

Webmail Outlook Rules

Advanced Filtering: Using rules to manage email messages

By using rules, you can reduce manual and repetitive actions needed to manage your email messages. When you turn on rules, they run continuously and automatically.

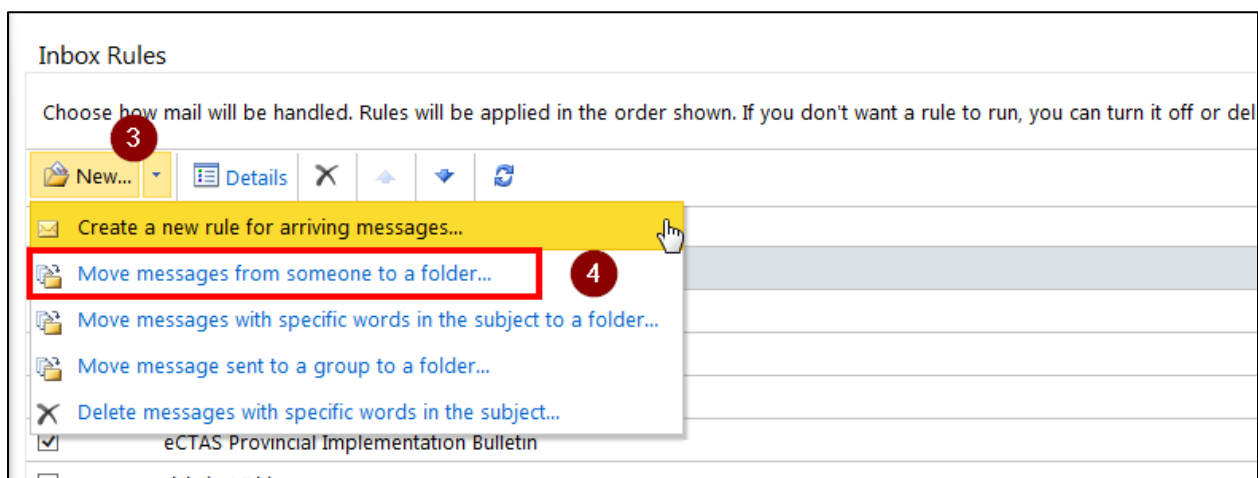
Rules generally fall into one of two categories—organization or notification. You can use the Rules Wizard to help you design rules to manage your messages. Follow these steps to set up a rule.

Make emails go directly into its own folder:

1. Open Outlook and go to “Options”
2. Select “Create an Inbox Rule”

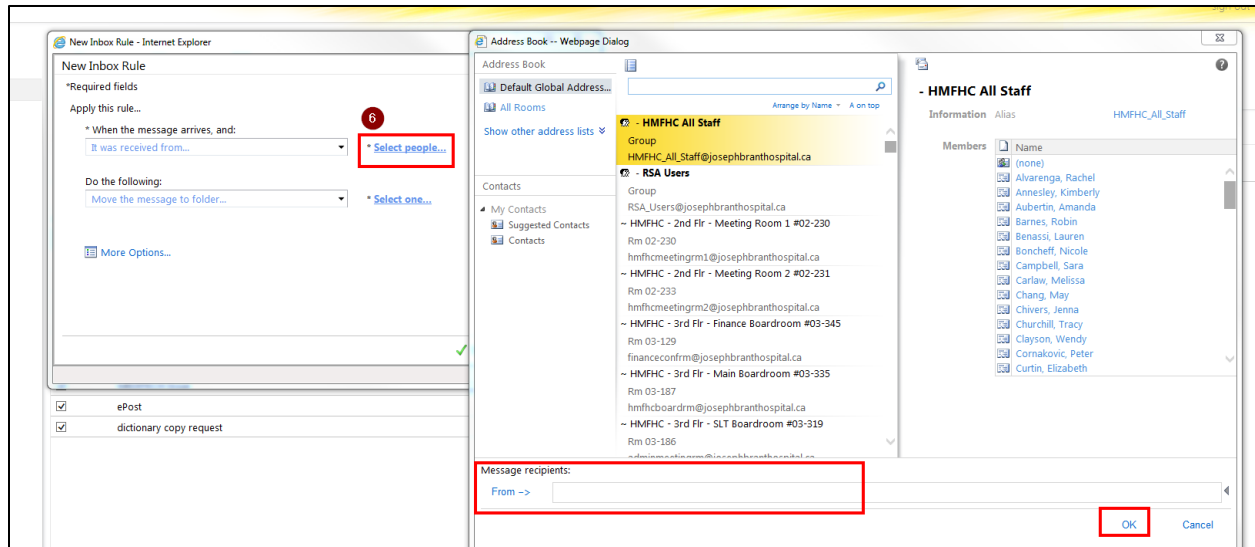


3. In the Inbox Rule, click “New”
4. Select the template “Move messages from someone to a folder”

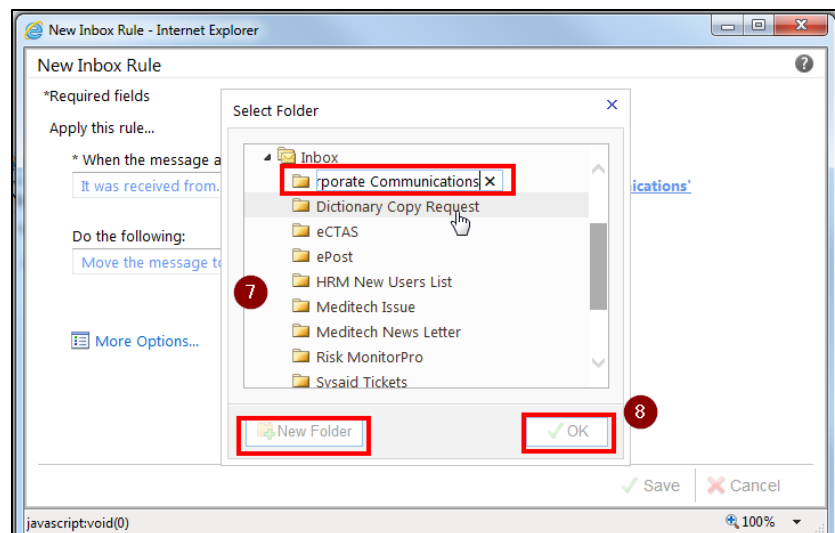


5. A new window will open. In this section you need to specify the desired “people” and “Specified” folder. For example I want all Corporate Communications to go to its own Corporate Communications folder.

- Clicking on the “People” Hyperlink opens the address book to select a person/group. Find the address you wish to filter and then **press “From”**. *Note you can add multiple addresses to this line* Once you have the contacts you wish to filter in the “From” line, **press OK**.



- Now you need to specify the folder. Click on the “Select One” Hyperlink next to the folder. Here you can choose from an existing Folder or You may want to create a new folder, to do this select “New Folder”
- Make a name for this new folder and press “OK”.
- Now you can press “Save”, A warning message will appear, indicating that new rules will overtake old rules , Press “Yes”



- You will see your rule on the main “Email Rules page”- The checkbox indicates it is on.

