Southern Connecticut State University

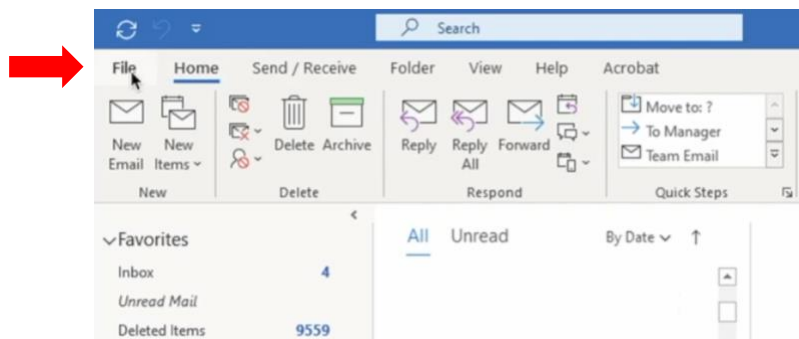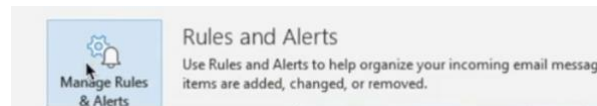# Setting Up Rules in Outlook: Windows

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.
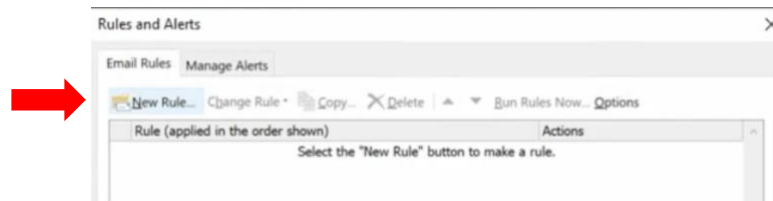
Setting up a rule

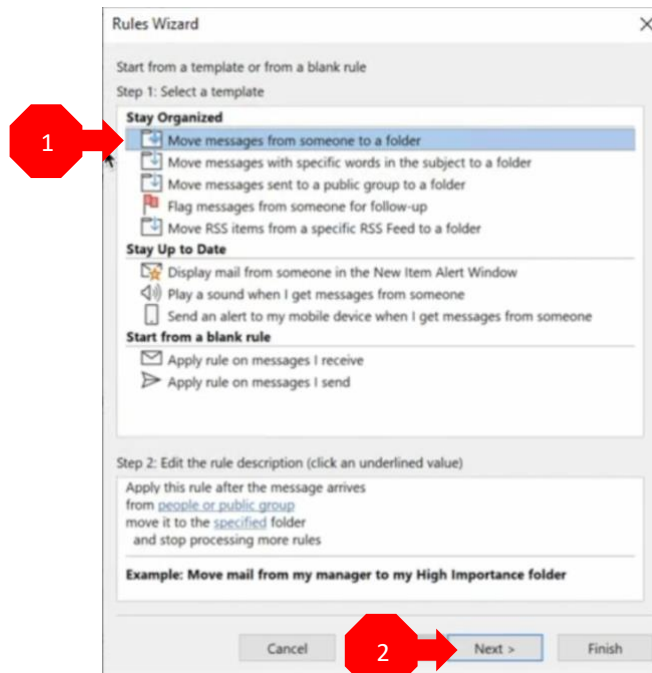1. Select the "File" tab from the upper, left-hand corner.


2. Select "Manage Rules & Alerts".


3. Select "New Rule…".

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".

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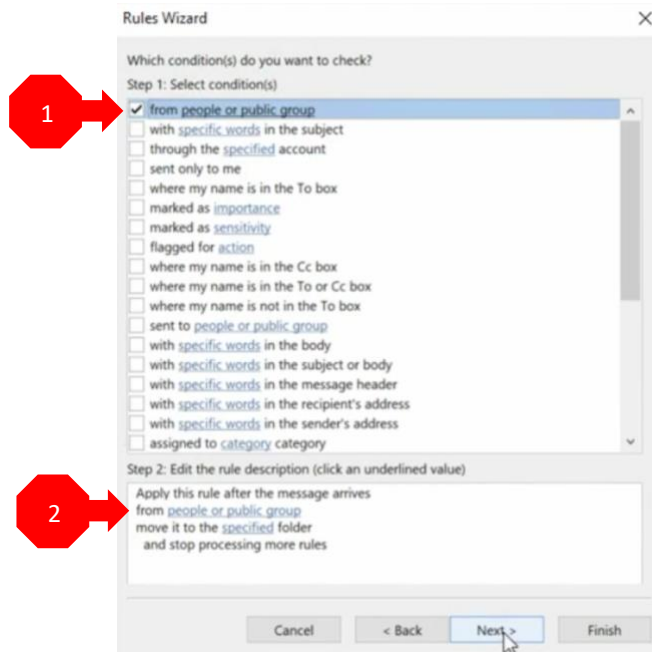
6. Here, we will need to enter the email address from which we would like to go to the trash folder. You may search for a user, if within SCSU's system, or simply manually enter it in the box at the bottom on the window, then click "OK".
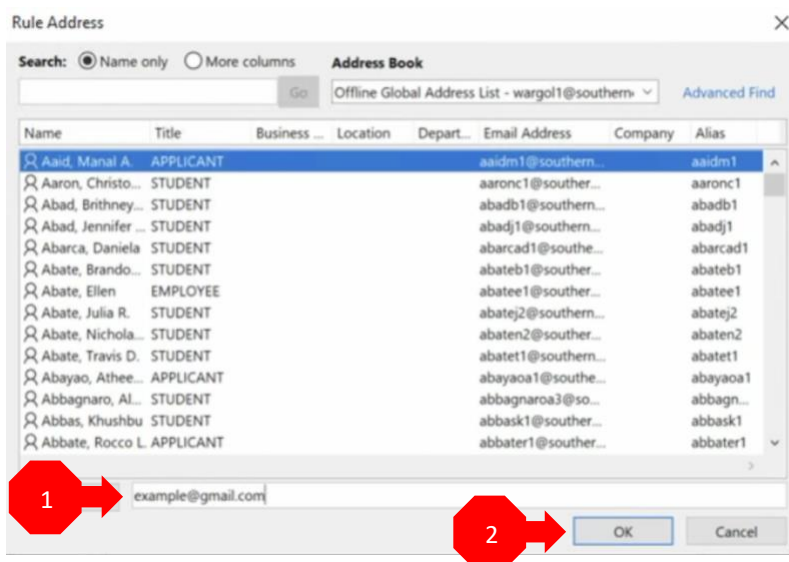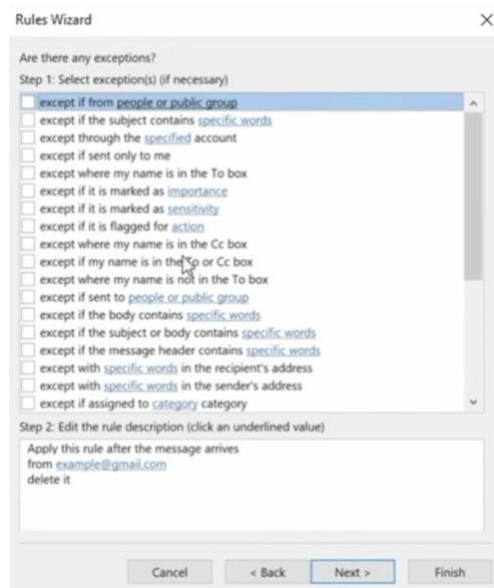

7. Verify the rule thus far is correct and click "Next".
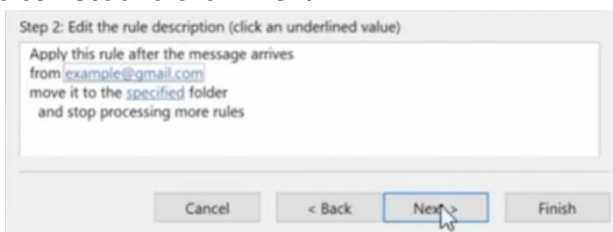
8. Follow the prompts according to your rule, to complete. Here, we are selecting what to do with the message coming from the specified address. We have unchecked the two pre-selected boxes and instead checked the box "delete it". Click "Next" to proceed.
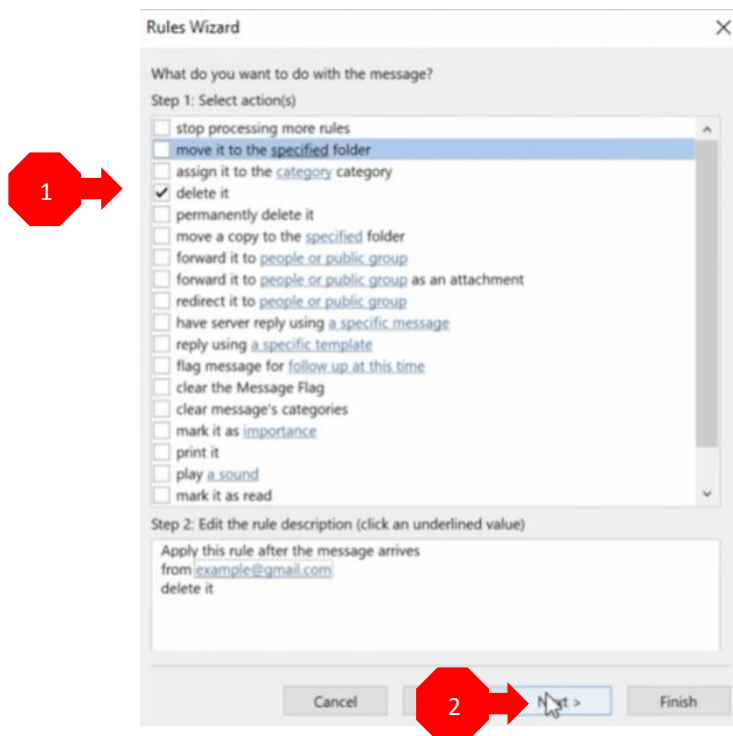
9. Add any exceptions if you wish.

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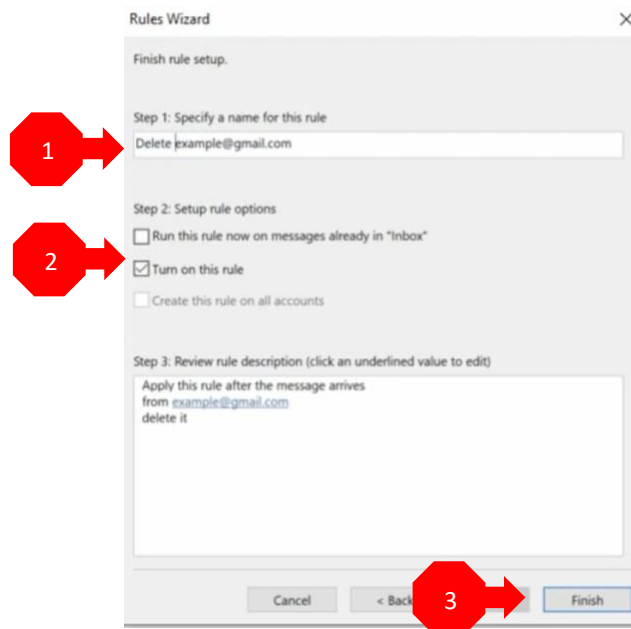
11. When finished, select "Apply" and "OK".