

Setting Up Rules in Outlook: Windows

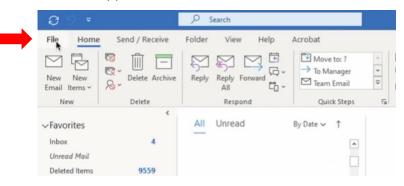
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Introduction

This guide will show how to set up a rule within Outlook for Windows. 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 "File" tab from the upper, left-hand corner.



2. Select "Manage Rules & Alerts".



3. Select "New Rule ... ".

Email Rules Manage Alerts	
New Rule_ Change Rule • Copy_ XD	lete 🔺 👻 Bun Rules Now Options
Rule (applied in the order shown)	Actions

4. Select what type of rule to create. For this example, we will be showing how to delete incoming emails from a specific email address. To do that, we will select "Move messages from someone to a folder", then click "Next".

•	Rules Wizard	×
	Start from a template or from a blank rule	
	Step 1: Select a template	
	Stay Organized	
- -	Move messages from someone to a folder	
	Move messages with specific words in the subject to a folder	-
	Move messages sent to a public group to a folder	
	Flag messages from someone for follow-up	
	Move RSS items from a specific RSS Feed to a folder	
	Stay Up to Date	
	Display mail from someone in the New Item Alert Window	
	(1) Play a sound when I get messages from someone	
	Send an alert to my mobile device when I get messages from someone	
	Start from a blank rule	
	Apply rule on messages I receive	
	Apply rule on messages I send	
	Step 2: Edit the rule description (click an underlined value)	
	Apply this rule after the message arrives	
	from people or public group	
	move it to the specified folder	
	and stop processing more rules	
	Example: Move mail from my manager to my High Importance folder	
	Cancel 2 Next > Finish	
	Cancel 2 Next > Finish	

5. Choose which conditions to apply to the rule. For the purposes of our sample rule, we will select "from people or public group". Any portion of the condition that is hyperlinked in blue requires further information to be added. Click the blue hyperlink in the bottom box to complete.

Rules Wizard		
Which condition(s) do you want to check?	
Step 1: Select cond	dition(s)	
✓ from people o with specific w through the sy sent only to m where my nam marked as imp marked as imp where my nam where my nam sent to people with specific w with specific w with specific w	r public group cods in the subject pecified account ie ne is in the To box postance sitivity	
	le description (click an underlined value)	
Apply this rule at from people or p	fter the message arrives	

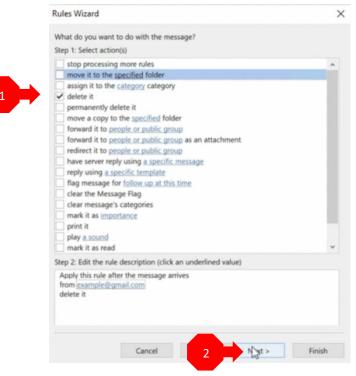
6. Here, we will need to enter the email address from which we would like to go to the trash folder. You may search for a user, if within SCSU's system, or simply manually enter it in the box at the bottom on the window, then click "OK".

iearch: Name o		Go	Address Bo	 List - wargol1@south	iem v	Advanced Fi	nd
Name	Title	Business		Email Address	Company	Alias	
R Aaid, Manal A.	APPLICANT			aaidm1@southern		aaidm1	Ē
Aaron, Christo	STUDENT			aaronc1@souther		aaronc1	1
Q Abad, Brithney	STUDENT			abadb1@southern		abadb1	1
R Abad, Jennifer	STUDENT			abadj1@southern		abadj1	
Q Abarca, Daniela	STUDENT			abarcad1@southe		abarcad1	
Q Abate, Brando	STUDENT			abateb1@souther		abateb1	
Q Abate, Ellen	EMPLOYEE			abatee1@souther		abatee1	
Q Abate, Julia R.	STUDENT			abatej2@southern		abatej2	
Q Abate, Nichola	STUDENT			abaten2@souther		abaten2	
Q Abate, Travis D.	STUDENT			abatet1@southern		abatet1	
Q Abayao, Athee	APPLICANT			abayaoa1@southe		abayaoa1	
Q Abbagnaro, Al	STUDENT			abbagnaroa3@so		abbagn	
Q Abbas, Khushbu	STUDENT			abbask1@souther		abbask1	
Q Abbate, Rocco L	APPLICANT			abbater1@souther		abbater1	
						>	
1	ample@gmail.o	om		_			

7. Verify the rule thus far is correct and click "Next".

from example@gr move it to the spe and stop process	cified folder	nves	

8. Follow the prompts according to your rule, to complete. Here, we are selecting what to do with the message coming from the specified address. We have unchecked the two pre-selected boxes and instead checked the box "delete it". Click "Next" to proceed.



9. Add any exceptions if you wish.

tules Wizard	>
Are there any exceptions?	
Step 1: Select exception(s) (if necessary)	
except if from people or public group except if the subject contains specific words	^
except through the <u>specified</u> account except if sent only to me	
except where my name is in the To box except if it is marked as importance	
except if it is marked as <u>sensitivity</u> except if it is flagged for <u>action</u>	
except where my name is in the Cc box except if my name is in the p or Cc box except where my name is not in the To box	
except if sent to people or public group except if the body contains <u>specific words</u>	
except if the subject or body contains <u>specific words</u> except if the message header contains <u>specific words</u> except with <u>specific words</u> in the recipient's address	
except with <u>specific words</u> in the sender's address except if assigned to <u>category</u> category	~
tep 2: Edit the rule description (click an underlined value)	
Apply this rule after the message arrives from example@gmail.com delete it	
Cancel < Back Next >	Finish

10. Specify a name for your rule and choose if you'd like to apply this rule to everything currently in your inbox, or just to new emails. Select "Finish".

Finish rule setup.
Step 1: Specify a name for this rule
Delete example@gmail.com
Step 2: Setup rule options
Run this rule now on messages already in "Inbox"
Turn on this rule
Create this rule on all accounts
Step 3: Review rule description (click an underlined value to edit)
Apply this rule after the message arrives from example@gmail.com delete it

11. When finished, select "Apply" and "OK".

ules and Alerts			×
mail Rules Manage Alerts			
🛃 New Rule Change Rule - 🗎 Copy 🗙 Delete 🔺	" Bun Rules Now Options		
Rule (applied in the order shown)	Actions	-	
Delete example@gmail.com		Ĩ	
			Ψ.
Rule description (click an underlined value to edit):			
Apply this rule after the message arrives			
from example@gmail.com delete it			
2	OK Cancel	A	pply