

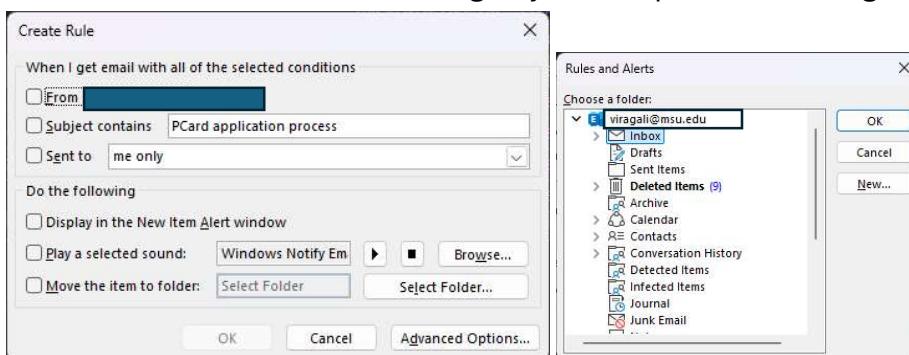


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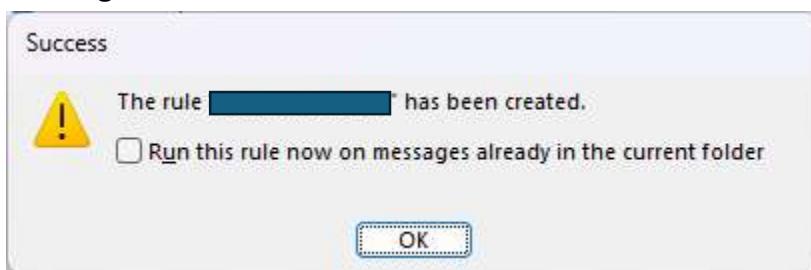
Create an e-mail rule in Outlook

Using Rules in Toolbar with message selected you want to filter

1. From the Home tab in Outlook, click **Rules**
2. Select **Create Rule**
3. In the **Create Rule** window, select the criteria for the conditions
 - a. Note: If you select **Move the item to folder**, a new window will popup asking you which folder to use. This will also give you the option of creating a new one.



4. Click OK and it will confirm the rule has been created, and allow you to run the rule for all messages in the current folder



Create Rule from Message

1. Right-click an existing message and select **Rules > Create Rule**.

2. Select a condition, and what to do with the message based on the condition.

For example, to move messages with a certain title to a specific folder, select the **Subject contains** condition, select **Move the item to folder**, select or create a **New** folder, and then select **OK**.

3. When you're done creating the rule, select **OK**.
4. To use the rule right away, select the **Run this new rule now on messages already in the current folder** checkbox, and then select **OK**.

The message now appears in that folder.