Overview

Help manage your email by creating **Outlook Rules** to automatically filter incoming messages into specific folders. You can even set up a rule to have all messages from a specific email sender or with a specific subject heading sent directly to your Deleted Items folder – useful for filtering junk mail.

Creating a new folder

You may want to create a new folder for messages filtered by your new Rule to be moved to.

1. Right-click on your **Inbox** and select **New Folder...** from the pop-up menu:

   ![Inbox menu]

   You can also create a sub-folder within an existing folder. Just right-click on the **existing folder** within your Inbox and select **New Folder...** from the pop-up menu.

2. Give your new folder a **name**:

   ![Folder name]

3. Click **OK**. The new folder is listed alphabetically in your folder or sub-folder.

Creating a rule to move messages

1. Click the **File** tab on the ribbon.

2. Click **Manage Rules & Alerts**:

3. The Rules and Alerts dialog opens. Click **New Rule...**
4. The Rules Wizard opens. Select **Apply rule on messages I receive** then click the **Next >** button:

Start from a blank rule
- Apply rule on messages I receive
- Apply rule on messages I send

5. **Under Step 1: Select condition(s):** Select the condition(s) you want to use to govern your rule.

<table>
<thead>
<tr>
<th>Step 1: Select condition(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ from people or public group</td>
</tr>
<tr>
<td>☐ with specific words in the subject</td>
</tr>
<tr>
<td>☐ through the specified account</td>
</tr>
<tr>
<td>☐ sent only to me</td>
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</tbody>
</table>

If a condition includes blue underlined text, you can set additional options in the Step 2 section of the dialog box, as described below.

6. **Under Step 2: Edit rule description:** Click the blue underlined text to set additional options for a condition. A dialog box will appear allowing you to edit the rule further; the type of dialog box will depend on the condition you have selected.

Step 2: Edit the rule description (click an underlined value)
- Apply this rule after the message arrives
- from **people or public group**
- move it to the **specified** folder
- and stop processing more rules

For example, if you selected from people or public group as one of your conditions, clicking on the associated underlined text will launch the Rule Address dialog where you can either search the Global Address List for a University email address, or type an external email address into the From field.

7. Enter the required information and click **OK**.

The Step 2 value box lists the criteria for the rule. If you change your mind about any of them, either click the blue underlined text and reset the options, or deselect the checkbox in the Step 1 list to remove the criterial completely.

8. Click **Next** to move to the next stage of the Rules Wizard.

9. **Under Step 1: Select action(s):** Click the checkbox for move it to the specified folder.

☑ move it to the **specified** folder
10. **Under Step 2: Edit the rule description**: Click the blue underlined text to specify the folder you want to use. This could be a new folder created specifically for your rule (as described on page 1 of this guide), or any other folder of your choice, including the Deleted Items folder.

   ![Step 2: Edit the rule description](image)

   - Apply this rule after the message arrives from Fraser, Pauline
   - move it to the **specified** folder
   - and stop processing more rules

11. Click **OK**.

12. Click **Next** to move to the next step of the Rules Wizard.

13. **Under Step 1: Select exception(s) (if necessary)**: If you want, you can tick the checkbox(es) next to any exceptions you want to set.

14. Click **Next**.

15. **Under Step 1: Specify a name for this rule**: Type a name for the rule that will allow you to easily identify it if you need to edit it or deleted it at a later date.

   ![Step 1: Specify a name for this rule](image)

   - Emails from Pauline Fraser

16. **Under Step 2: Setup rule options**: Make sure the **Turn on this rule** checkbox is ticked.

   ![Step 2: Setup rule options](image)

   - If you would like to run the rule as soon as you’ve completed the setup, tick the **Run this rule now on messages already in “Inbox”** checkbox.

17. **Under Step 3: Review rule description**: Check that the rule settings are what you need. If not, use the **< Back** button to return to the relevant section of the Rules Wizard to edit your rule settings.

18. Click **Finish** to complete setting up the rule.

   ![Step 3: Review rule description](image)

   - The rule will process messages as they arrive in your inbox and will file them according to your criteria.

### Managing Rules

1. Click the **File** tab on the ribbon.

   ![File tab](image)

2. Click **Manage Rules & Alerts**.
3. The Rules and Alerts dialog opens. Click the rule you want to edit.

4. To delete a rule entirely, click the **Delete** button.

5. To edit a rule, click the **Change Rule** button.

6. Click **Edit Rule Settings** from the drop-down menu.

7. Set the options you need moving through the **Rules Wizard**, as described previously.

**Further information and help**

Contact the Service Desk: [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk)