

Introduction

Document Purpose

This document will provide instructions on how to create Outlook Rules to move external emails into a separate folder in your Inbox.

Instructions

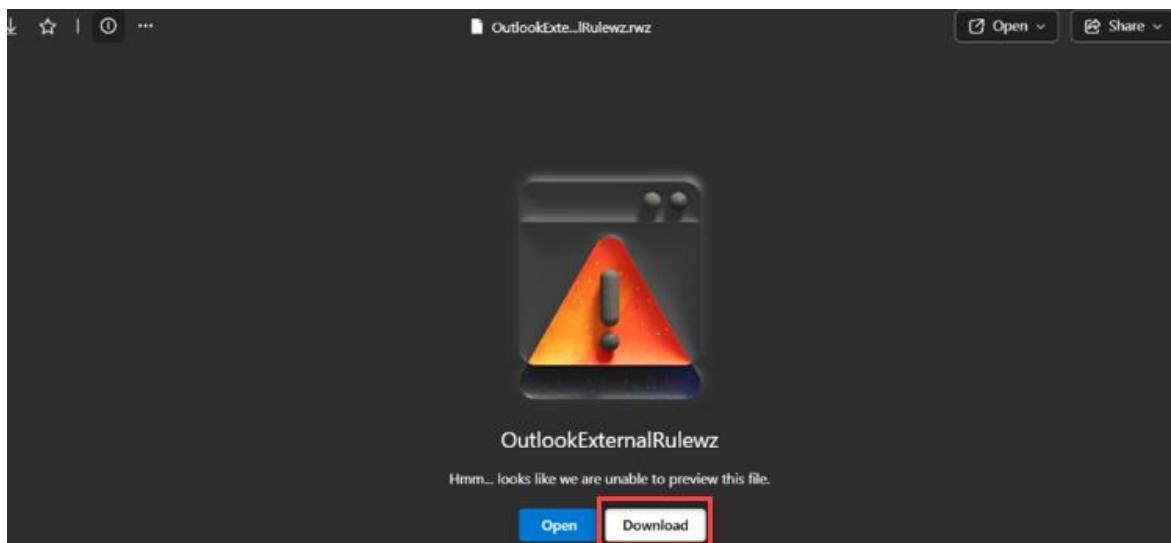
The following instructions can be used for both Outlook 2010 and Outlook 365.

1. Create a new folder in your inbox. **Right-Click** the Inbox and select **New Folder....** Type in InboxExternal for the new folder name.

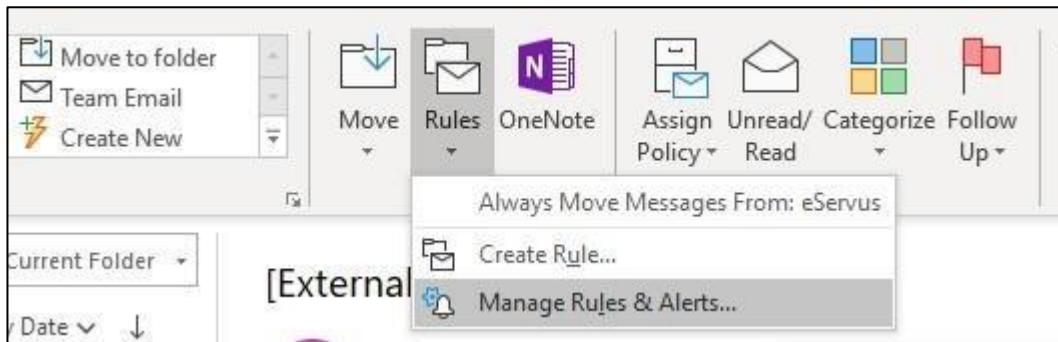


2. Download the pre-configured Outlook Rule file from [here](#)

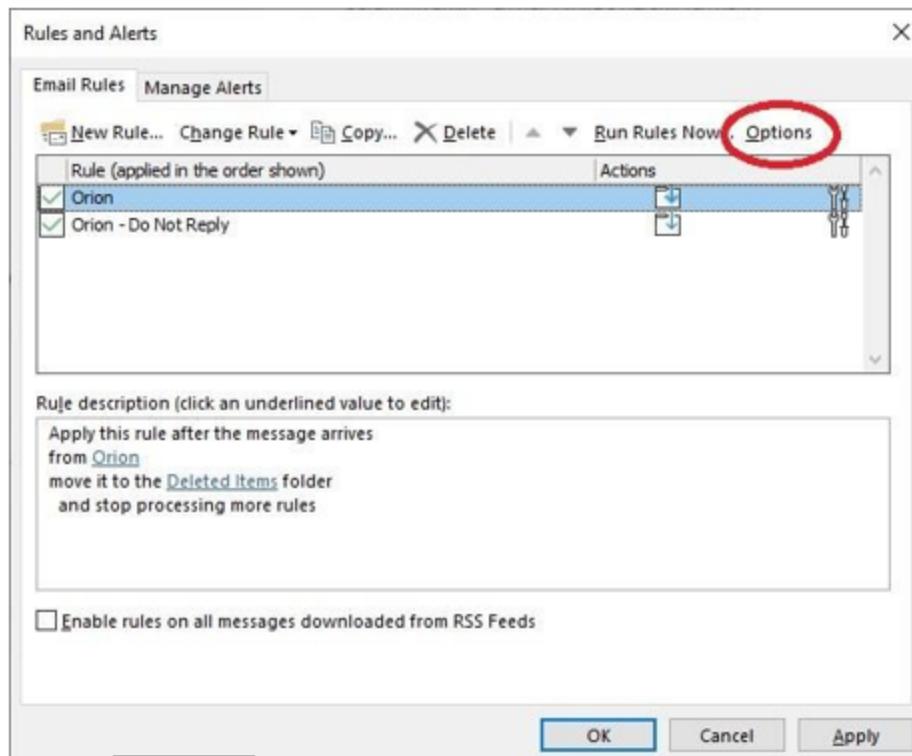
- a. After downloading the rule, **do not open it**. Instead, go directly to Outlook and import it
- b. If you encounter the following screen, please select the **Download** option

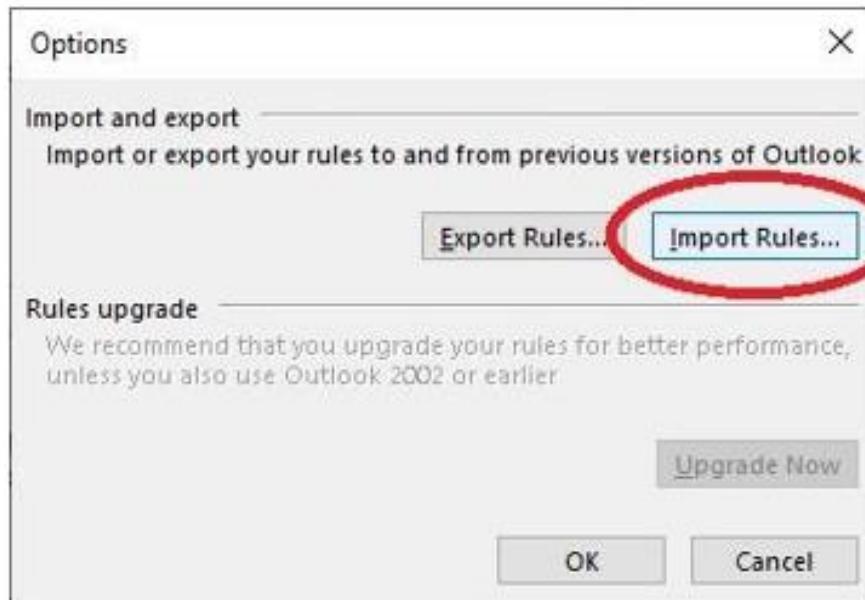
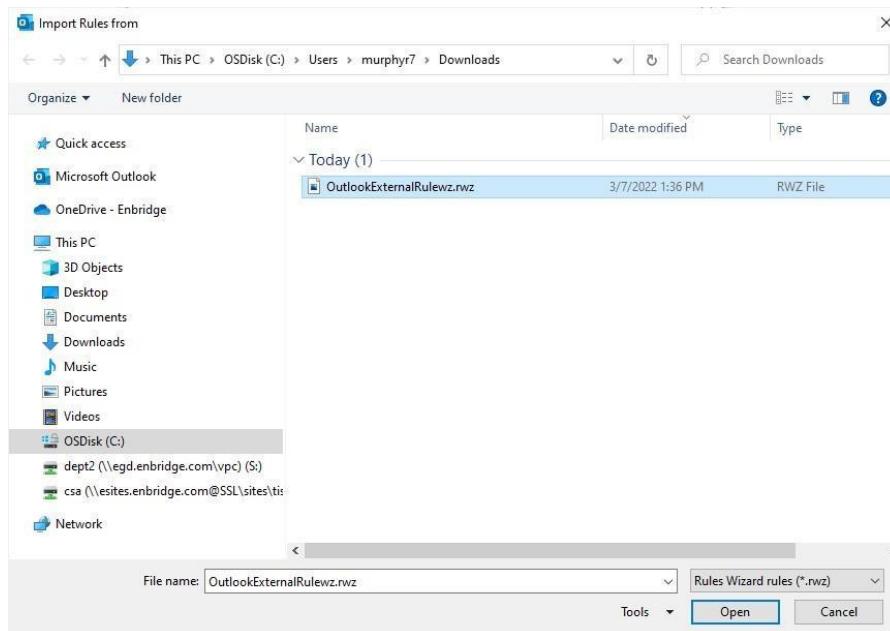


3. Import the Outlook Rule by selecting **Rules > Manage Rules & Alerts** from the Outlook Ribbon on the top.



4. Click the **Options** button on the top

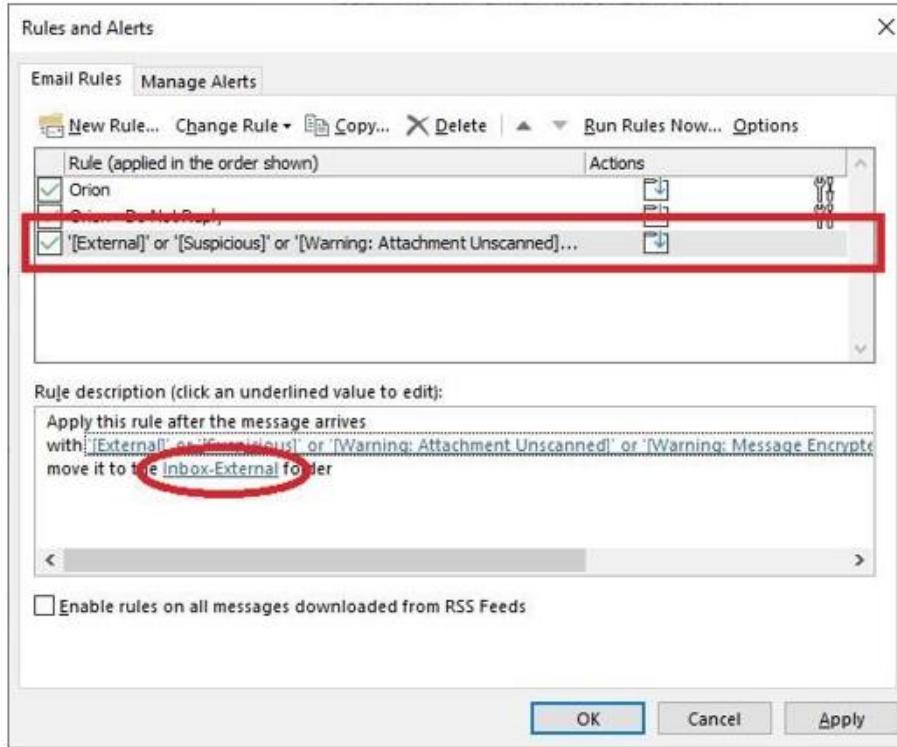


5. Click on **Import Rules**6. Go to Downloads and select the file that was downloaded and click **Open**

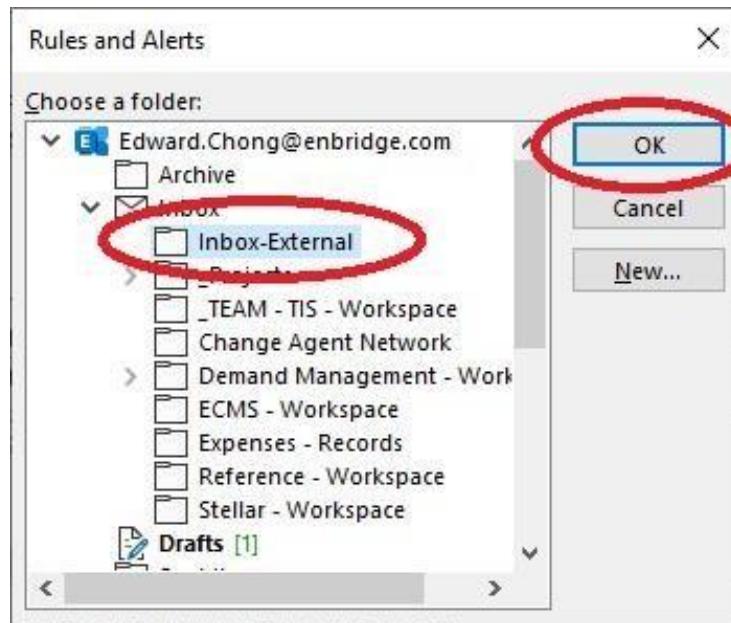
7. Once opened, you'll be back to the Options window. Click **Ok** to close the options window



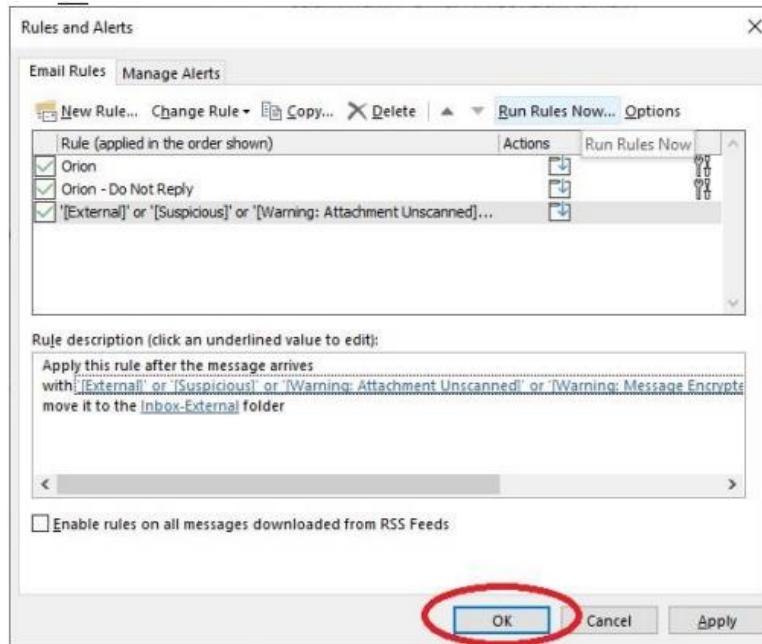
8. You will now have a new rule added. Click on it to see the details in the bottom portion of the window. Click on the **Inbox-External** link.



9. From the list, select the **Inbox-External** folder created in Step 1 and click **OK**



10. Click **OK** to close the Rules and Alerts window



11. Your new rule has been created