

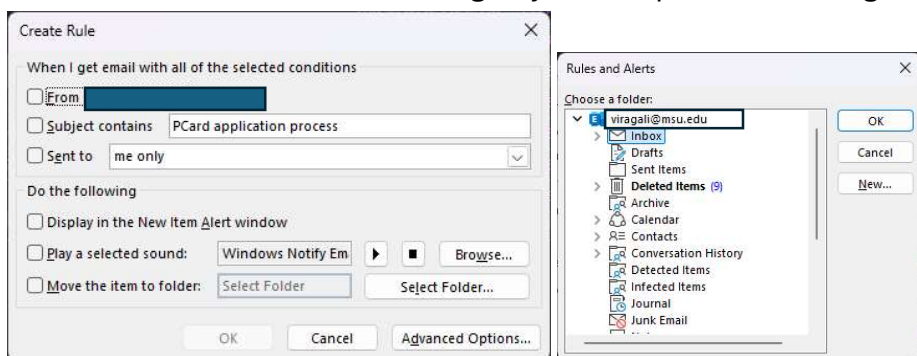


## College of Law

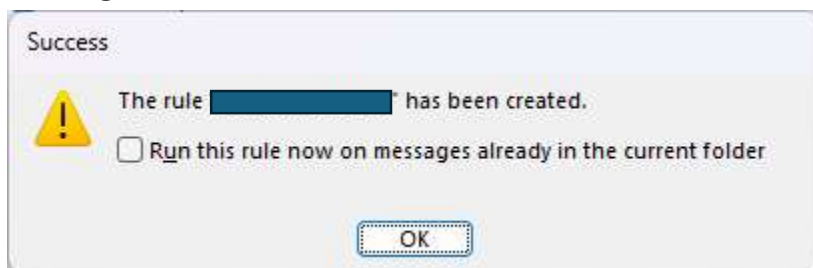
### Create an e-mail rule in Outlook

#### *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.