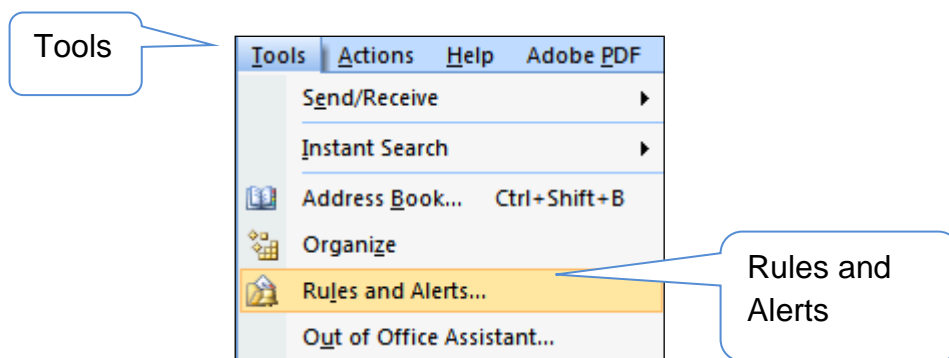



## Adding a rule in Outlook

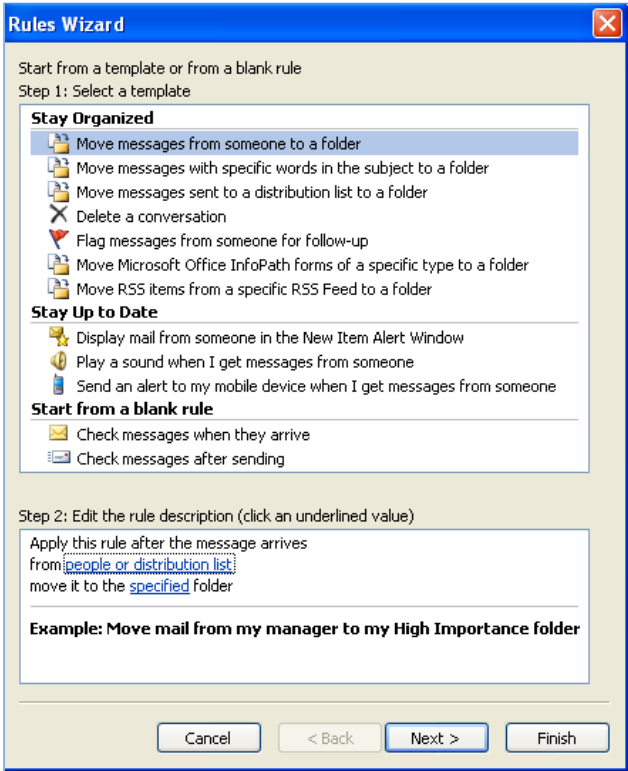
You can set up 'Rules' in your Microsoft Outlook program to organise the way messages are handled once they are delivered to your mailbox. To do this you will need to use the 'Rules Wizard'. You will find the rules wizard by selecting 'tools' from the ribbon and then selecting 'Rules and Alerts' from the resulting drop down list.



The next step is to select 'New Rule'  from the top of the resulting window. The 'Rules Wizard' window will then open and this is where you start to select the conditions for your new rule.

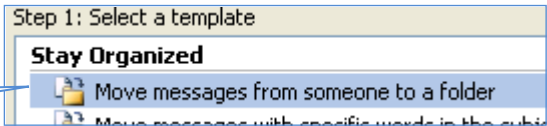
The first section of your 'Rules Wizard' window has a list of some rules which you may wish to activate for your own use. This section is Step 1. Select a template. There is also a section where you can make your own rule.

Step 1.  
Select a Template



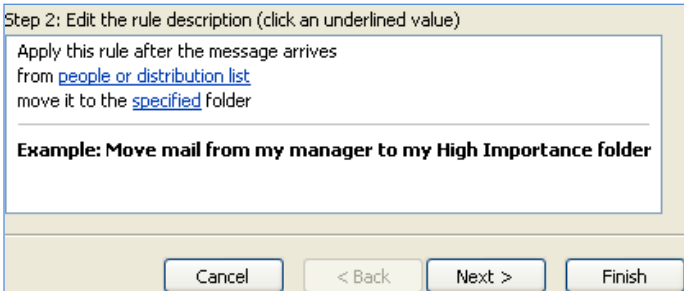
The next step is to choose an option from this list. Once you have chosen an option you can move on to Step 2 from the bottom of the window. This step gives you the ability of when and how you apply the rule. In the following example I have chosen the first option from Step 1. This option is – ‘Move messages from someone to a folder’.

Selected option



Step 2 is at the bottom of the window. The options in Step 2 change according to the selection you have made in Step 1. This example shows the options for the selection above. You will see that some of the text is ‘hyperlinked’, this means that you can click on it and it will open another window from where you can choose your options.

Options showing hyperlinks

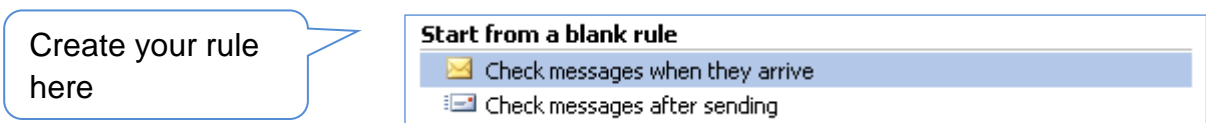


If you choose the 'people or distribution list' hyperlink the Outlook address book will open and you can choose either a person or distribution list from your options. If you choose the 'specified' hyperlink your folder list will display and you can choose which folder you would like your messages delivered to.

Once you have made your selections from these options click on 'Next' at the bottom of the window. You will then have the option to put specific conditions and exceptions on your rule. Click on 'Next' and you will be able to give your rule a name, run the rule, and Turn it on or off.

Click on 'Finish' and your rule will be in effect.

If you choose the 'Start from a blank rule' option you can make your own rule from the options presented.



Just make your selections from the menu and keep choosing 'Next' until you have set all the conditions for your rule.