



Title: Creating Rules in Outlook

Task:

Create rules to manage your messages.

Instructions:

Step One: Go to your **Inbox**.

Step Two: Right-click the email for which you want to apply a rule.

Step Three: Select **Rules**.

Step Four: Select **Always Move Messages From/To:**

-or-

Go to **Create Rule** for more options.

Step One: This will bring up the options window which will allow you to assign a rule for that particular type of email.

For more detailed instructions, please see below...

Step One: Click the **File** tab.

Step Two: Click **Manage Rules & Alerts** button.

Step Three: Click **New Rule**.

Step Four: Select the template that you want from the **Stay Organized** or **Stay Up to Date** list.

Step Five: Click an underlined (looks like a link) value. For example, if you click the **people or public group** link, the Address Book opens.

Step Six: Click **Next**.

Step Seven: Select the conditions that you want the messages to meet for the rule to apply.

Step Eight: Click an underlined (looks like a link) value for any condition that you added, and then specify the value,

Step Nine: Click **Next**.



Step Ten: Select the action that you want the rule to take when the specified conditions are met.

Step Eleven: Click an underlined value for any action that you added, and then specify the value.

Step Twelve: Click **Next**.

Step Thirteen: Select any exceptions to the rule, and then click **Next**.

Step Fourteen: Click an underlined value for any exception that you added, and then specify the value.

Step Fifteen: Click **Next**.

Step Sixteen: Enter a name.

Step Seventeen: Select the check boxes for the options you want.

Notes:

- If you want to run this rule on messages that already are in the **Inbox**, select the **Run this rule now on messages already in "Inbox"** check box.
- The new rule is now automatically turned on. To turn off the rule, clear the **Turn on this rule** check box.
- To apply this rule to all email accounts set up in Outlook, select the **Create this rule on all accounts** check box.

Step Eighteen: Click **Finish**.