

Creating a Rule for your Email Office

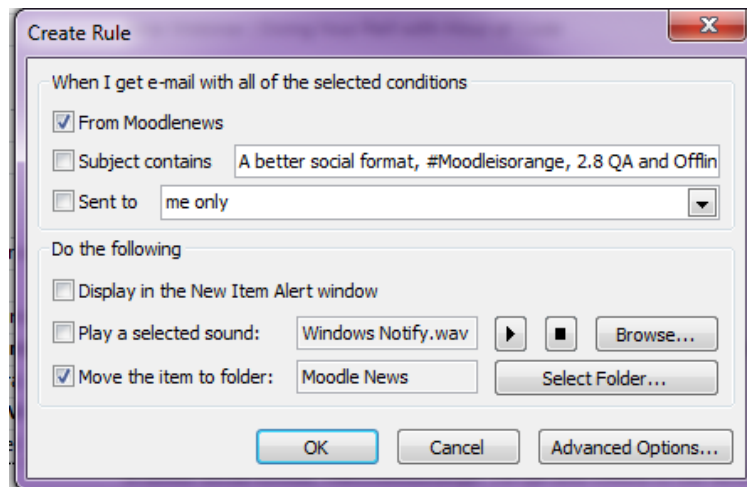
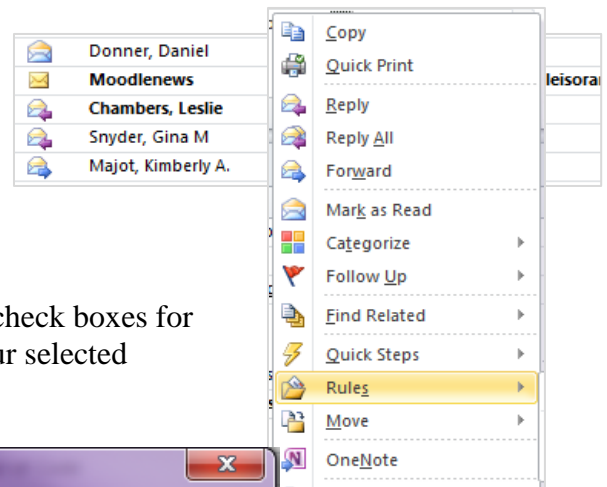
Rules or filters help you organize your Inbox by performing specified actions based on conditions that you set up. For example you can flag messages from your boss or move messages from a list serve to a folder to be read later.

Rules are defined as one or more automatic actions taken on e-mail messages and meeting requests that meet certain conditions, along with any exceptions to those conditions.

One of the easiest ways to create a rule is to use an existing message to create the rule.

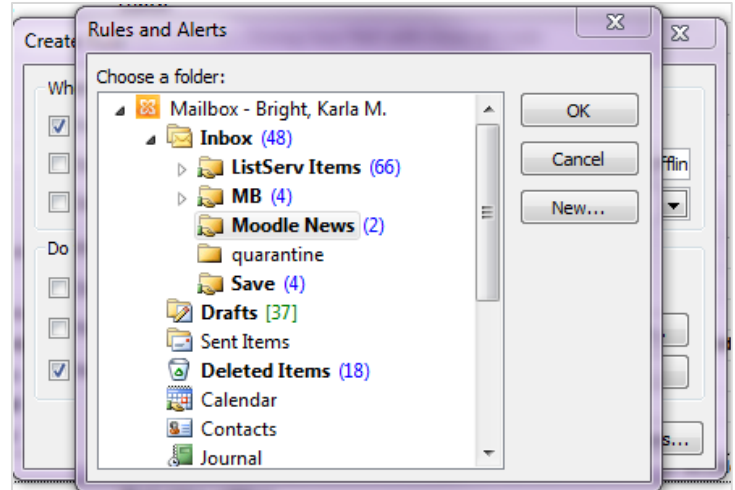
Creating a Rule in Outlook

1. **Right-click** the message that you want to base the rule on
2. On the shortcut menu, click **Create Rule**.
3. In the **Create Rule** dialog box, select the appropriate check boxes for the options that are filled in with information from your selected message.



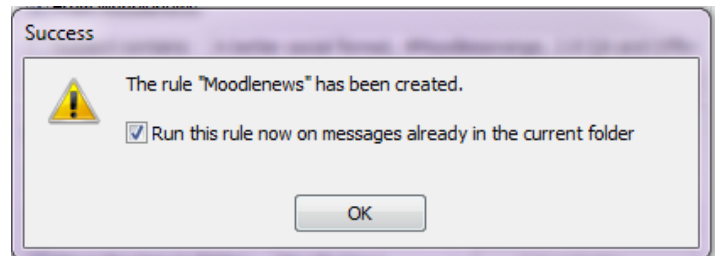
Note: You may not want to check all the boxes, for example the Subject box, as this area may vary depending on the email's content.

4. Select the **Move e-mail to folder** check box or click on the **Select Folder button**
5. Click an **existing folder** or click **New** to create a new folder to store the messages.



6. *To add more conditions, actions, or exceptions to the rule, click **Advanced Options**, and follow the rest of the instructions in the Rules Wizard.*

7. Click **Ok** to apply the Rule
8. At the prompt **check the box** and click **OK** to run the Rule and have the messages moved to the chosen folder



All the messages already in your Inbox (or whichever folder you chose) are moved to the other folder. To test your new rule, take a look at the folder you chose to send the messages into. Were the correct messages moved?

There are many other ways to use rules to reduce the load in your Inbox. Rules, with their variety of conditions, criteria, and actions, allow you a great deal of flexibility and choices in how and where you organize or manage your messages.