1. Open up Lotus Notes and go to your inbox.
2. On the left-hand column, where your folders are located, click on the “Rules” folder (see figure 1)
3. Click on “New Rule” on the top, green bar. A pop-up box will appear. There are 2 sections to this pop-up box. The first one tells Lotus Notes what email addresses or subjects it needs to take action against. The second section tells what action to take against it. Here are some various examples:

Figure 1
Example 1: Blocking a single email address

1) Under “Create Condition”, leave the drop-down marked “sender” alone. The drop-down list next to it that says, “contains” should be changed to “is”. In the blank field next to it, type in the email address you wish to block. Underneath that, click the “add” button to add the information you just entered.

2) Drop-down the list that says, “move to folder” and select “delete”. Click the “Add Action” button to add the information you selected.

3) See figure 2.

Figure 2
Example 2: Blocking all addresses from the same host.

1) Under “Create Condition”, leave the drop-down marked “sender” alone. The drop-down list next to it that says, “contains” should also be left alone. In the blank field next to it, type in the host address you wish to block. A host address is the part of the email address that is after the @. Underneath that, click the “add” button to add the information you just entered.

2) Drop-down the list that says, “move to folder” and select “delete”. Click the “Add Action” button to add the information you selected.

3) See figure 3.
Example 3: Blocking subjects (such as nasty emails...etc)

1) Under “Create Condition”, find the drop-down marked “sender” and change it to “subject”. The drop-down list next to it that says, “contains” should be left alone. In the blank field next to it, type in the keyword you wish to block. Underneath that, click the “add” button to add the information you just entered.

2) Drop-down the list that says, “move to folder” and select “delete”. Click the “Add Action” button to add the information you selected.

3) See figure 4

Figure 4

![New Rule window](image-url)

- **Specify Conditions:**
  - Create: Condition, Exception
  - AND: subject, contains: sex

- **Specify Actions:**
  - delete
  - Perform the following actions:
    - delete the incoming message

**This rule is:** On

[Add, Remove, Remove All]