

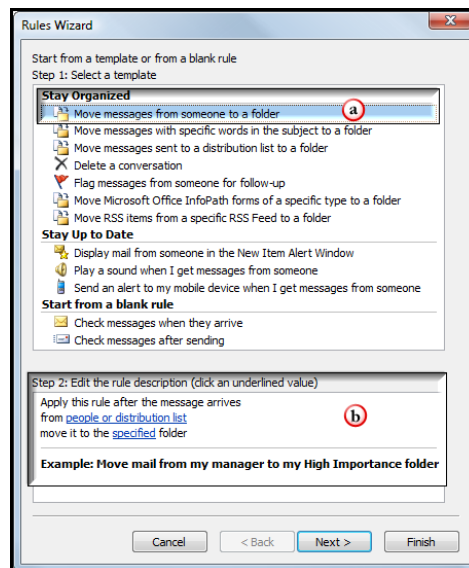
HOW TO:

CREATE RULES:

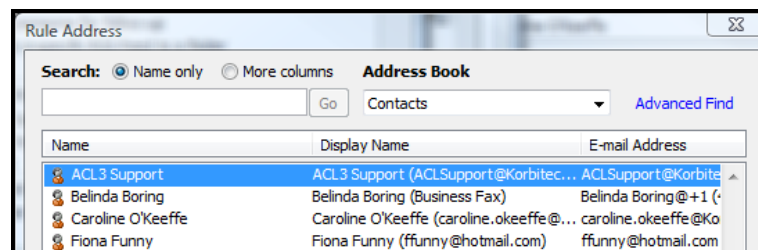
Purpose: A Rule can be set to divert a message from your **Inbox** to another folder in Outlook. For example, a rule can be used to minimize interruptions caused by non-essential e-mails that you wish to review later.

To Create a Rule

1. Choose **Tools** and navigate to **Rules and Alerts**.
2. At the **Rules and Alerts** dialog box, click the **New Rule** option. This will list the type of Rules you can create. You can start from a template or from a blank rule.
 - a) For example, at *Step 1: Select a Template*, choose **Move messages from someone to a folder**.



- b) At *Step 2: Edit the rule description*, you will see the **rule description**. Click people or distribution list. The **Rule Address** dialog box will open. Double-click the name of each person whose incoming messages you want to move to another folder.



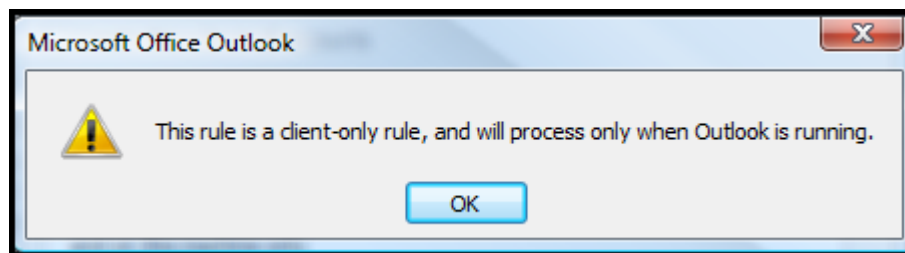
Their names will then appear in the **From** field. Click **OK**. The selected names then replace the words people or distribution list.

Click the words specified folder. Click the folder that you want the message diverted to. Click **OK**. The name of the folder will then replace the words specified folder.

Click **Next** to select any conditions, actions or exceptions as necessary. Click **Next**.

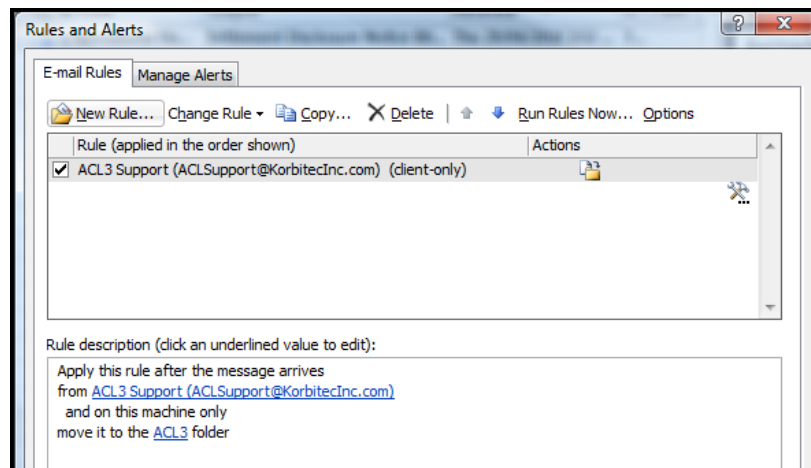
Review the information at **Finish the rule setup**. Click **Finish**.

- This message may pop-up – it means that the Rule will only be in effect while your computer is turned on and Outlook is running.



At the **Rules and Alerts** dialog box, confirm the checkbox for the Rule is checked. Click **Apply**, click **OK**.

- Here's a sample of a created Rule:



- To move messages currently in your Inbox to the specified folder, click **Run Rules Now** in the above dialog box.