Southern Connecticut State University
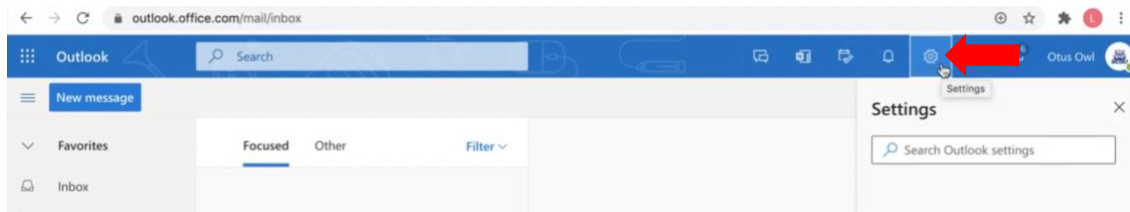
Setting Up Rules in Outlook: OWA
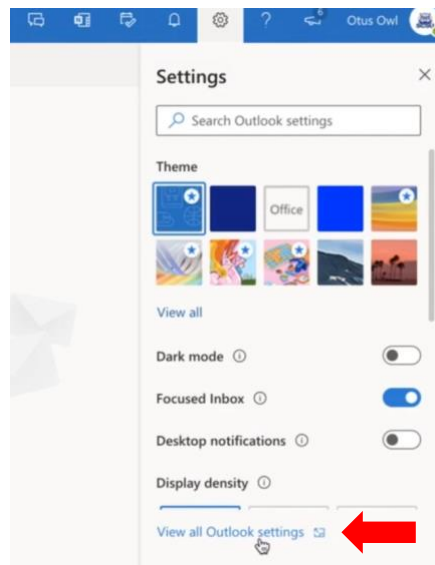
Introduction

This guide will show how to set up a rule within the Outlook Web App. Rules can help manage and organize your mailboxes by automatically moving, deleting, or applying other actions to emails.
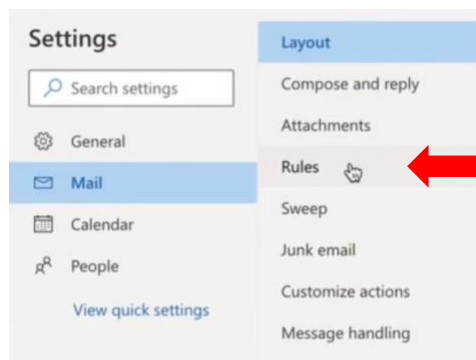
Setting up a rule

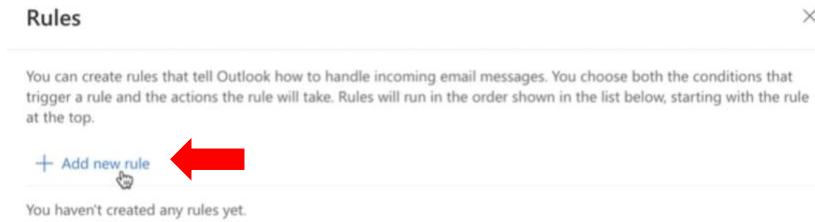1. Select the gear symbol in the upper, right-hand corner.

2. Select "View all Outlook Settings".
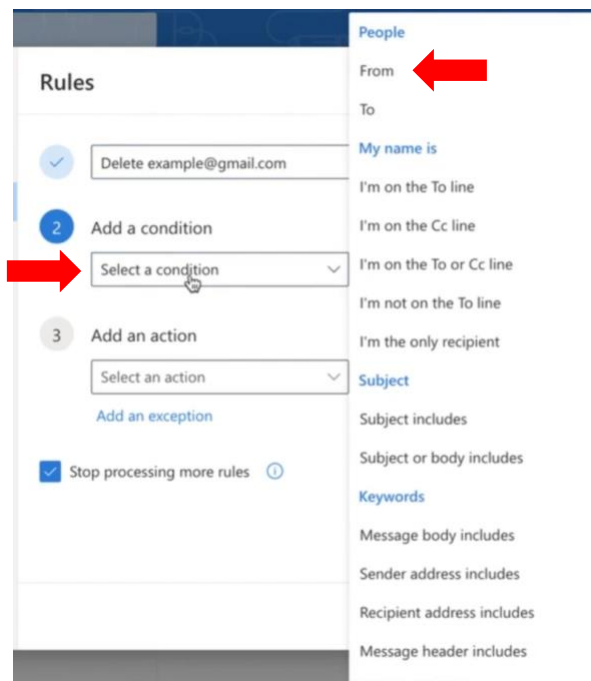

3. Select "Rules".

4. Select "Add new rule".
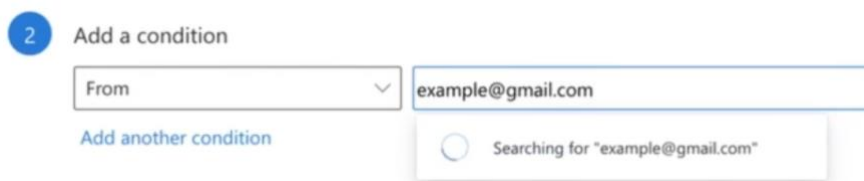
Rules   ×

You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that
trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule
at the top.

+ Add new rule

You haven't created any rules yet.

5. Enter a name for your rule. In this example, we will be creating a rule to send emails from a specific address to the trash.

| Settings	Layout	Rules	×
🔍 Search settings	Compose and reply		
⚙ General	Attachments	① Name your rule	
✉ Mail	Rules		
🗓 Calendar	Sweep	② Add a condition	
👥 People	Junk email	Select a condition ⌄	

6. Select the drop-down menu under each step, then the applicable condition. Here, we will choose "From" since we wish to apply this to all emails from an address.

Rules

✓ Delete example@gmail.com

② Add a condition

Select a condition ⌄

③ Add an action

Select an action ⌄

Add an exception

☑ Stop processing more rules ⓘ

People
From
To
My name is
I'm on the To line
I'm on the Cc line
I'm on the To or Cc line
I'm not on the To line
I'm the only recipient
Subject
Subject includes
Subject or body includes
Keywords
Message body includes
Sender address includes
Recipient address includes
Message header includes

7. Enter further information if required for your rule, such as the specific email address.

② Add a condition

From ⌄   example@gmail.com

Add another condition
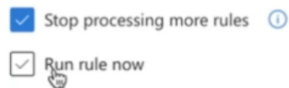
○ Searching for "example@gmail.com"

8. You may add further conditions if you wish, or continue to select the drop-down for the action to perform. For this rule's purposes, we will select "Delete".
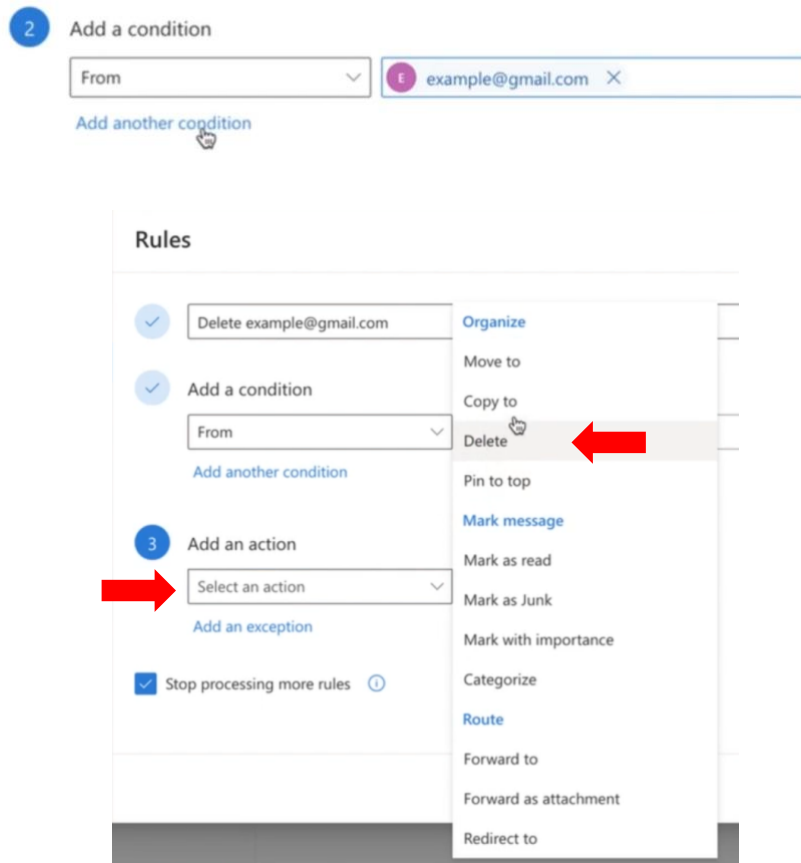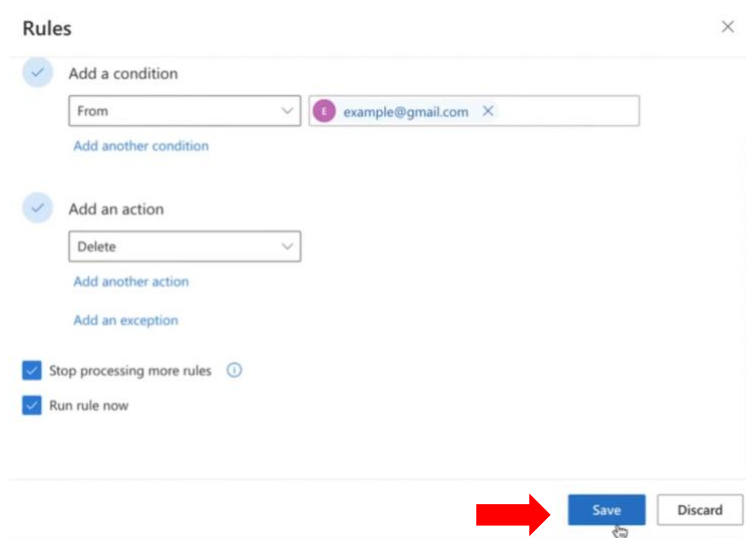

9. Add another action or exception to the rule if needed.

10. Select further options, such as to run the rule now to your inbox, rather than just applying to future emails.

11. "Save" when finished.

12. To edit, disable, or delete a rule in the future, return to this page and select the options to the right and left of the rule.