

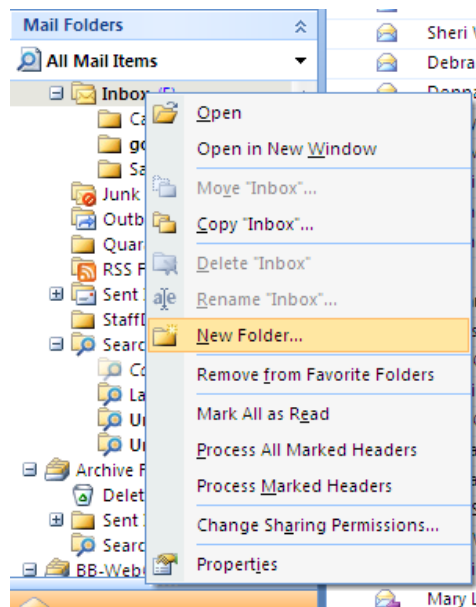
## OUTLOOK –RULES

Updated 3/4/09

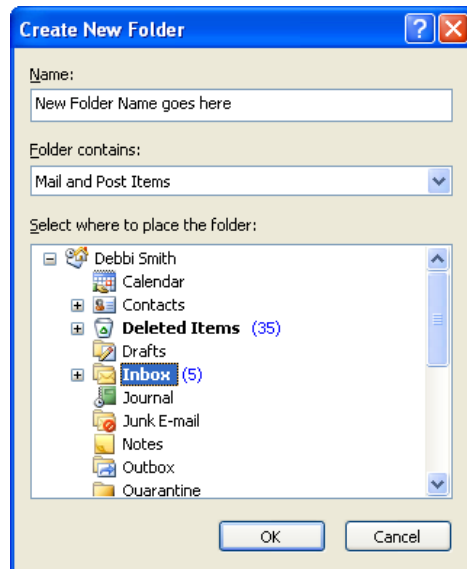
### SETTING UP RULES TO DIRECT EMAIL TO FOLDERS

This is a simple rule that will automatically direct email to a specific Outlook folder.

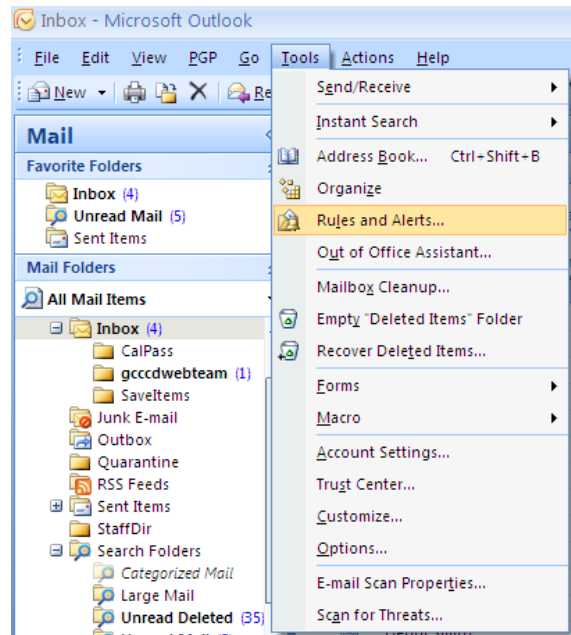
1. Create the subfolder you want the email to go to. This can be a subfolder in your Inbox or in your Personal Folder.
  - a. To create the folder, right click on your Inbox or Personal Folder and select New Folder.



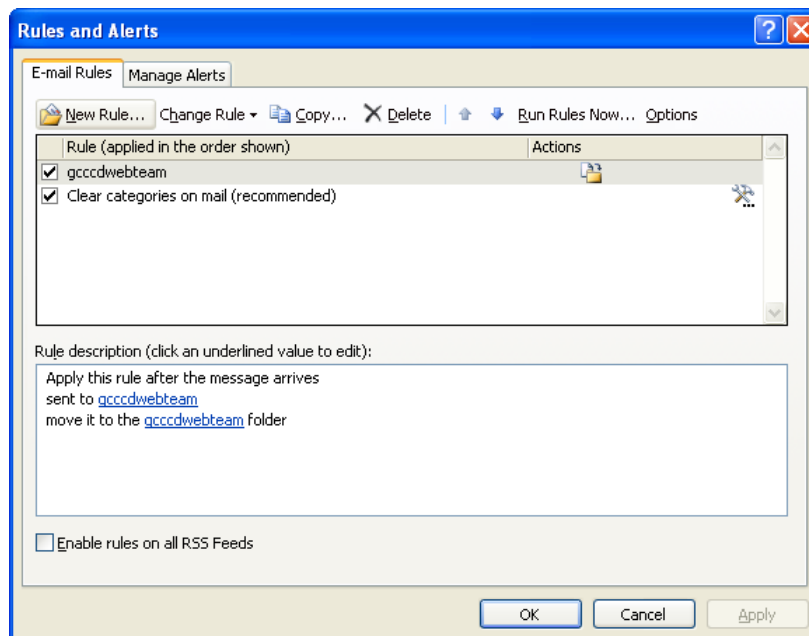
- b. Type in the new folder name and select the folder you want it to be listed under. (The example below will insert the new subfolder under Inbox)



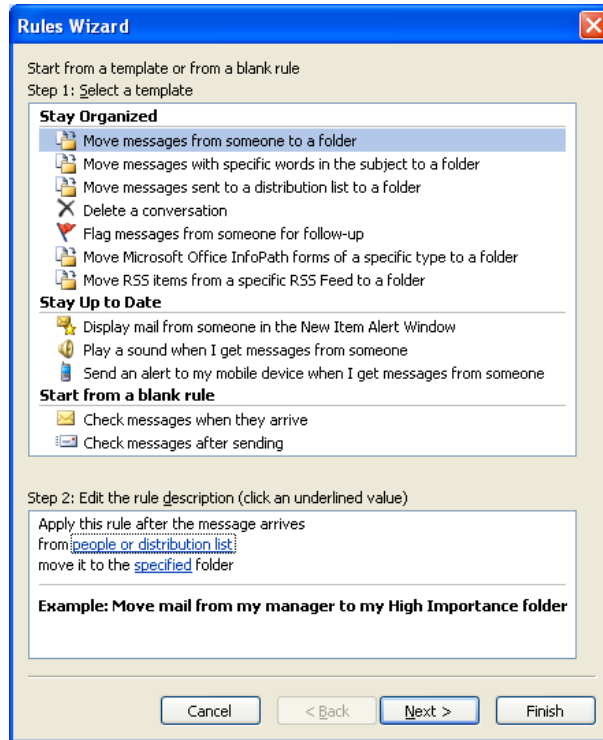
2. Now we'll create the Rule. Select Tools from the Outlook menu, Rules and Alerts...



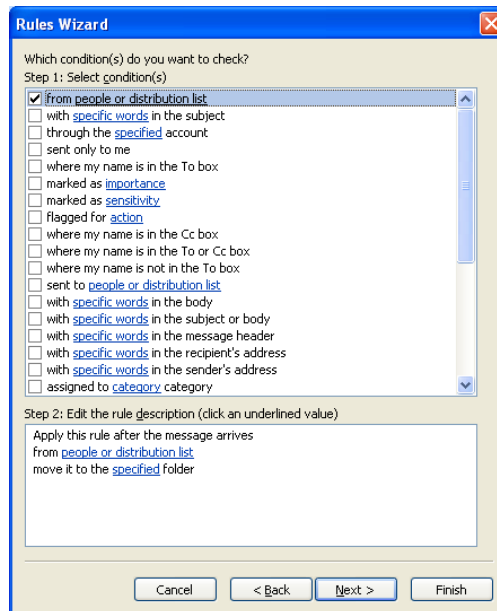
a. Click the New Rule... button



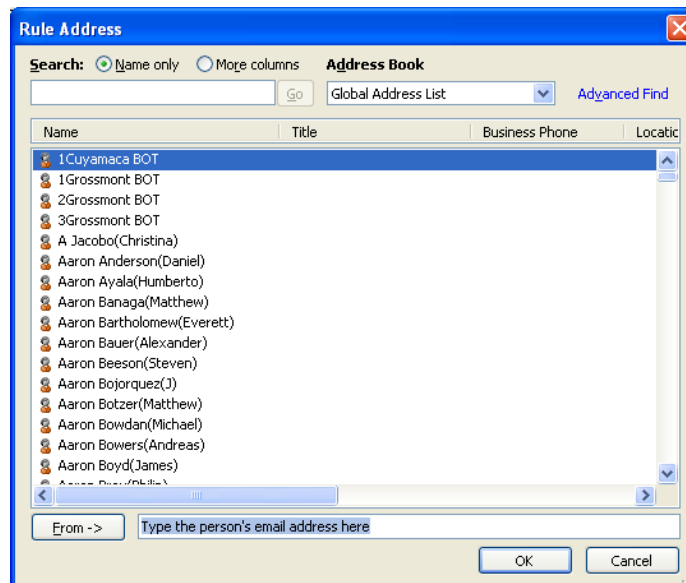
- b. Under Step 1, select 'Move messages from someone to a folder'. Click Next.



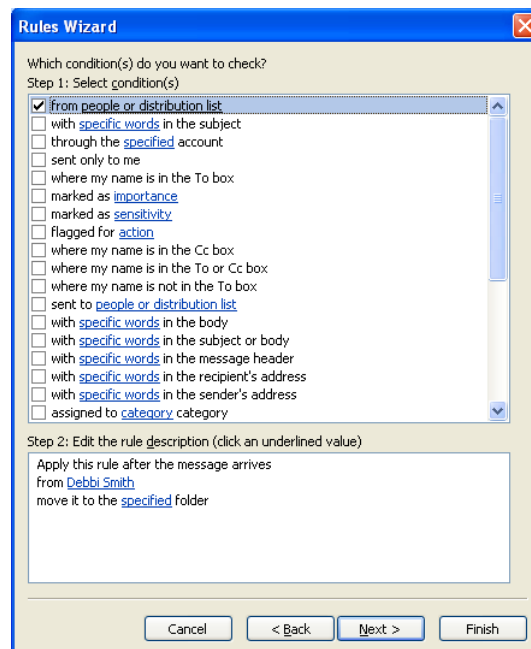
- c. Under Step 1, 'from people or distribution list' should already be checked for you. Under Step 2, click on 'people or distribution list'.



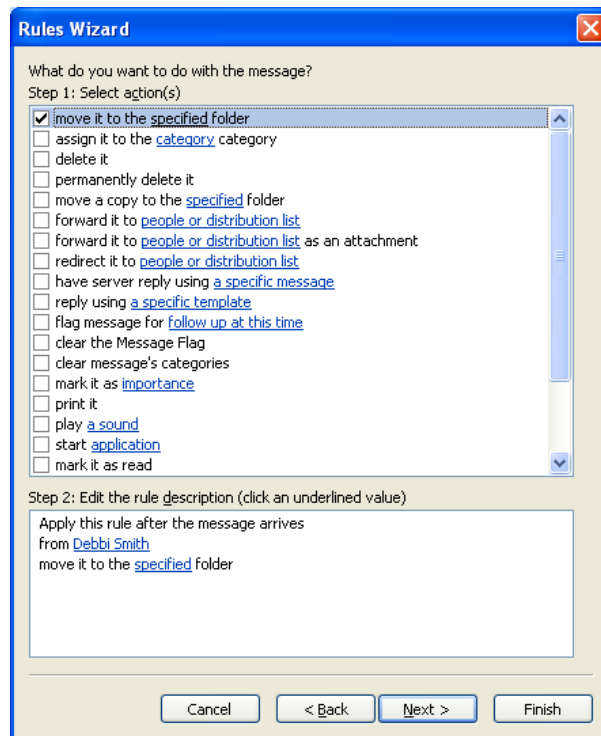
- d. Type the email address of the person in the From space (ie: debbi.smith@gmail.com) or select the name from the list.  
Click OK.



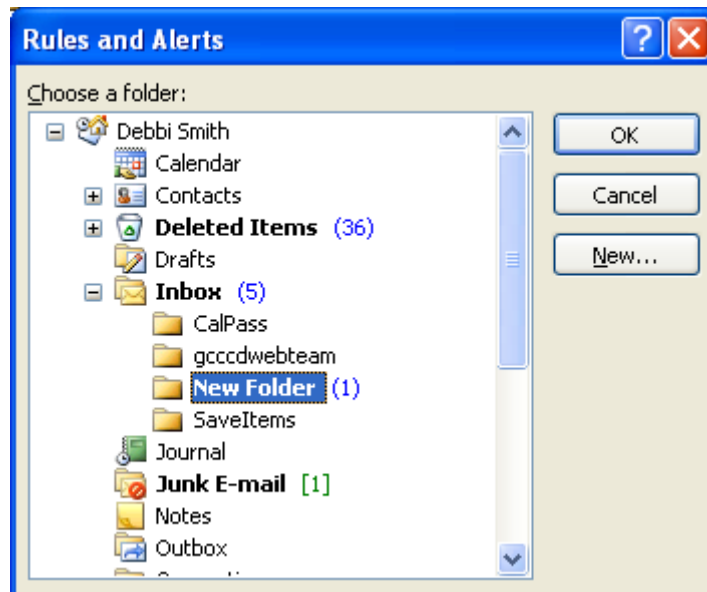
- e. The name will be added to Step 2. Click Next.



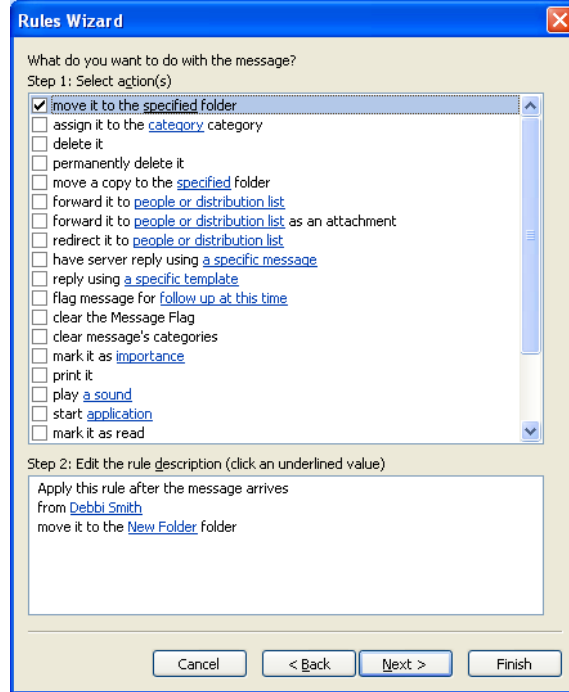
- f. Under Step 1, 'move it to the specified folder' should already be checked for you. Under Step 2, click on 'specified'.



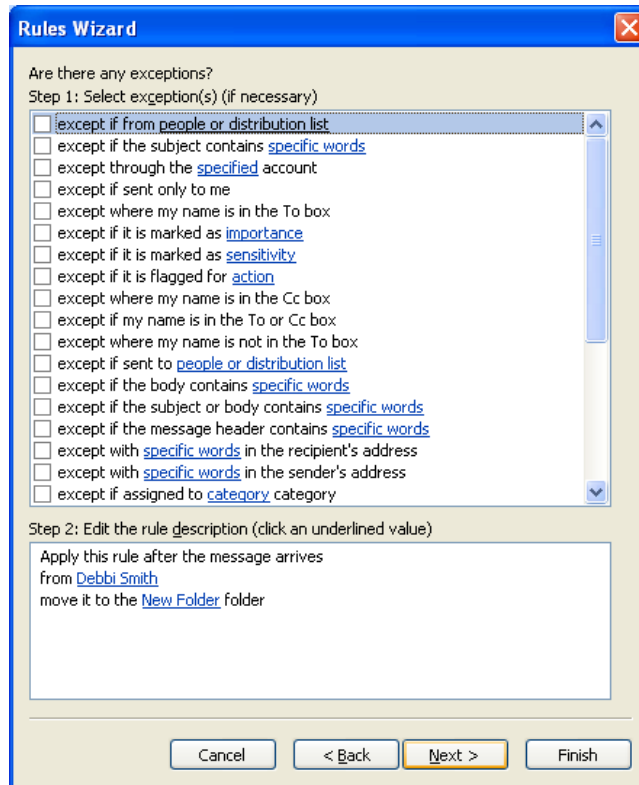
- g. Click on the folder you want the email to be sent to. If the subfolder name does not show, click on the + sign to expand the folder. Click OK, then click Next.



h. The folder will be added to Step 2. Click Next.



i. You won't need to check anything in the Exceptions screen. Click Next.



- j. In Step 1, type a name for the Rule.  
Under Step 2, you can select either or both of the following options:  
    Run this rule now on messages already in "Inbox" (will apply to current messages)  
    Turn on the rule (will apply to any new messages)  
Click Finish.

**Rules Wizard**

Finish rule setup.

Step 1: Specify a name for this rule

Debbi Smith to New Folder

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives  
from Debbi Smith  
move it to the New Folder folder

Cancel < Back Next > Finish