will send all emails from iZento Vacation API to the specified folder
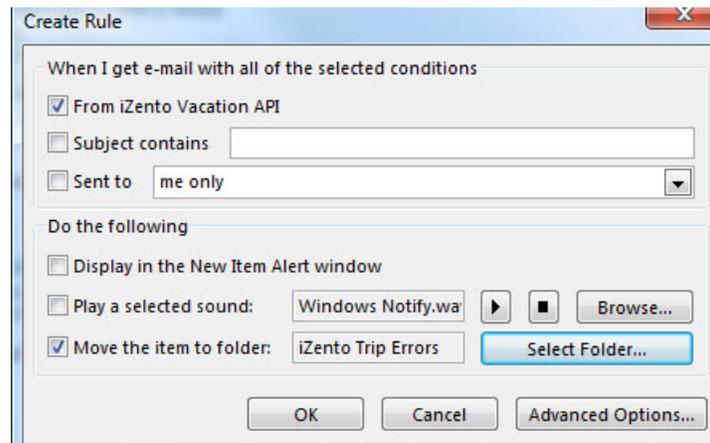
Or you can alternately set up 2 folders, and **filter by subject**, sending successful trip journal alerts to one (*Subject: Your Trip Journal*) and update requests (*Subject: Please Update ResCard*) to another folder.

*This example shows how to set up an email filter for **success** emails based on subject:*
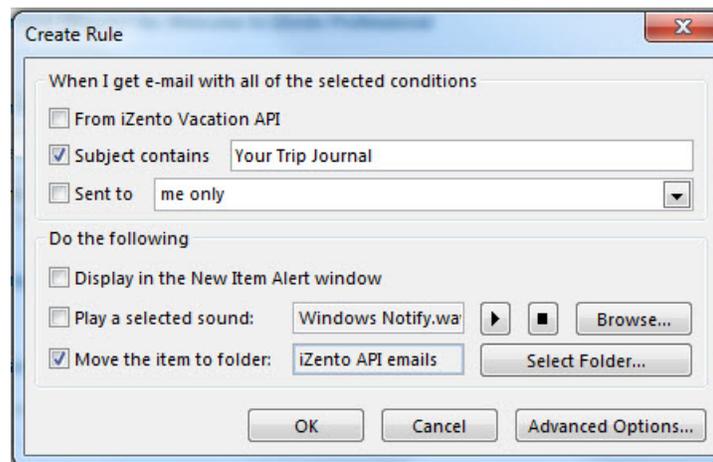
5. Also check *Move the item to folder:*
6. Click *Select Folder....*
7. Highlight the desired target folder or click to create a new one.
8. Click *OK*.
9. Click *OK* again.
10. To move all existing messages to the filter's target folder right away, check *Run this rule now on messages already in the current folder*.
    o Either way, the rule will automatically file all newly incoming messages in the future, of course.

Yahoo email filters

Let Yahoo email file iZento's email messages automatically:

1. In the upper-right corner of your Yahoo! Mail page, mouse over the **Settings menu icon** ⚙ | then select **Settings**.
2. Click **Filters**
3. Click **Add**.
4. Enter a **Filter Name**.
5. Enter the filter criteria:
    a. **Sender -** The person who sent the email.
    b. **Recipient -** Your email address.
    c. **Subject -** Text held within the subject field of an email.
    d. **Email body -** Text held within the body of an email.
6. Select a folder to deliver the selected emails in.
   - You can also select **New Folder** to create a new one.
7. Click **Save**.
8. Click **Save** again to return to your emails
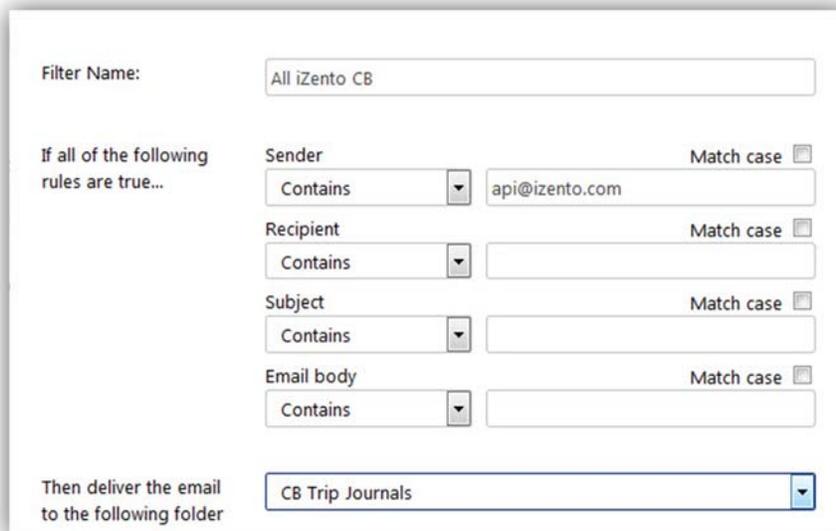
Filter Name:	All iZento CB	
If all of the following rules are true...	Sender	Match case ☐
	Contains ▾	api@izento.com
	Recipient	Match case ☐
	Contains ▾	
	Subject	Match case ☐
	Contains ▾	
	Email body	Match case ☐
	Contains ▾	
Then deliver the email to the following folder	CB Trip Journals	▾

*This setting will filter **all emails** from api@izento.com*

*This setting will filter **update** emails with "Please Update ResCard" in the Subject.*

*This setting will filter **success** emails with "Your Trip Journal for ResCard" in the Subject.*

New incoming messages that match your set criteria will now be delivered directly to your selected folder. It's not possible to move emails that have already arrived in your account using filters.

More about Yahoo email filters: https://help.yahoo.com/kb/check-email-filters-sln15994.html