

## Setting Up Rules in Outlook: Mac

Introduction ..... 1

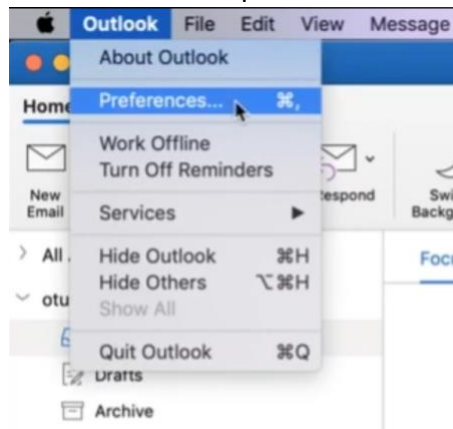
Setting up a rule ..... 1

### Introduction

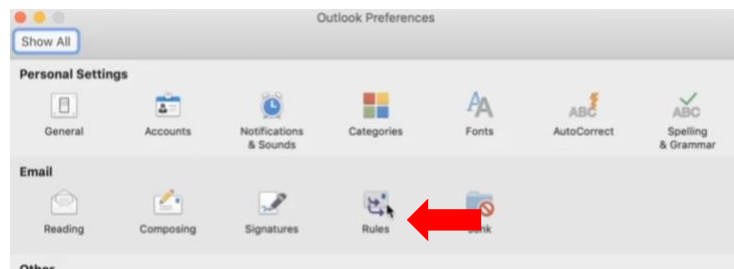
This guide will show how to set up a rule within Outlook for Mac. Rules can help manage and organize your mailboxes by automatically moving, deleting, or applying other actions to emails.

### Setting up a rule

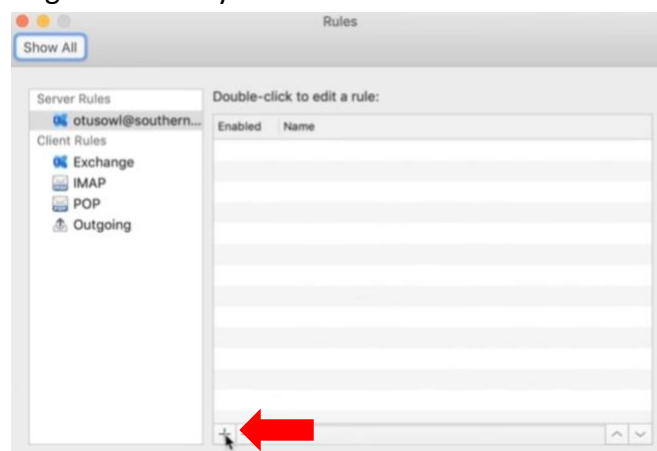
1. Select “Outlook” then “Preferences” from the top toolbar.



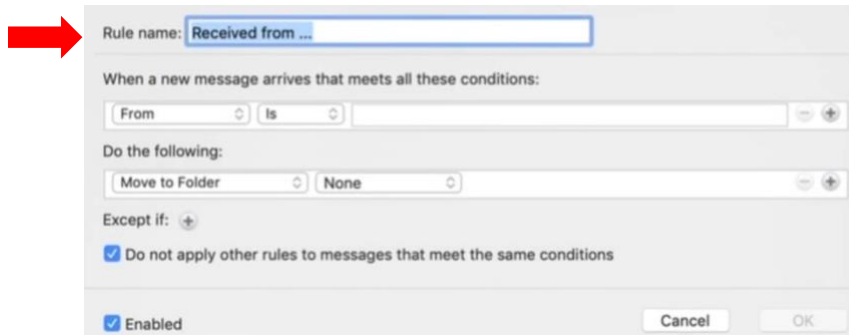
2. Select “Rules”.



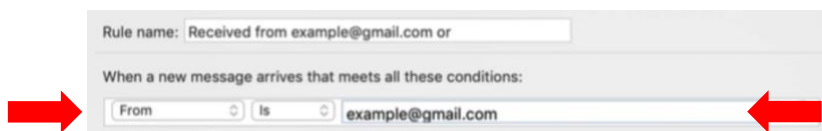
3. Select the + symbol to begin to create your rule.



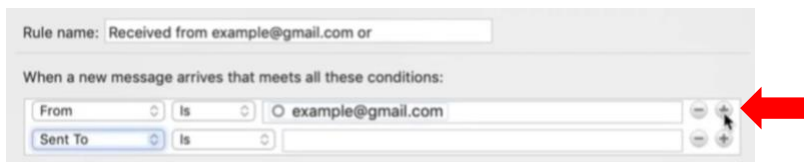
4. Enter a name for the rule if you wish. In this example, we will be creating a rule to send emails from a specific address to the trash.



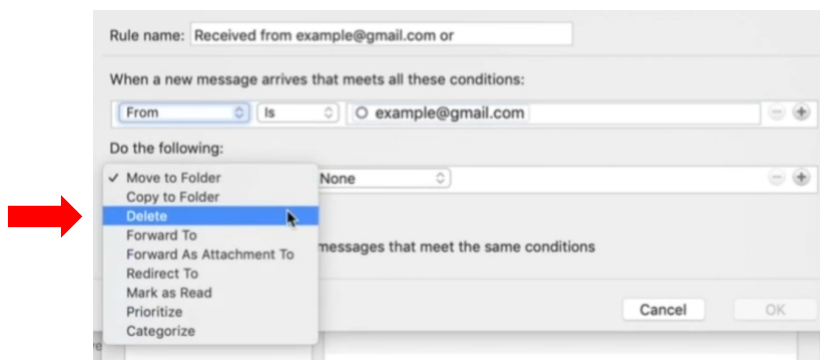
5. Select each drop-down and set the conditions for your rule. The first condition we will set is from whom to apply this to. Enter any information required for your rule in the empty box provided to the right of the condition chosen.



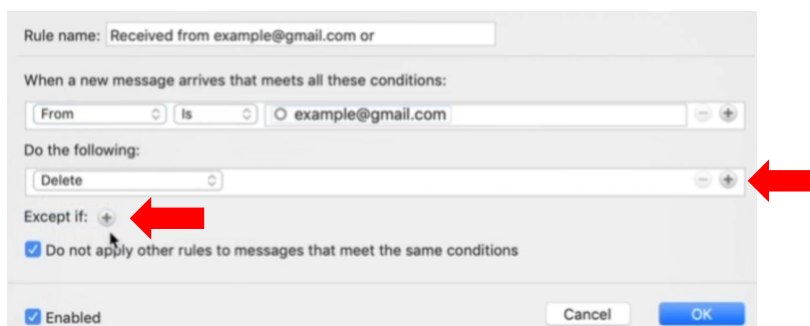
6. Another condition may be added, if needed, by selecting the + symbol to add another line.



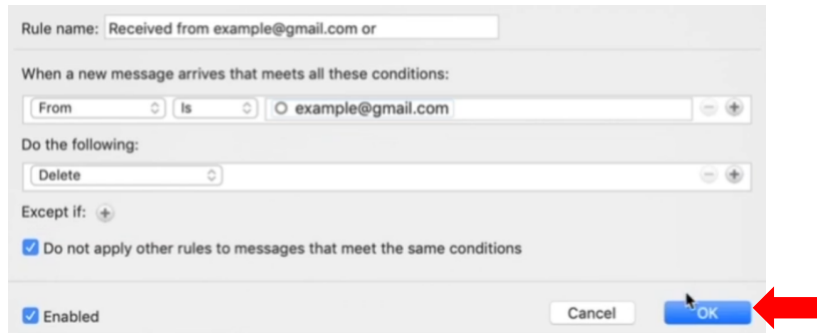
7. Next, we must choose what action to apply to these emails. For the purposes of our rule, we will be choosing to delete.



8. Once again, you may add further actions or exceptions by selection the adjacent + symbols.



9. When finished, select "OK".



10. You may return here to disable, edit, or delete your rules.

