

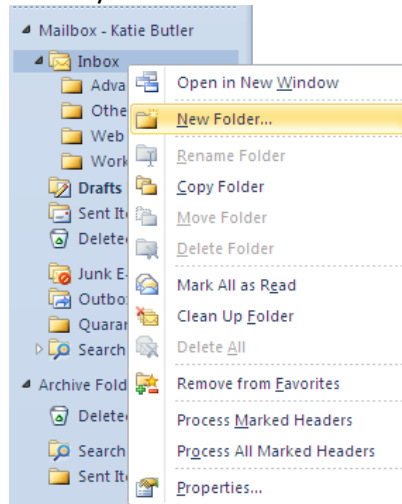
OUTLOOK –RULES

Updated 12/20/11

SETTING UP RULES TO DIRECT EMAIL TO FOLDERS

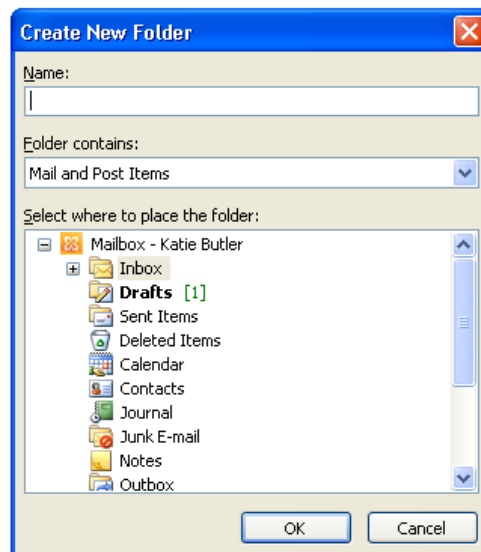
This is a simple rule that will automatically direct email to a specific Outlook folder.

1. Create the subfolder you want the email to go to. This can be a subfolder in your Inbox or in your Personal Folder.
 - a. To create the folder, right click on your Inbox or Personal Folder and select New Folder.

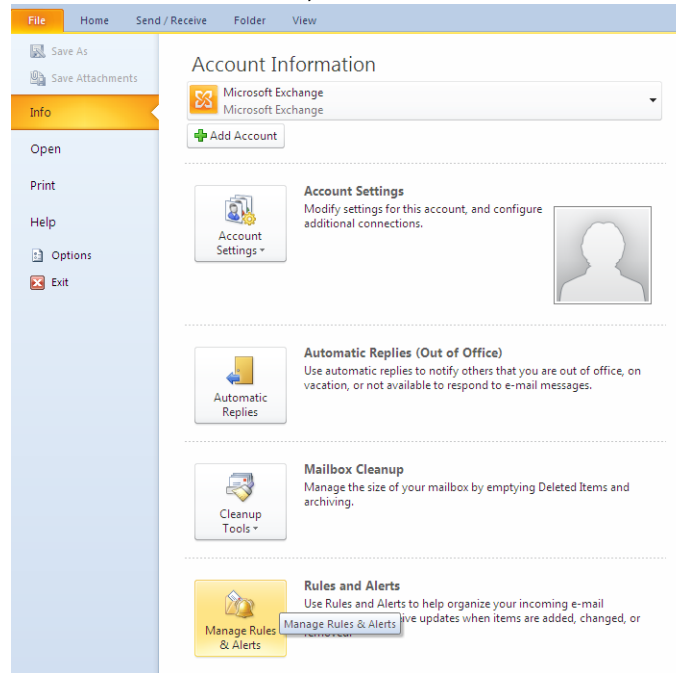


- b. Type in the new folder name and select the folder you want it to be listed under.

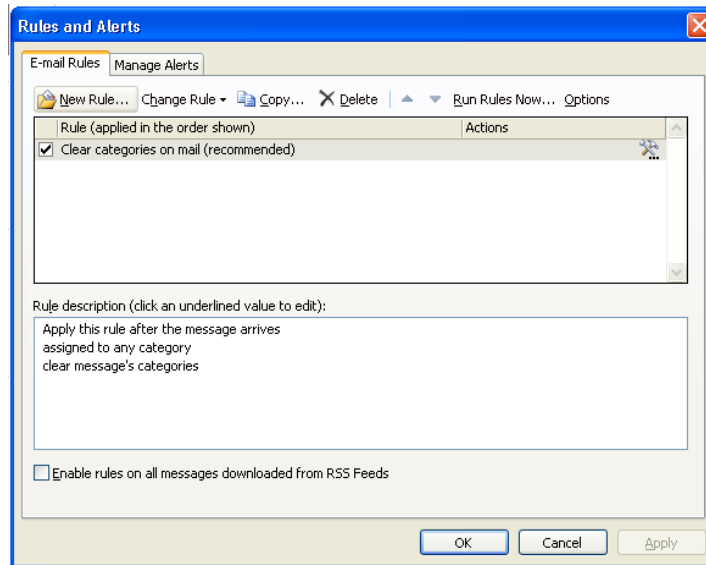
(The example below will insert the new subfolder under Inbox)



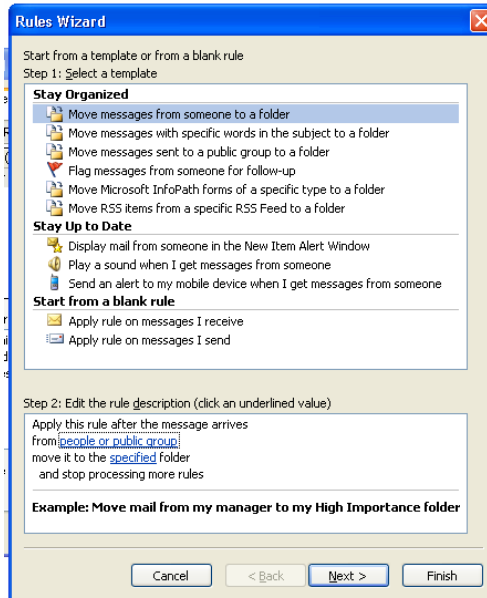
2. Now we'll create the Rule. Select the File tab, and click Rules and Alerts...



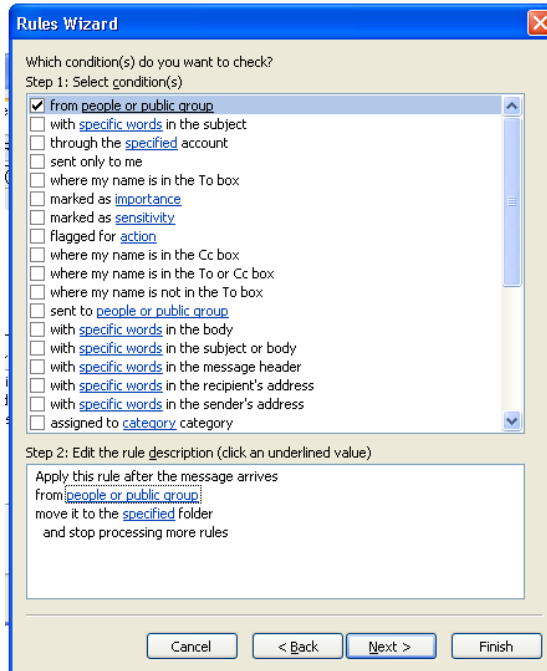
a. Click the New Rule... button



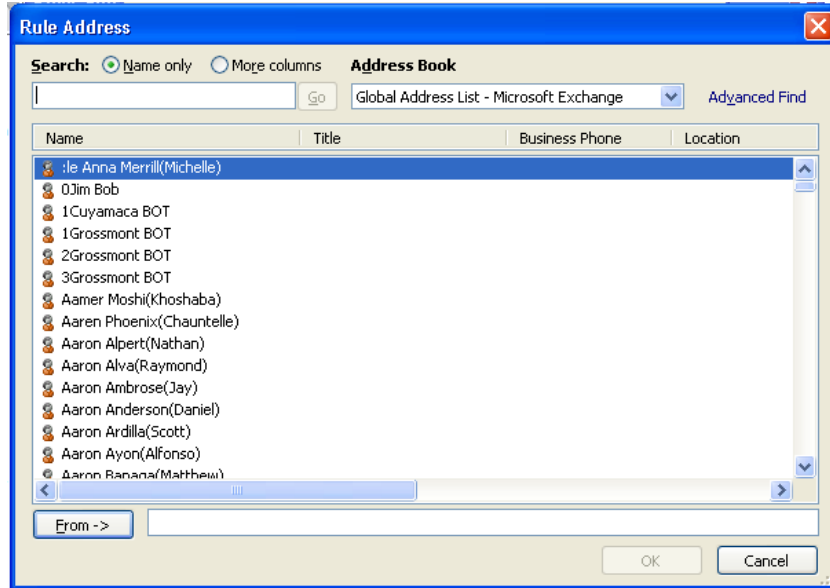
- b. Under Step 1, select “Move messages from someone to a folder”. Click Next.



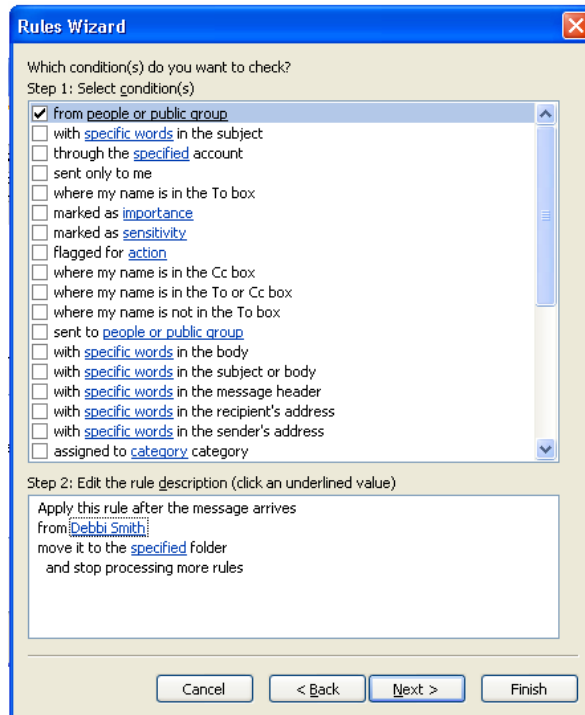
- c. Under Step 1, “from people or public group” should already be checked for you.
d. Under Step 2, click on “people or public group”.



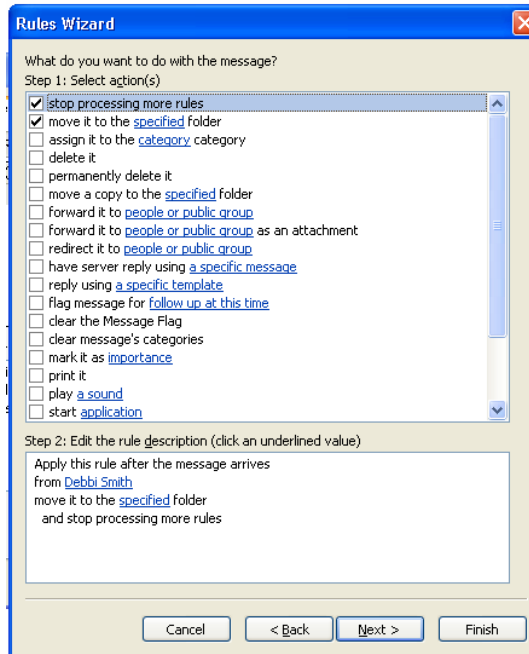
- e. Type the email address of the person in the “From” space (ie:debbi.smith@gmail.com) or select the name from the list. Click “OK”.



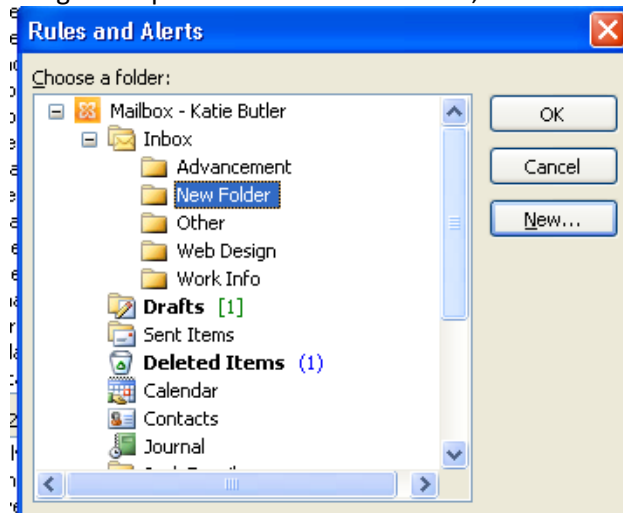
- f. The name will be added to Step 2. Click Next.



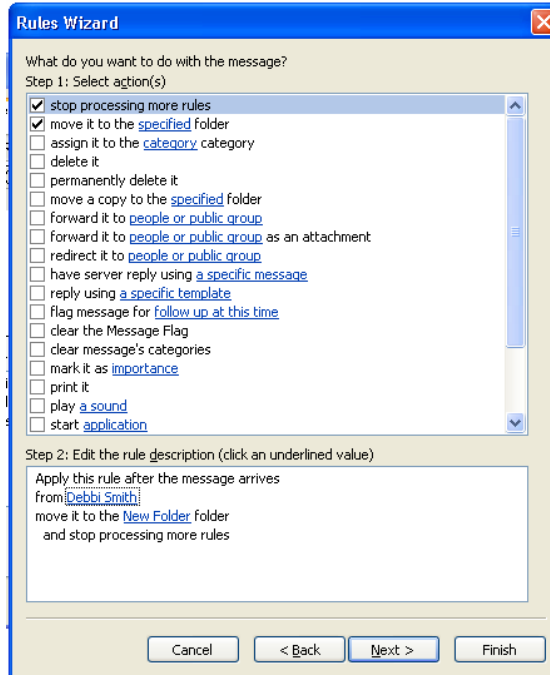
- g. Under Step 1, “move it to the specified folder” should already be checked for you. Under Step 2, click on “specified”.



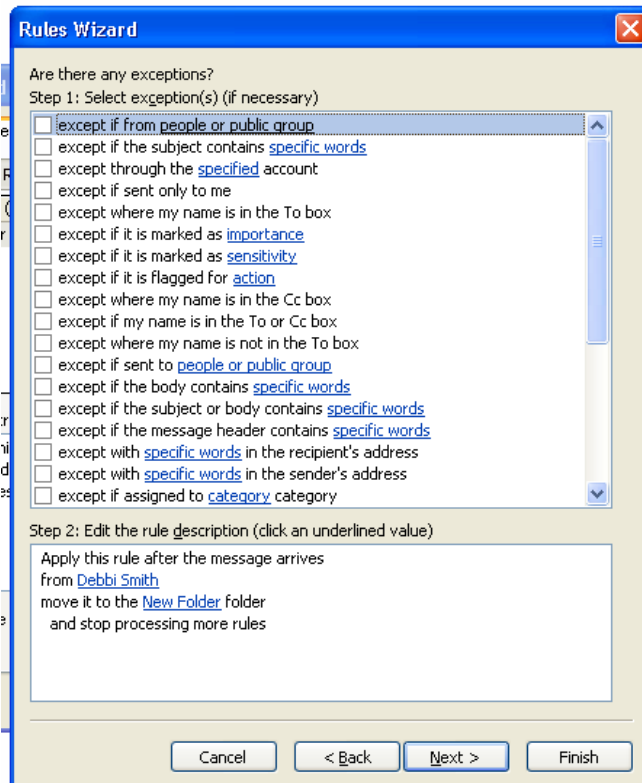
- h. Click on the folder you want the email to be sent to. If the subfolder name does not show, click on the + sign to expand the folder. Click “OK”, then click “Next”.



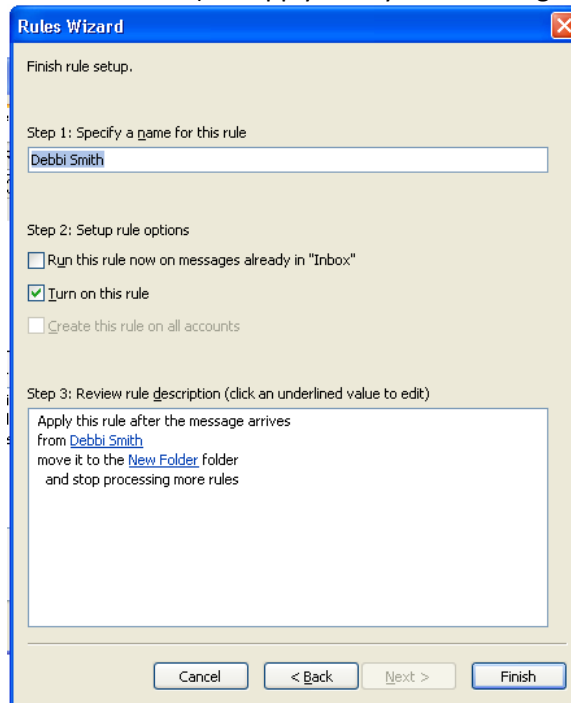
- i. The folder will be added to Step 2. Click “Next”.



- j. You won't need to check anything in the Exceptions screen. Click “Next”.



- k. In Step 1, type a name for the Rule. Under Step 2, you can select either or both of the following options: Run this rule now on messages already in “Inbox” (will apply to current messages) Turn on the rule (will apply to any new messages). Click “Finish”.



The screenshot shows the 'Rules Wizard' dialog box with the following content:

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Debbi Smith

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 Debbi Smith
move it to the New Folder folder
and stop processing more rules

Buttons: Cancel, < Back, Next >, Finish