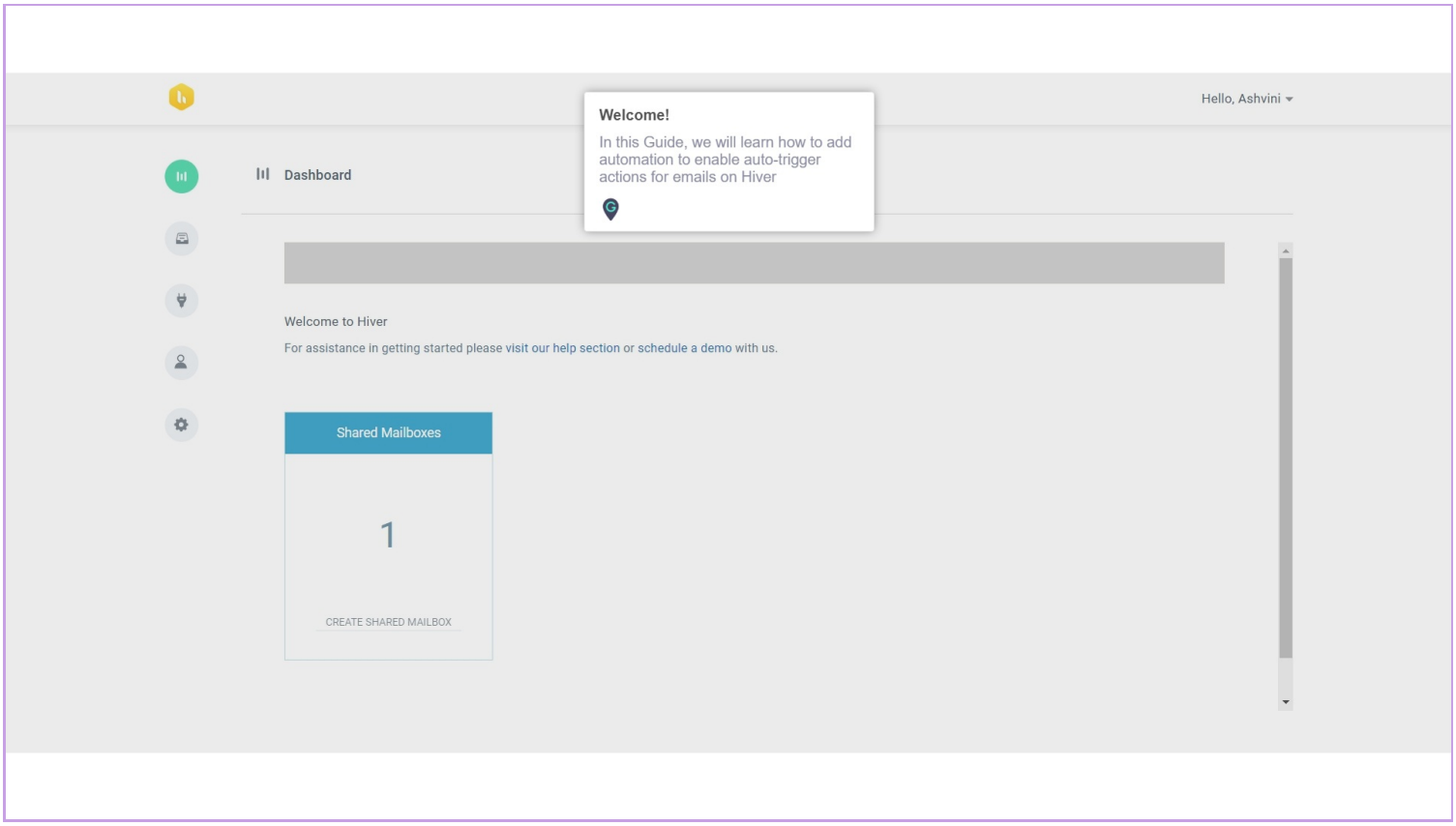
How to add automation to enable auto-trigger actions for emails on Hiver

Step: 01

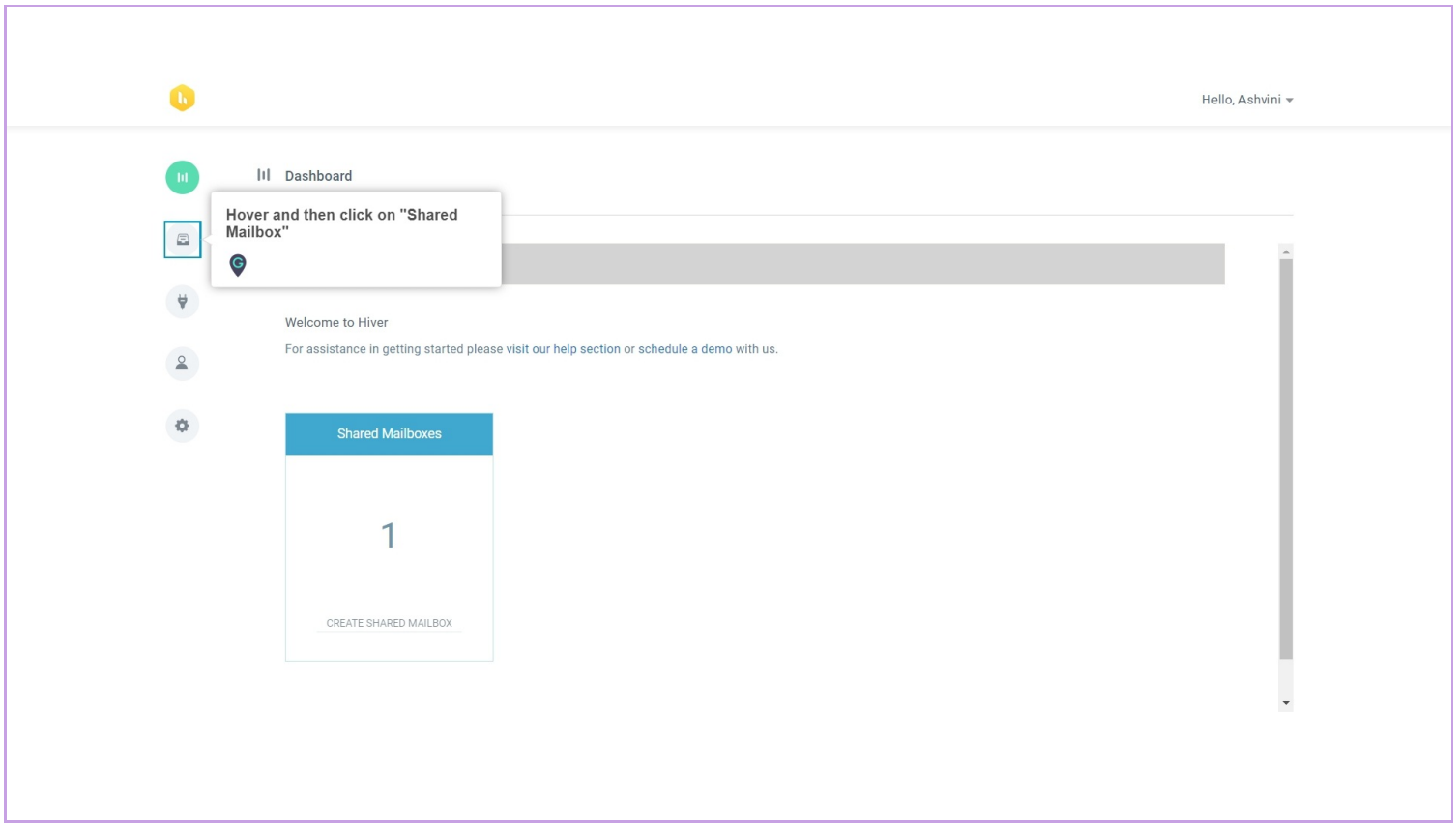
Welcome!

In this Guide, we will learn how to add automation to enable auto-trigger actions for emails on Hiver



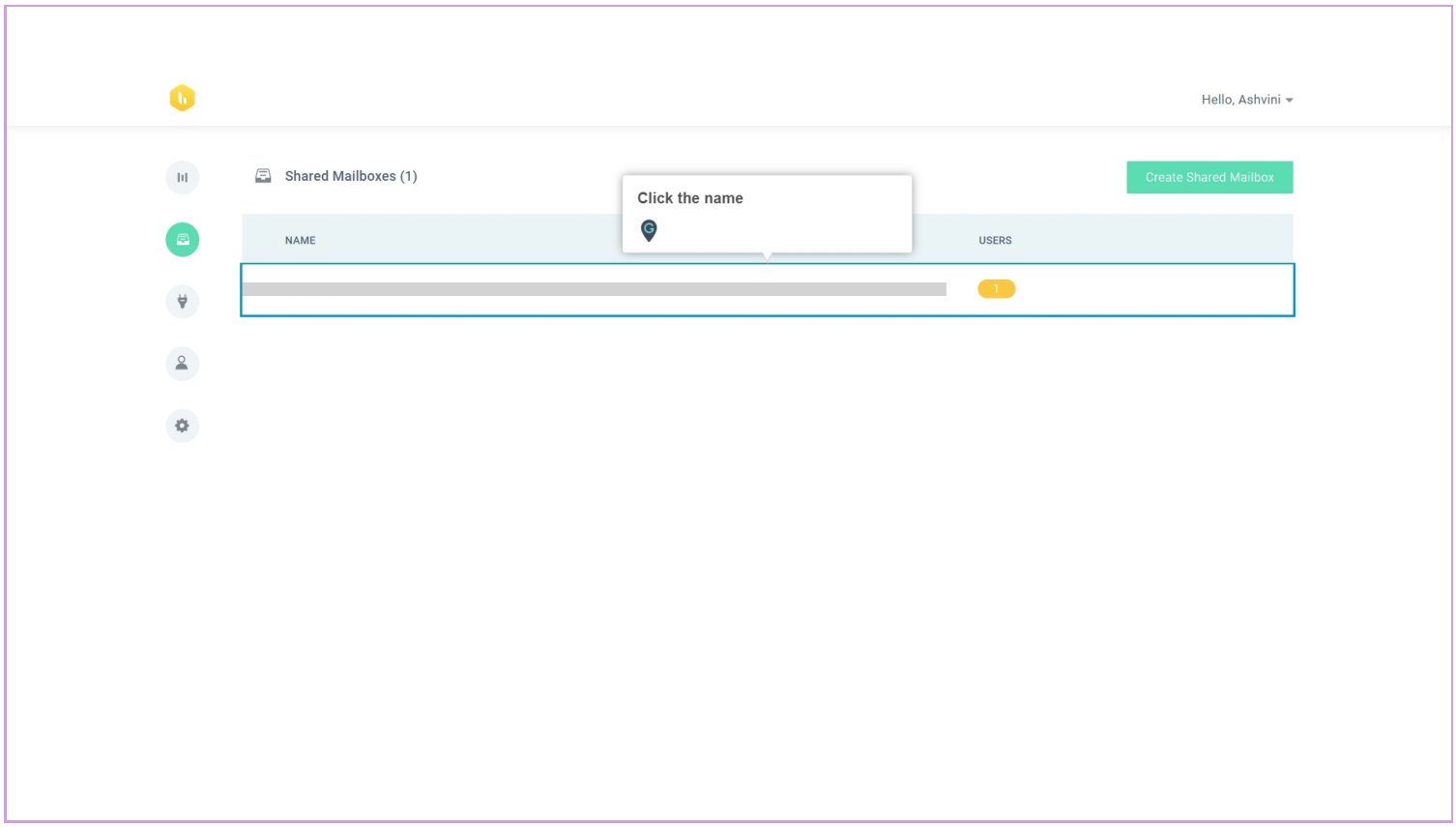
Step: 02

Hover and then click on "Shared Mailbox"



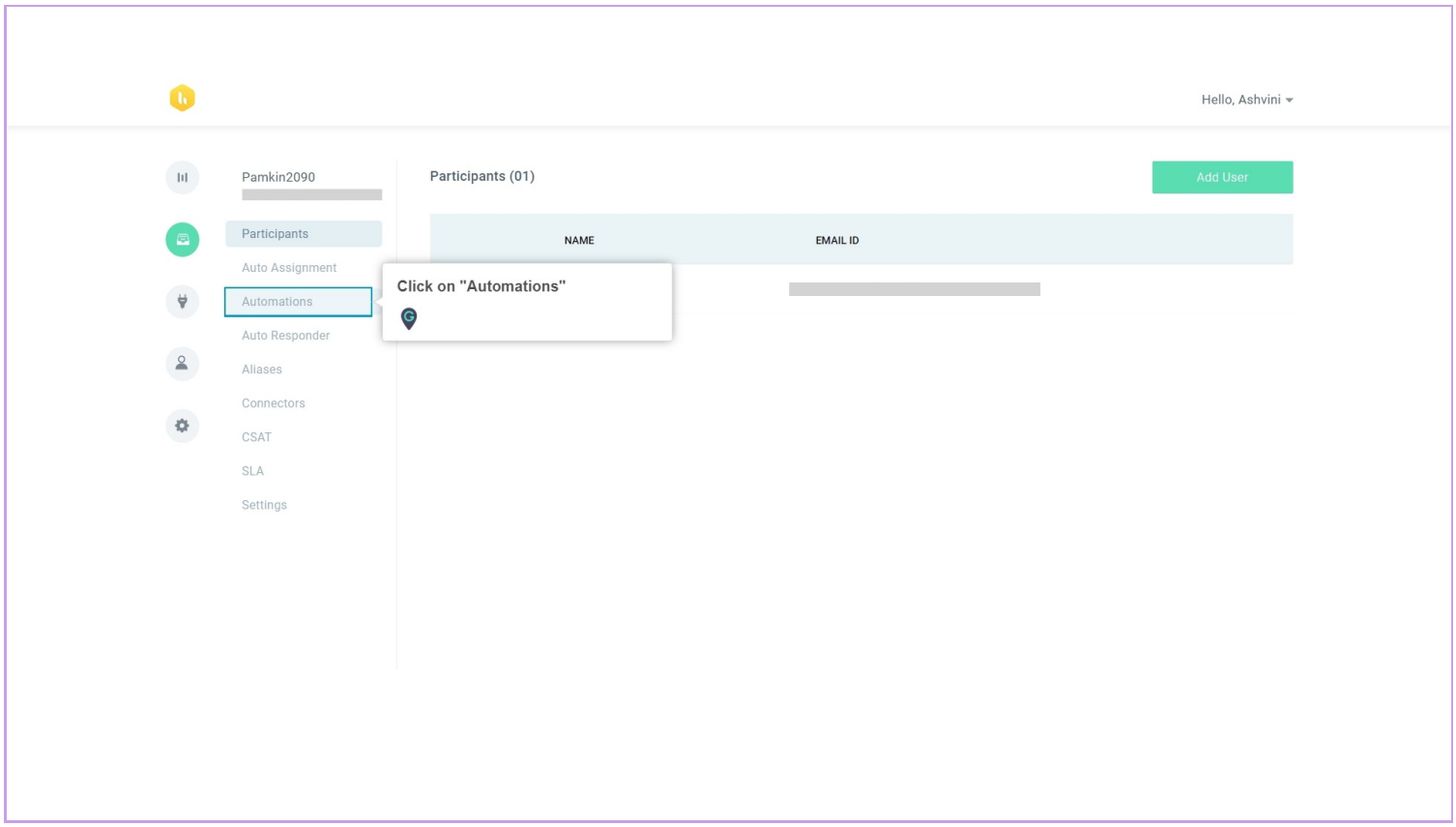
Step: 03

Click the name



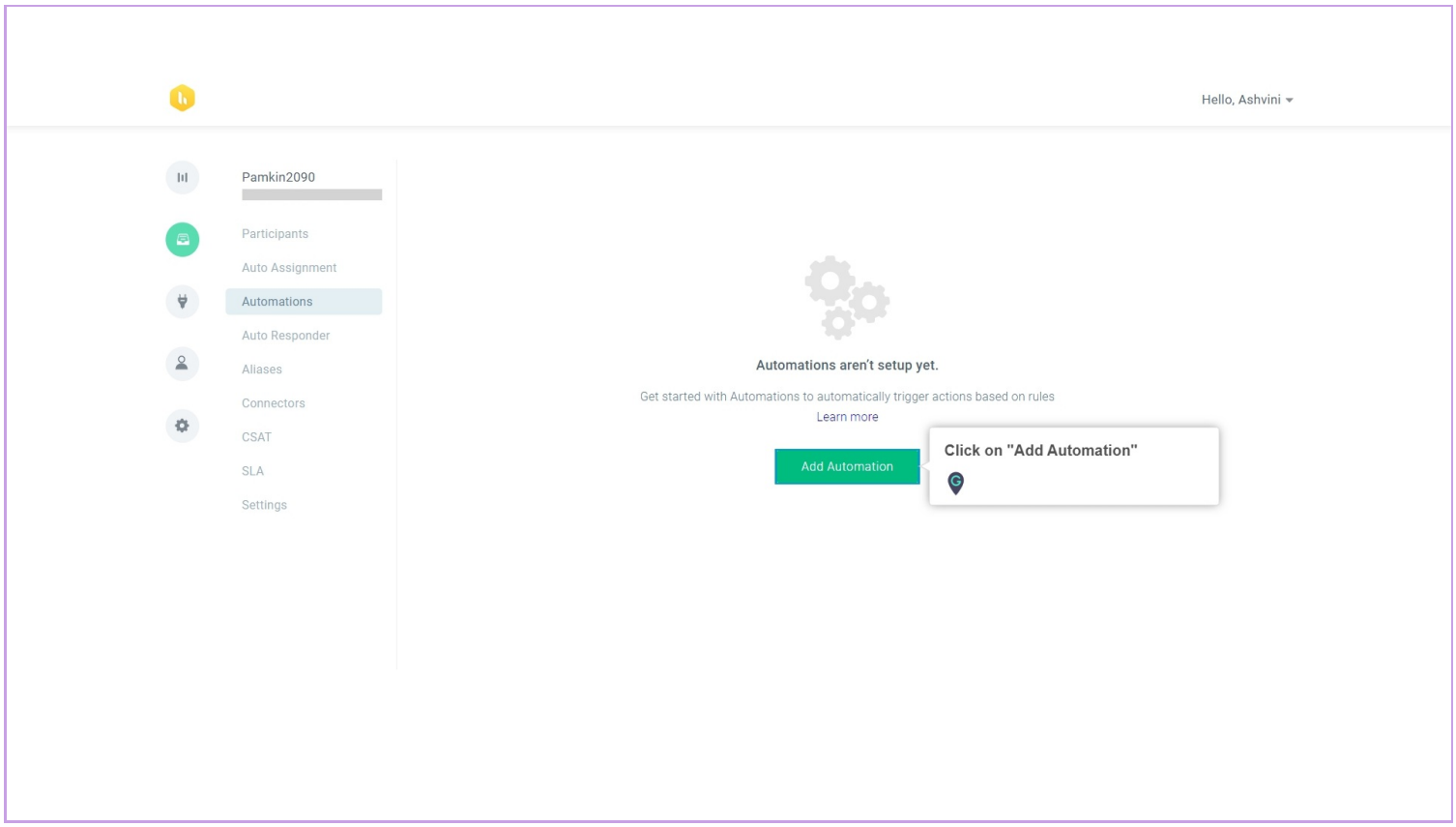
Step: 04

Click on "Automations"



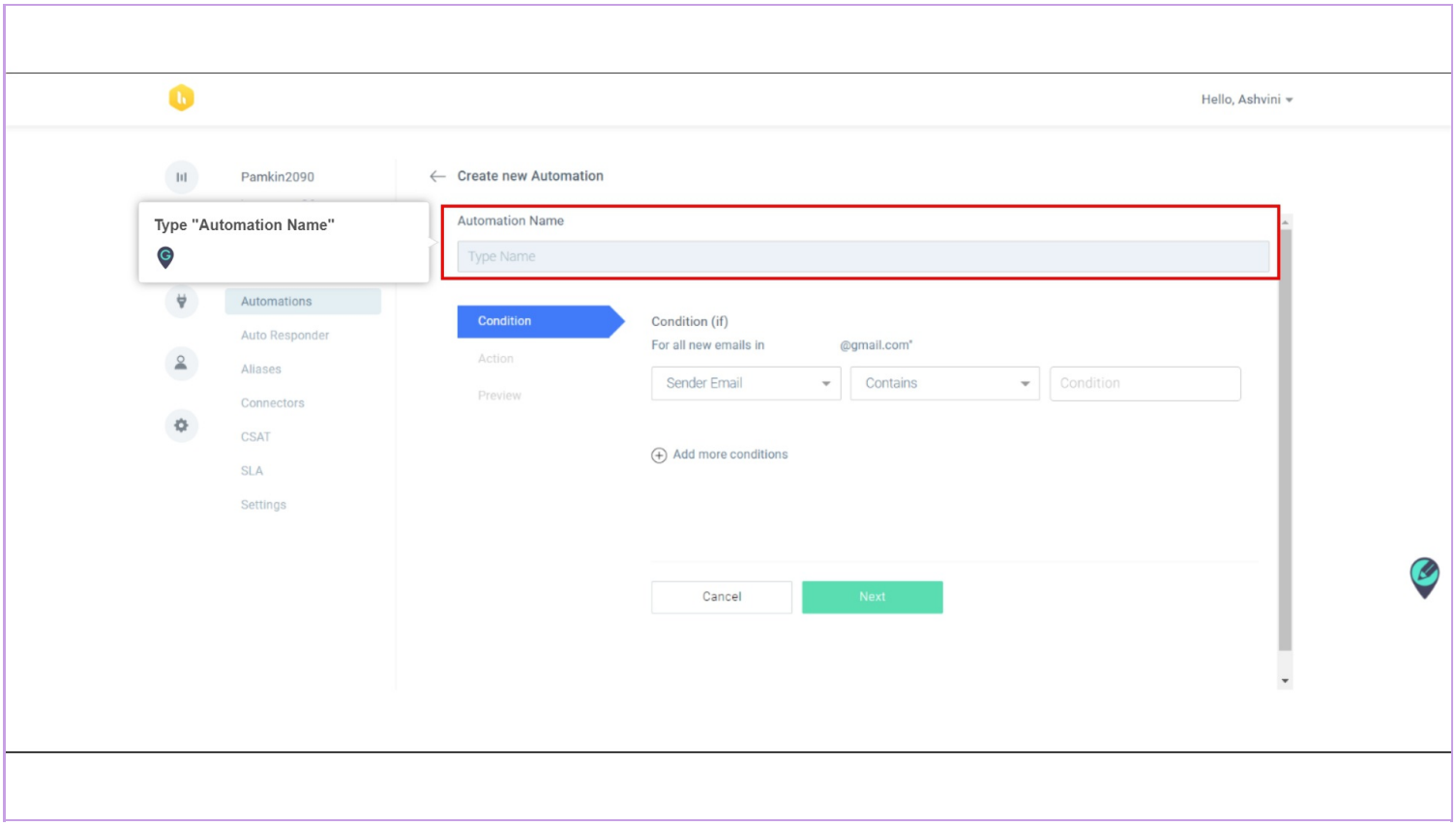
Step: 05

Click on "Add Automation"



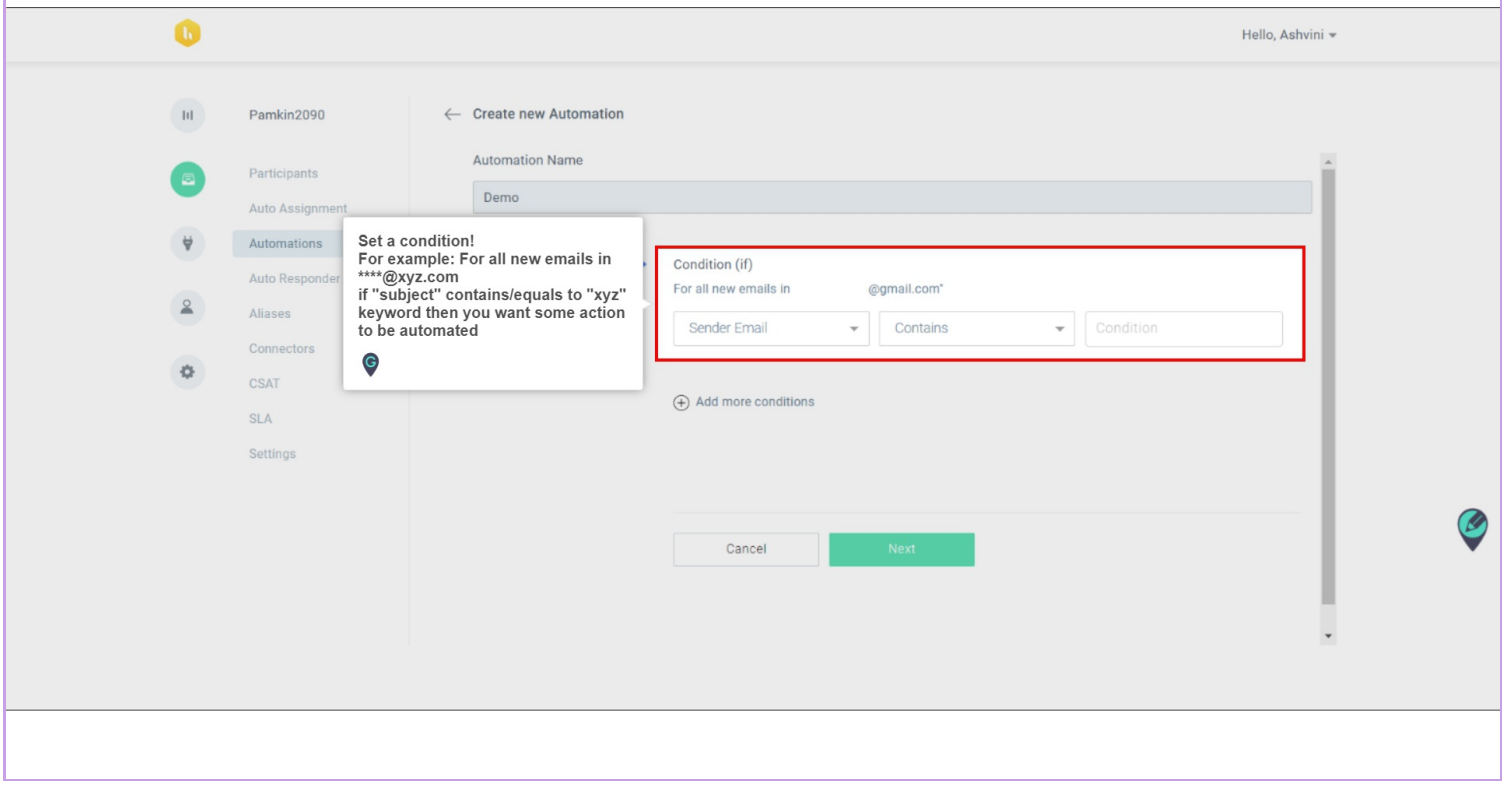
Step: 06

Type "Automation Name"



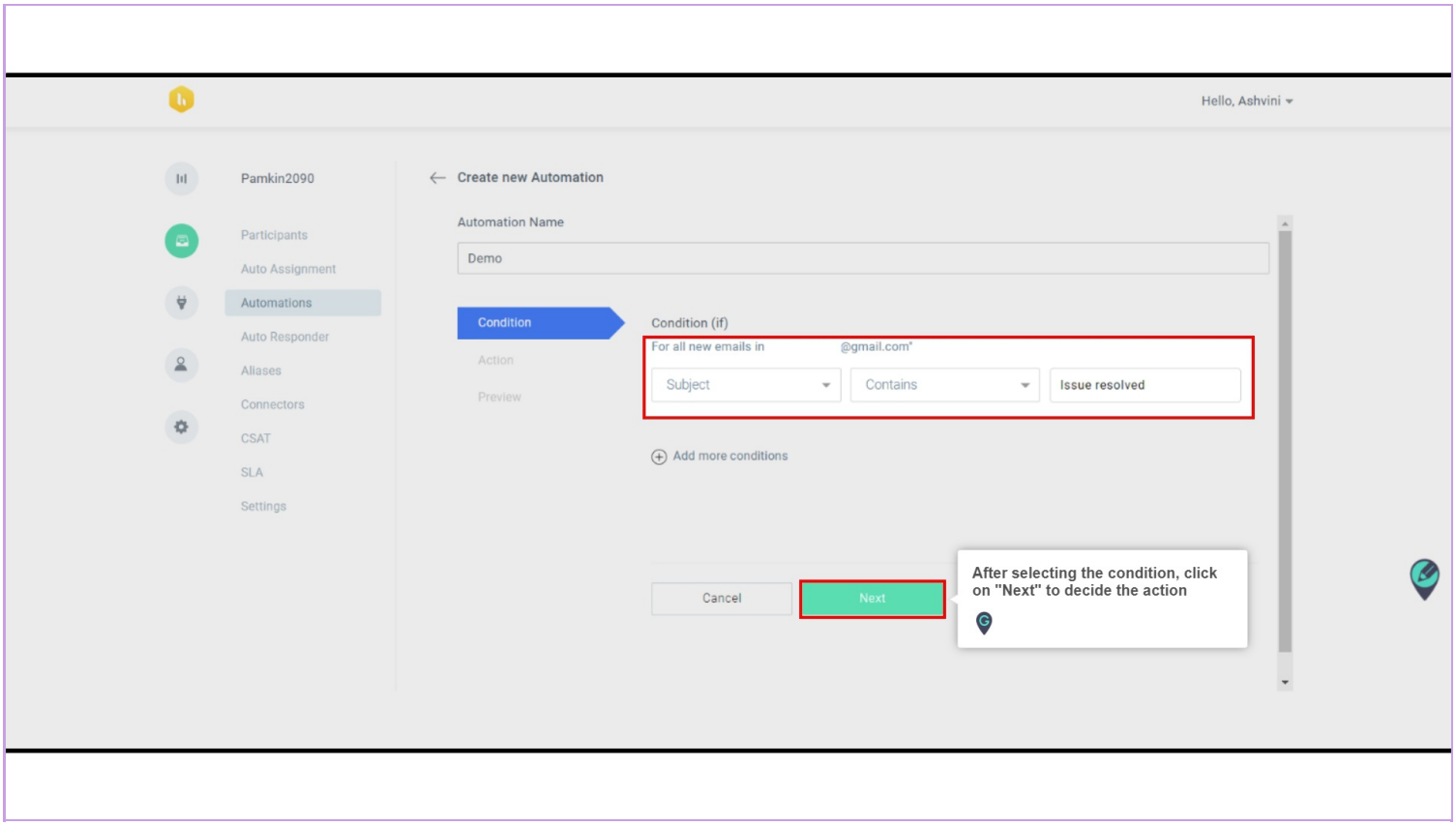
Step: 07

Set a condition! For example: For all new emails in ****@xyz.com if "subject" contains/equals to "xyz" keyword then you want some action to be automated



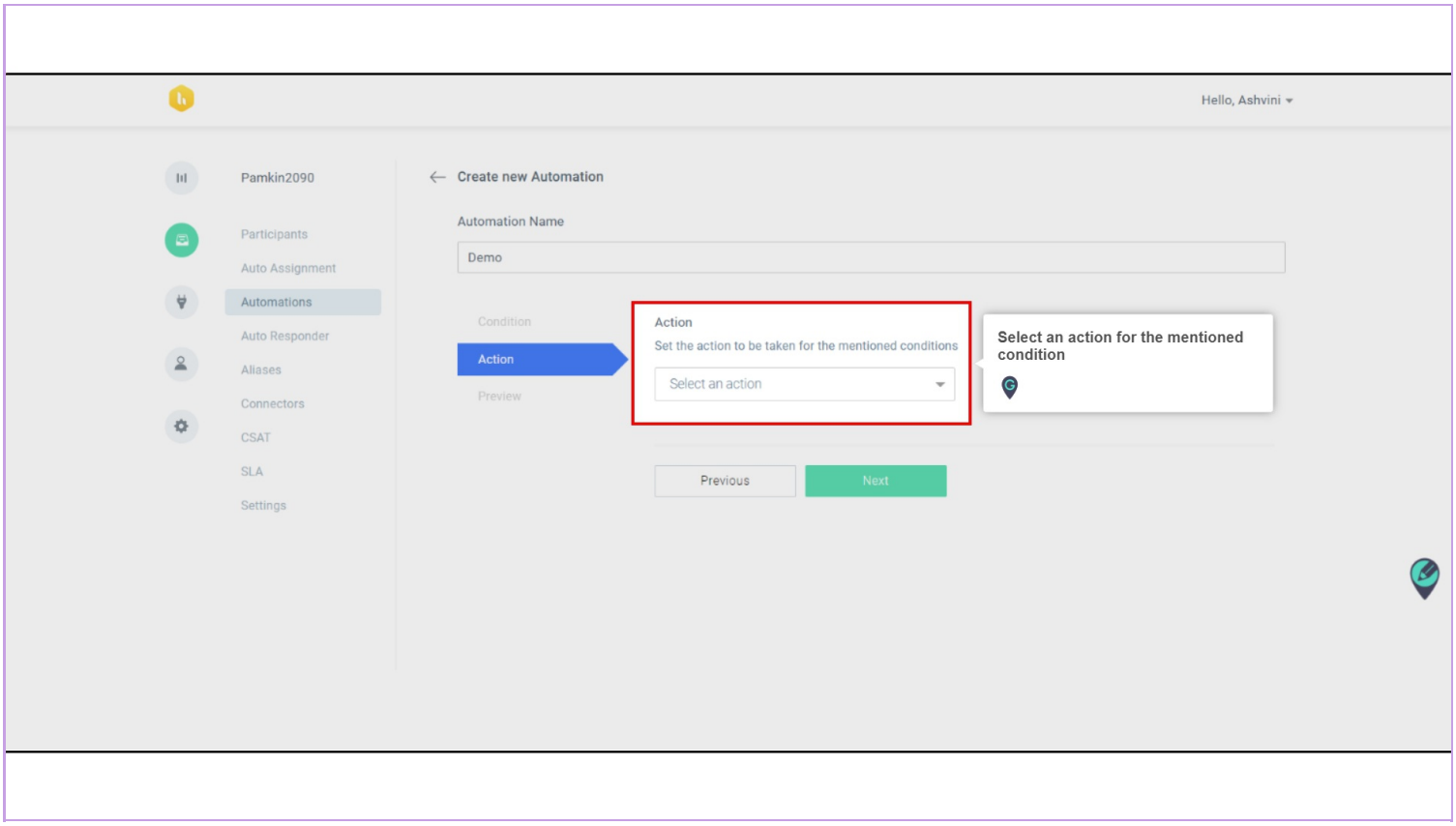
Step: 08

After selecting the condition, click on "Next" to decide the action



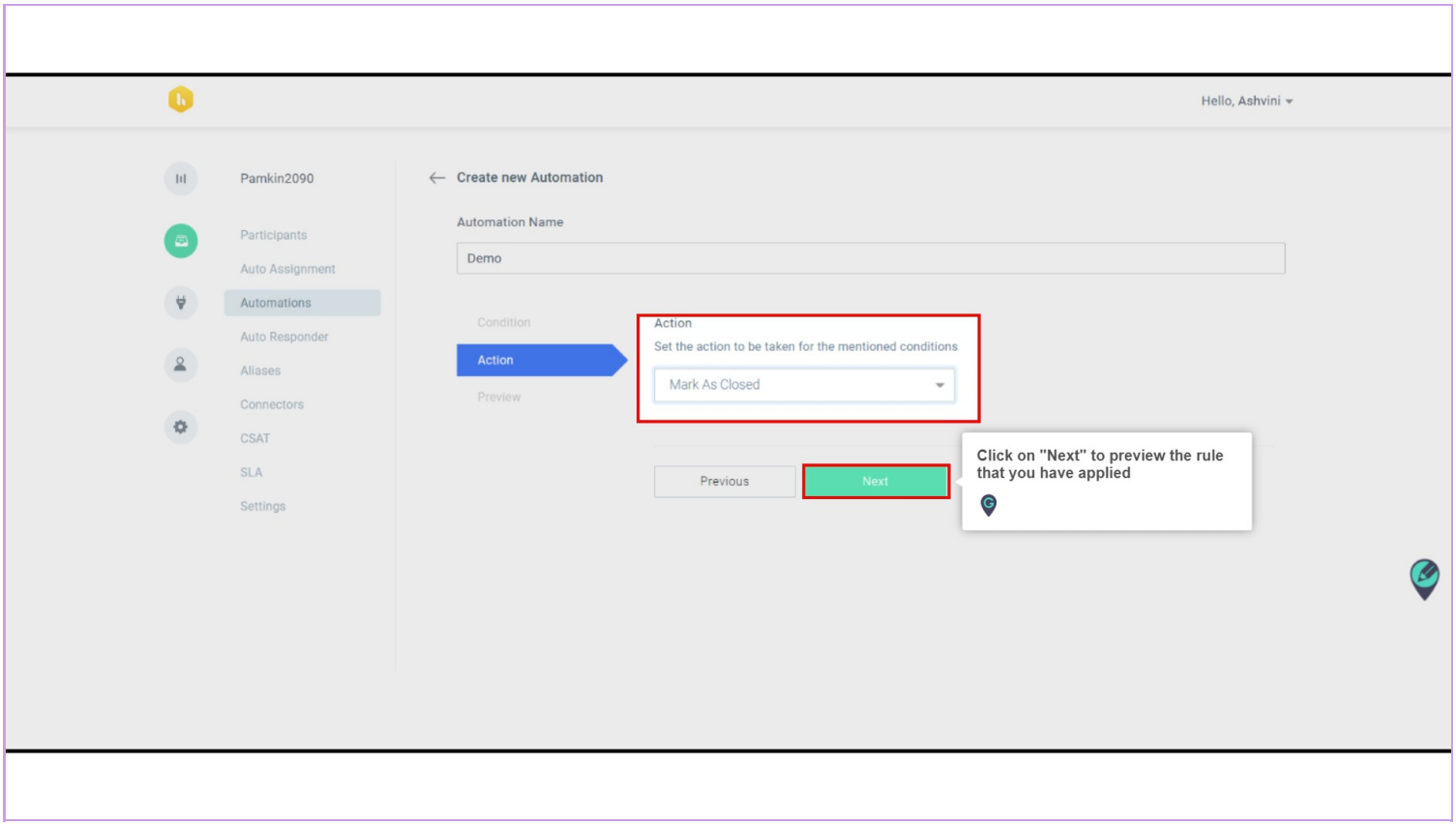
Step: 09

Select an action for the mentioned condition



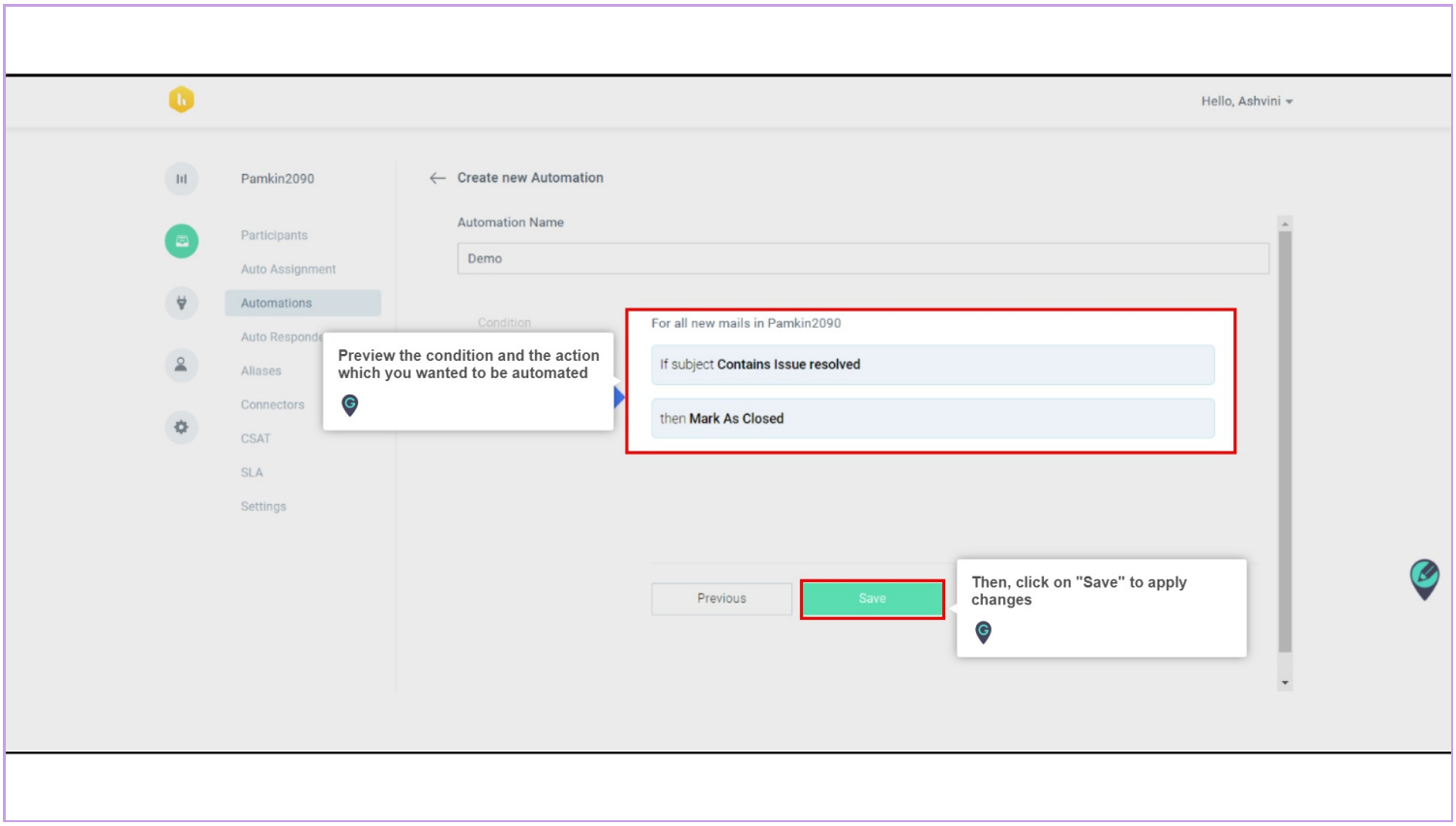
Step: 10

Click on "Next" to preview the rule that you have applied



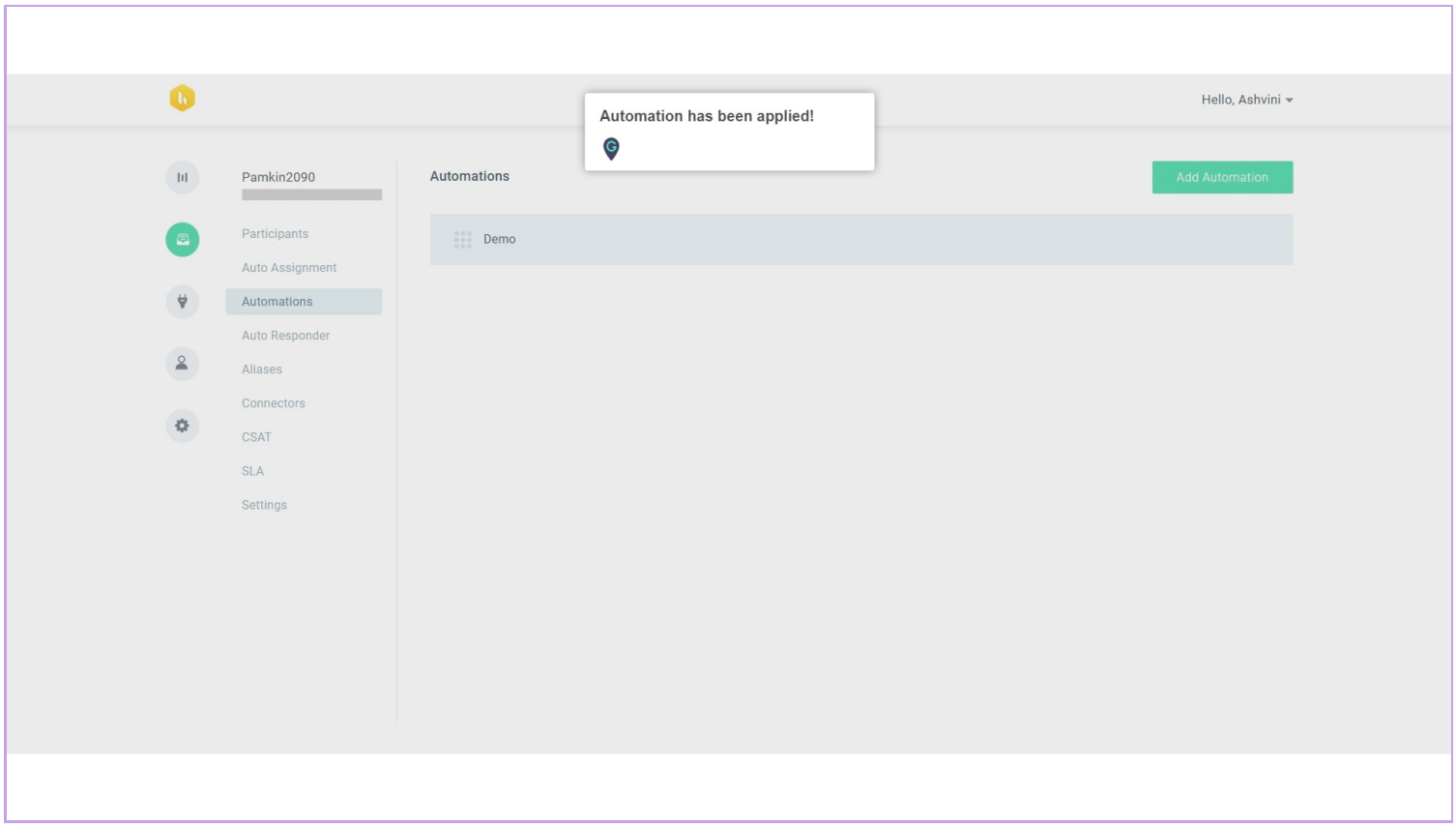
Step: 11

1) Preview the condition and the action which you wanted to be automated 2) Then, click on "Save" to apply changes



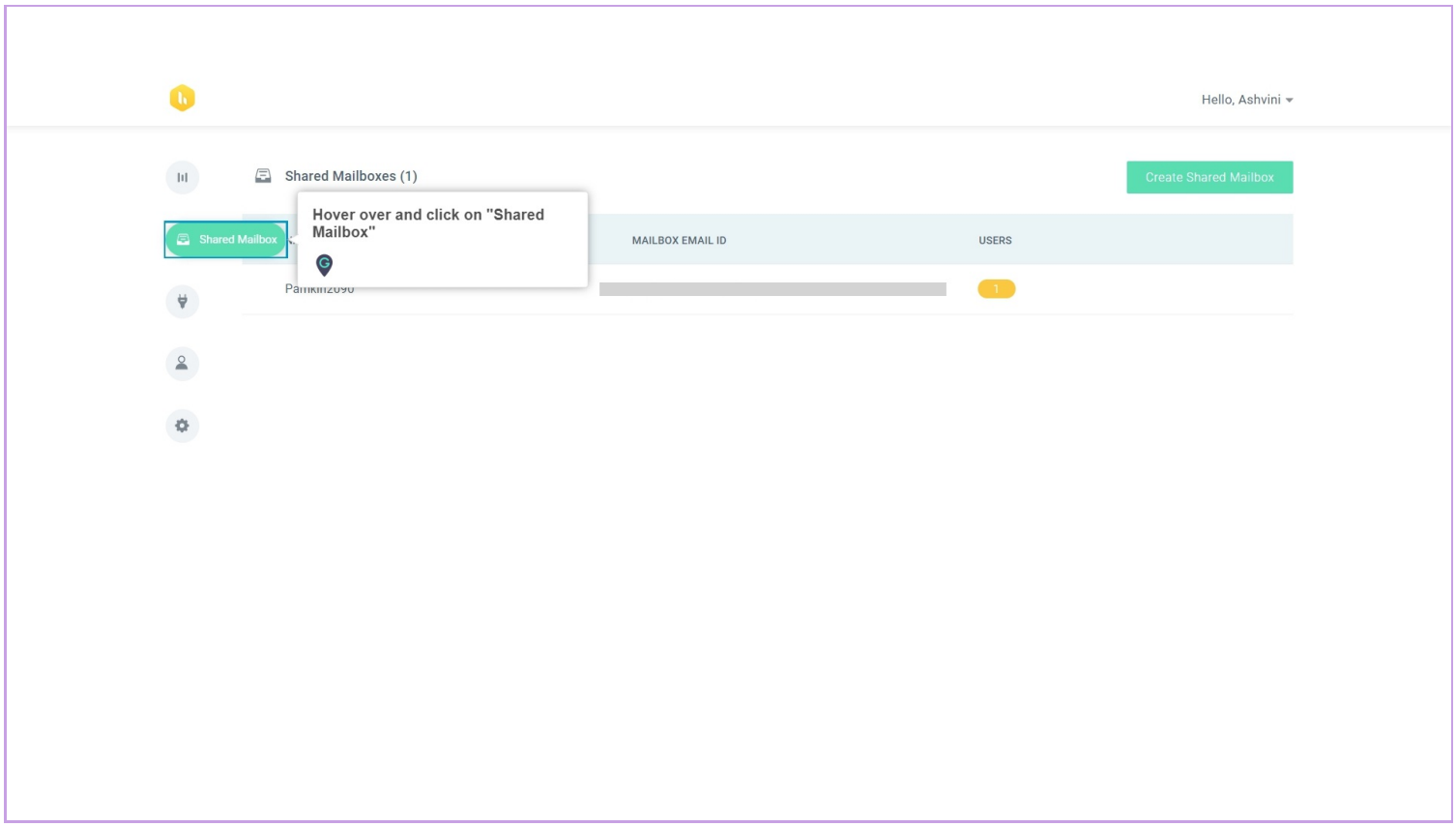
Step: 12

Automation has been applied!



Step: 13

Hover over and click on "Shared Mailbox"



Thank You!

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