

Outlook Mail

- Compose or reply
- Send, forward, or save
- Organize folders and favorites
- Organize using rules
 - Manage messages with rules**
- Stop processing rules
- Auto forward messages
- Import or export rules
- Troubleshoot broken rules
- Use conditional formatting

Manage email messages by using rules in Outlook

Use rules to automatically perform specific actions on email that arrives in your inbox. For example, you can create rules that will change the importance level of messages as they come in, automatically move them to other folders, or delete them based on certain criteria.

Select a tab option below for the version of Outlook you're using. [What version of Outlook do I have?](#)

- New Outlook**
Outlook on the web
- Classic Outlook**
Outlook.com

Note: If the steps under this **New Outlook** tab don't work, you may not be using new Outlook for Windows yet. Select the [Classic Outlook](#) tab and follow those steps instead.

In new Outlook, you have the option to:

[Create a rule](#) | [Edit a rule](#) | [Delete a rule](#) | [Set rule order](#) | [Run rules](#) | [Disable rules](#)

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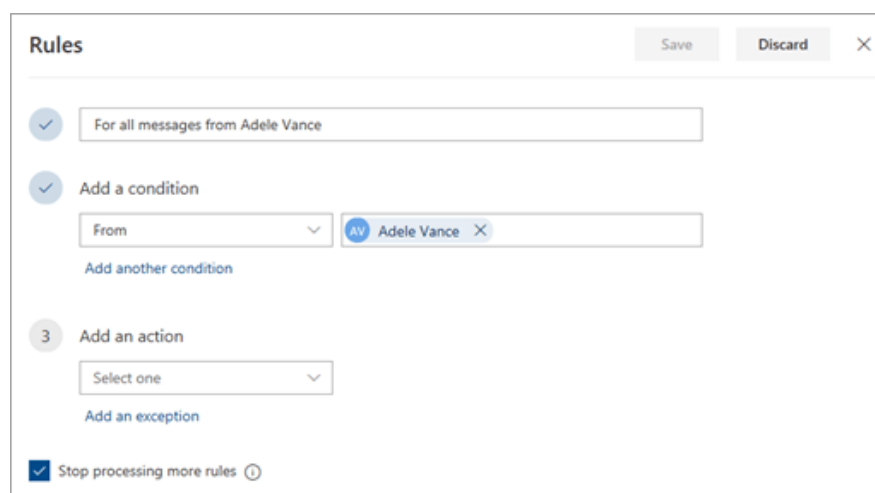
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Create an inbox rule for new Outlook for Windows

Rules are applied to incoming messages and can be created from any folder.

1. To quickly create a rule that moves all email from a specific sender or a set of senders to a folder, right-click a message in your message list that you want to create a rule for, hover over **Rules** and then select **Create rule**.
2. Choose the folder where you want all messages from that sender or set of senders to be moved, and then select **OK**.
3. After selecting **OK**, the rule will be applied to all incoming messages.

If you'd like to do more than just move the message from a specific sender or set of senders to a folder, select **More options**. The rules settings menu will open.





The screenshot shows the 'Rules' settings window in Outlook. At the top right are 'Save', 'Discard', and a close button (X). The main area is divided into three sections: 1. A rule name field containing 'For all messages from Adele Vance'. 2. A section titled 'Add a condition' with a dropdown menu set to 'From' and a tag 'AV Adele Vance' with a close button. Below this is a link 'Add another condition'. 3. A section titled 'Add an action' with a dropdown menu set to 'Select one' and a link 'Add an exception'. At the bottom, there is a checkbox 'Stop processing more rules' which is checked, followed by a help icon (i).

- Every rule needs at least three things: a name, a condition, and an action. Rules can also contain exceptions to conditions. You can add multiple

conditions, actions, and exceptions at each step by choosing **Add a condition**, **Add an action**, and **Add an exception**.


- If you don't want any more rules to run after this one does, select the **Stop processing more rules** check box. For more information, see [Stop processing more rules in Outlook](#).
- Press **Save** to create your rule or **Discard** to cancel rule creation.

Edit an inbox rule in new Outlook for Windows


1. At the top of the page, select **Settings** .
2. Select **Mail > Rules**.
3. In the rule you want to edit, select .
4. Press **Save** to save your edited rule.

Note: Some rules created in classic Outlook can't be processed by new Outlook because they are client-side rules. To fix a rule that was migrated from classic Outlook, create a new rule to replace it.

Delete an inbox rule in new Outlook for Windows

1. At the top of the page, select **Settings** .


2. Select **Mail** > **Rules**.

3. In the rule you want to delete, select .

Tip: If you just want to turn the rule off for a while, select the toggle next to the rule.


Set the order in which inbox rules are applied to incoming messages in new Outlook for Windows


Inbox rules are applied to incoming messages based on the order they're in within the Inbox rules list. You can arrange the order in which the rules you create are applied to messages coming into your inbox.

1. At the top of the page, select **Settings** .
2. Select **Mail** > **Rules**.
3. Select a rule, and then use the Up arrow or Down arrow to change the order in which the rule is applied to incoming messages.

Run inbox rules on existing messages in new Outlook for Windows


By default, an inbox rule runs on incoming messages *after* you've created the rule. To run a rule on existing messages:

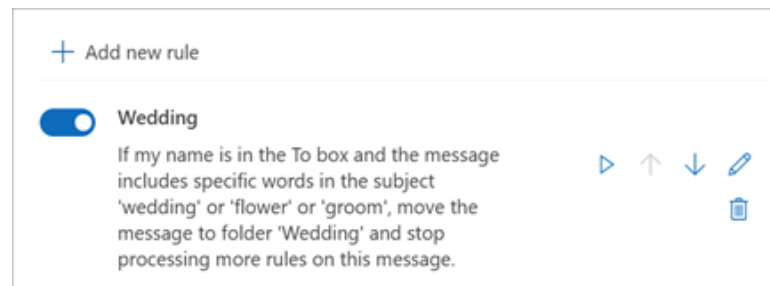
1. At the top of the page, select **Settings** .
2. Select **Mail** > **Rules**.

3. Select  next to the rule you want to run.

Disable and enable rules in new Outlook for Windows

If you'd like to temporarily pause, or suspend, a rule from operating and you don't want to delete it, consider disabling the rule. To disable or enable a rule:

1. At the top of the page, select **Settings** .
2. Select **Mail > Rules**.
3. Use the toggle next to the rule name to disable or enable the rule.



See also

[Use rules to automatically forward messages in Outlook](#)

[Edit or fix a broken rule in Outlook](#)

[Stop processing more rules in Outlook](#)

[Import or export a set of rules in classic Outlook](#)


[Create a rule in Outlook for Mac](#)



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