

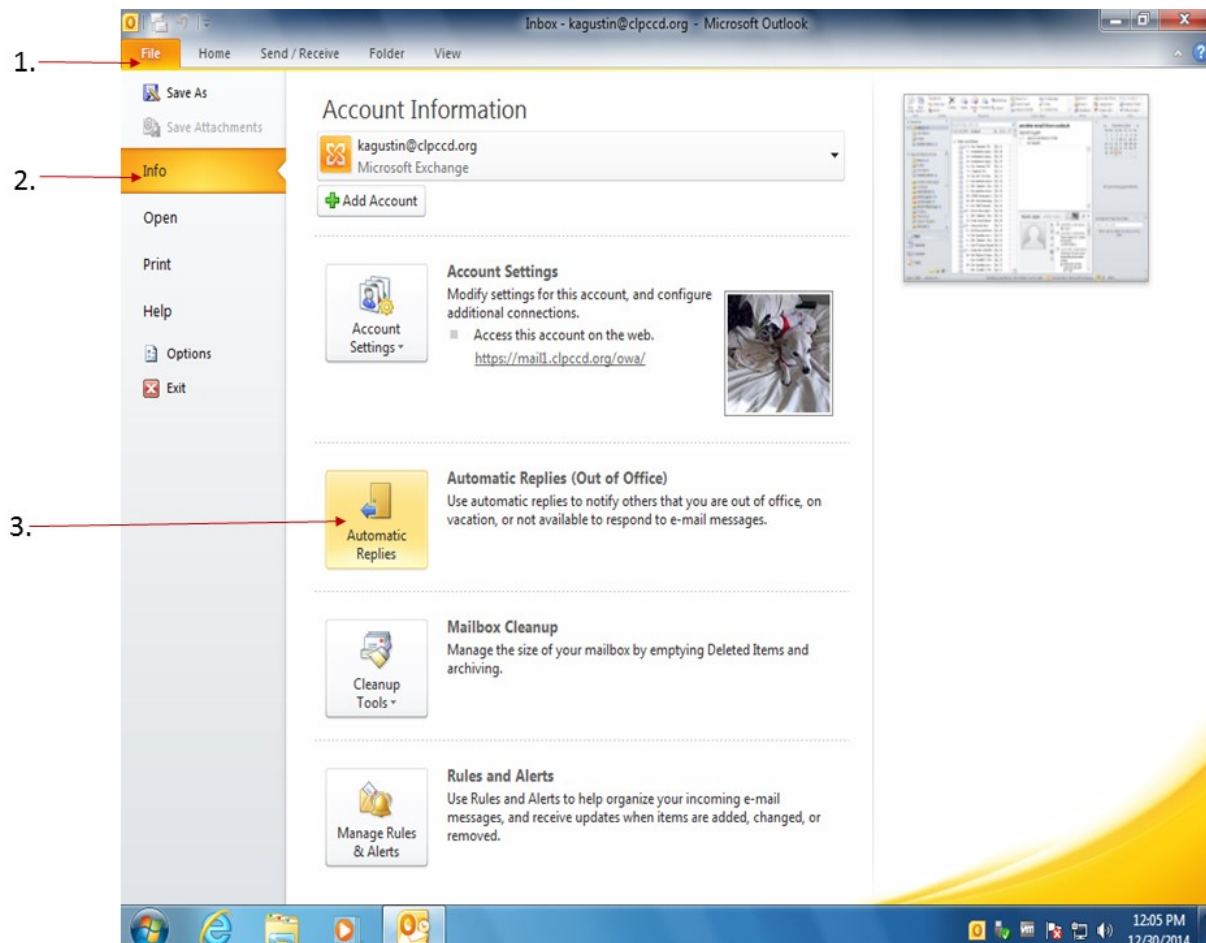
## Outlook 2010 Rules

One of the useful features of Outlook is to use rules. Rules are actions that automatically acts upon incoming and outgoing emails based on conditions that you specify. An example of a very useful rule that you can create is a vacation rule. You create a vacation rule that acts upon incoming emails and sends a notification to the sender that you are on vacation. You can also create rules that automatically move emails you receive into a folder or folders. This is useful for organizing and sorting your emails.

### How to Create a Vacation Rule

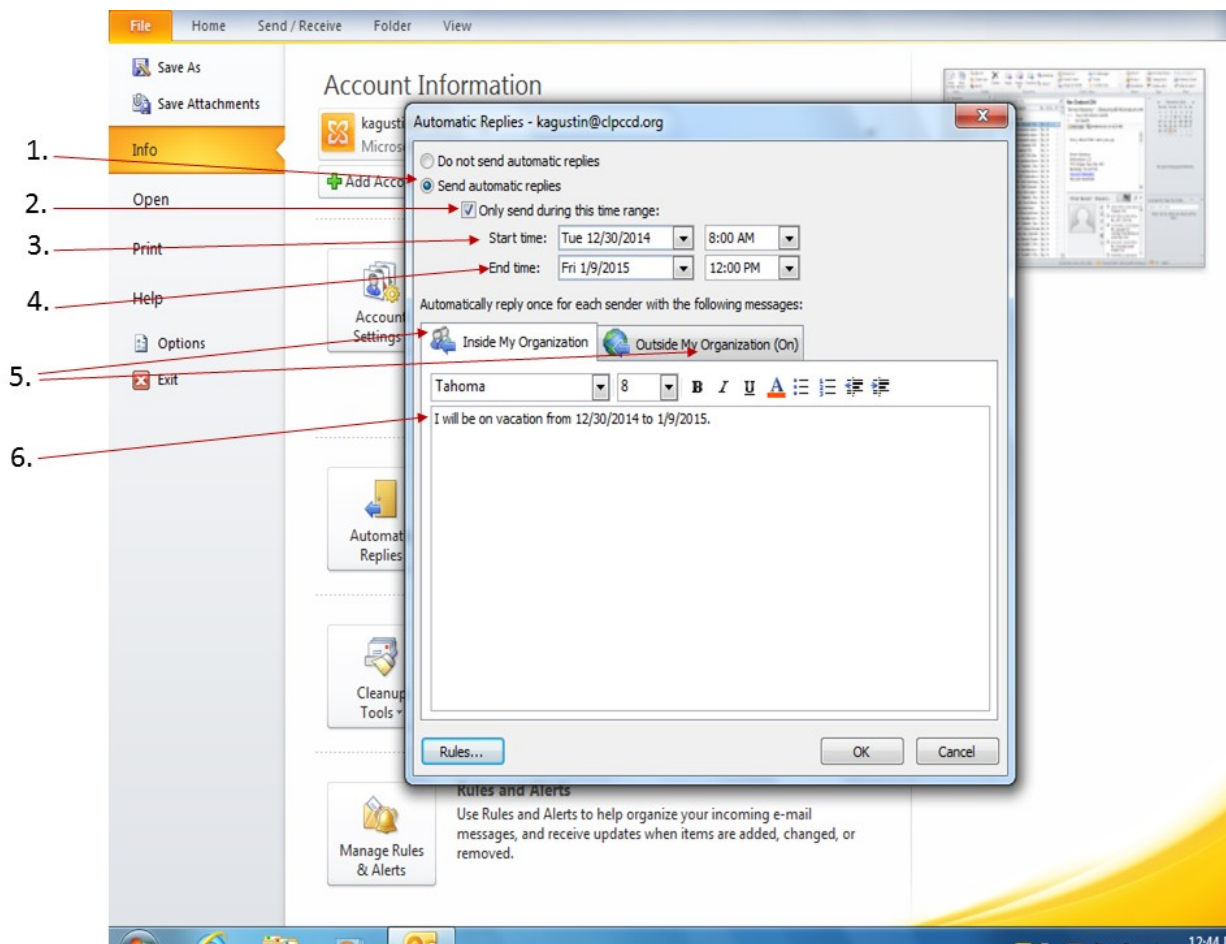
One of the more useful rules you can create is a vacation rule. You configure this rule to automatically reply to senders while you are out of the office. Follow these steps:

1. Click on the File tab
2. Click on the Info tab.
3. Click on Automatic Replies.



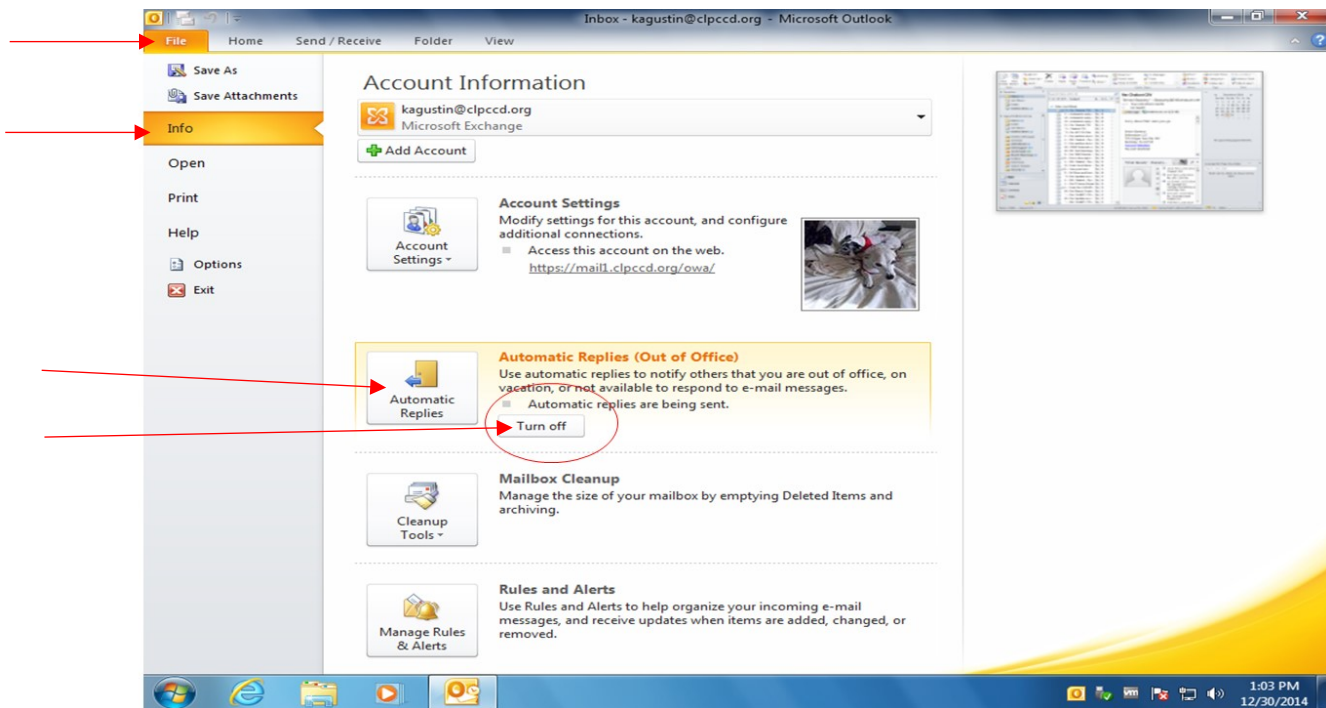
Upon selecting Automatic Replies, you will see the dialog box. Follow these instructions:

1. Select Send automatic replies button.
2. Click on Only send during this time range box.
3. Enter the start date of your vacation.
4. Enter the end date.
5. Click both Inside My Organization and Outside My Organization.
6. Type the message you want to send within your organization or outside the organization. You have to compose messages in both sections.



As the last step, click OK to save your vacation rule.

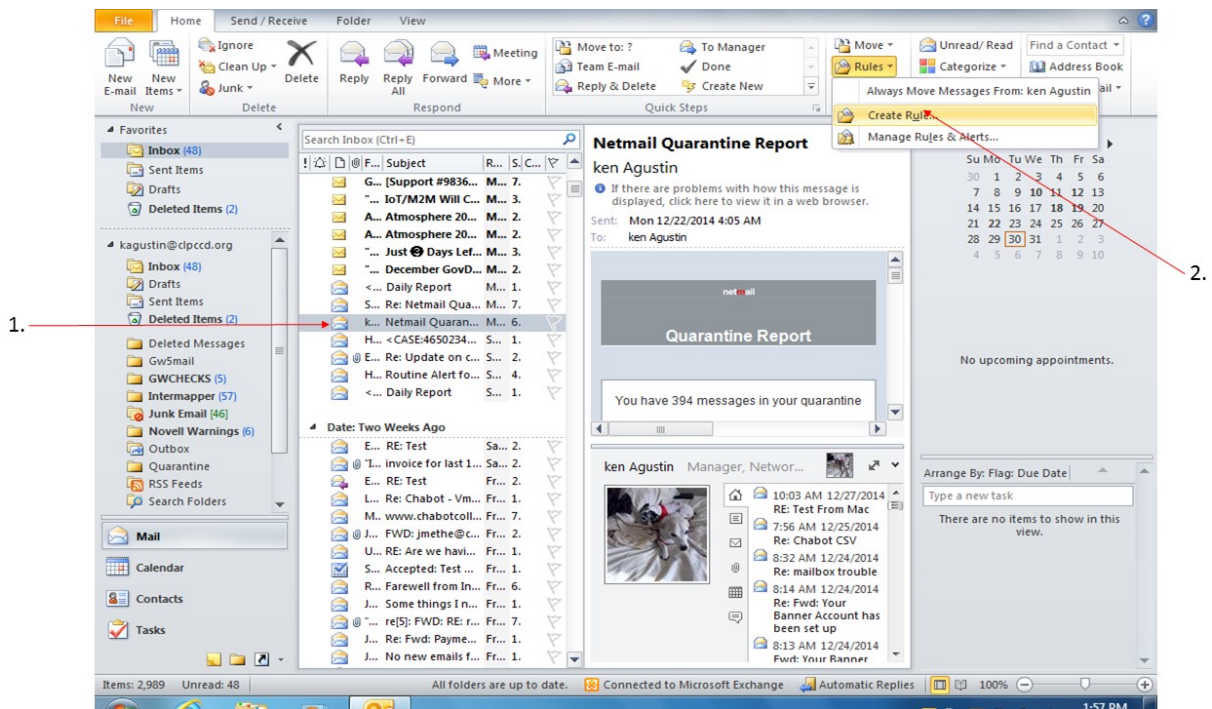
To disable the vacation request rule, select File, Info, Automatic Replies, and click on Turn off.



## How to Create Rules to Organize Your Emails

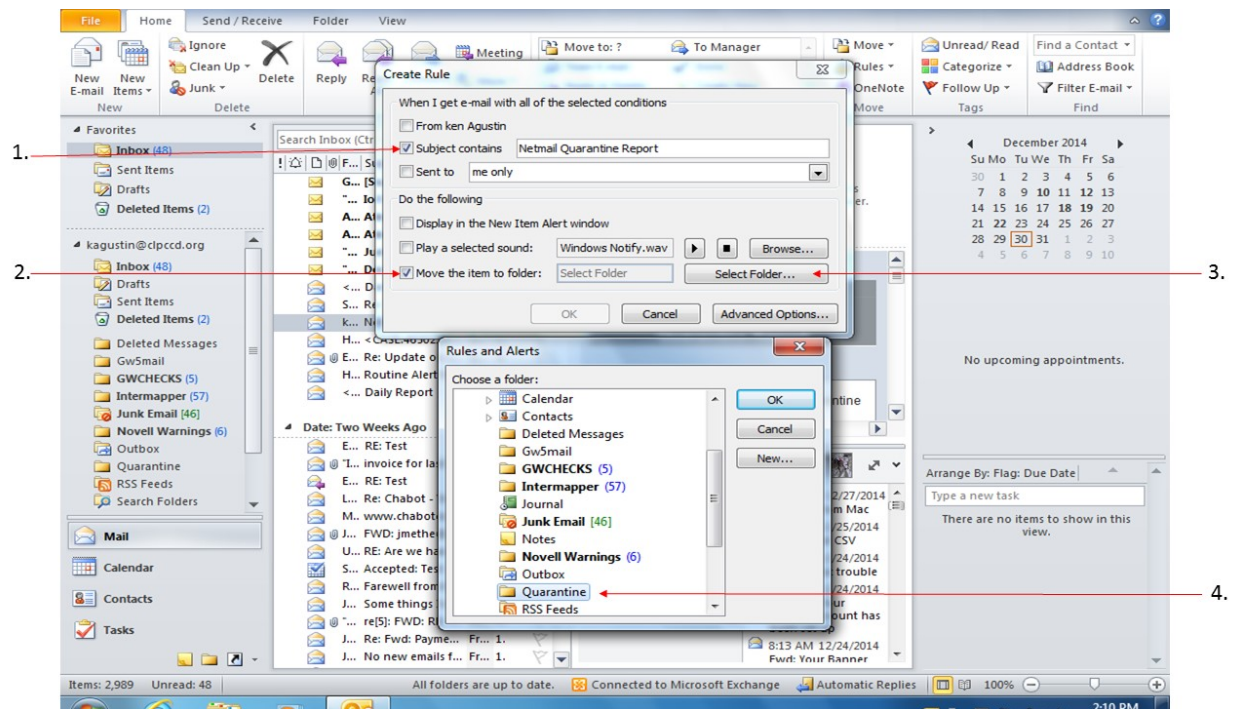
In addition to creating rules such as vacation notifications, you can create rules to automatically perform specific actions on emails you receive. This allows you to file and organize emails to folders based on a sender, subject, or message content. Below is an example of how to create a rule that will file emails received based on the subject of the message to a folder. In this case, all emails with a subject of "Netmail Quarantine Reports" will be moved and filed to a folder called Quarantine. Follow these steps:

1. Highlight the message that contains the appropriate subject
2. From the menu, select Rules, Create Rule.

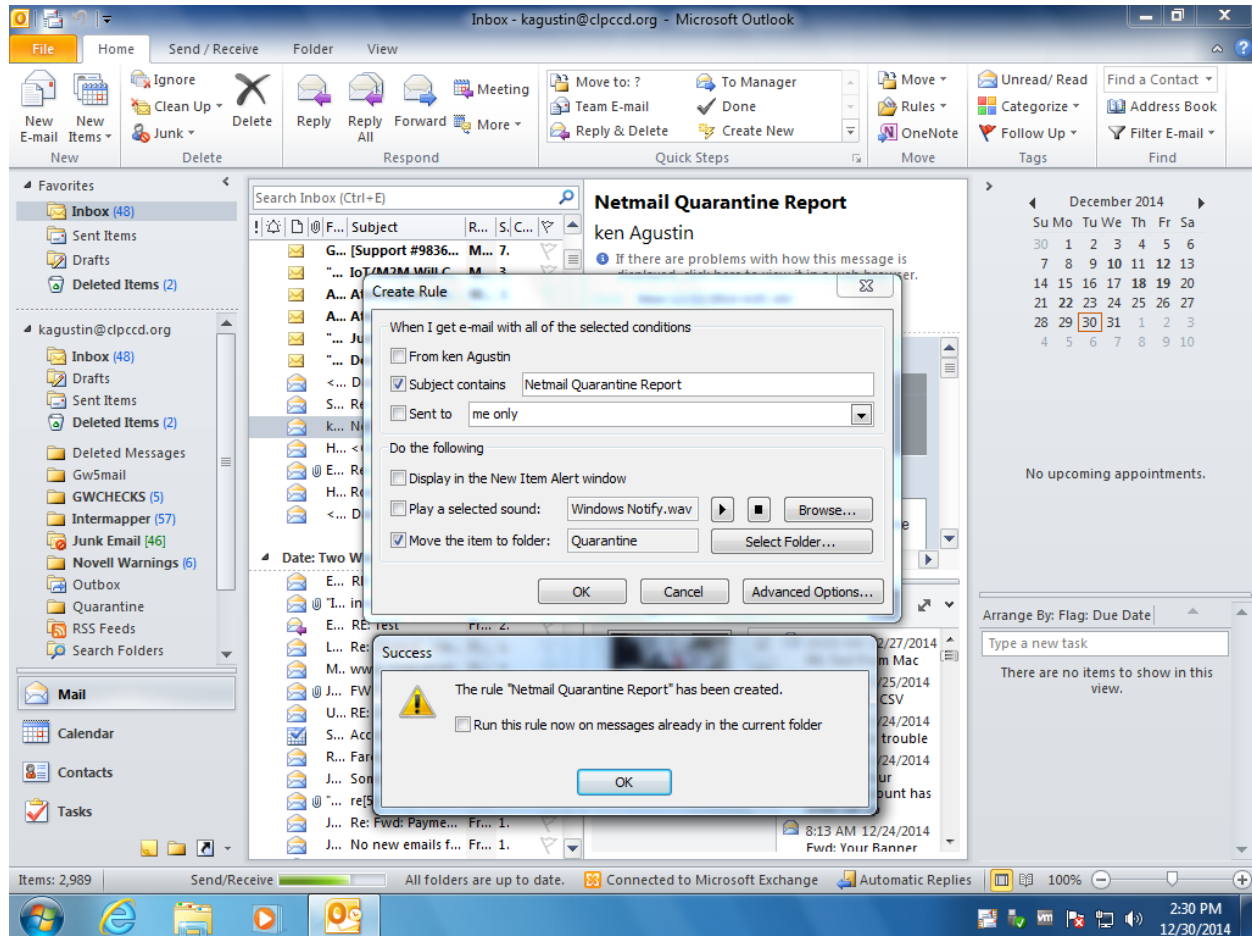


The Create Rule window appears:

1. Select and put a check mark on Subject contains, in this case, Netmail Quarantine Report.
2. Select and put a check mark on Move the item to folder.
3. Click on Select Folder. The Rules and Alerts box appears.
4. Choose the folder, in this case, Quarantine. Click OK to get out of the Rules and Alerts box.



The rule just created should appear similar to the picture below. Click OK again. You should see the Success box indicating that your rule has been created. You can elect to run the rule now on messages already in the current folder by clicking on the box. Otherwise, click OK.

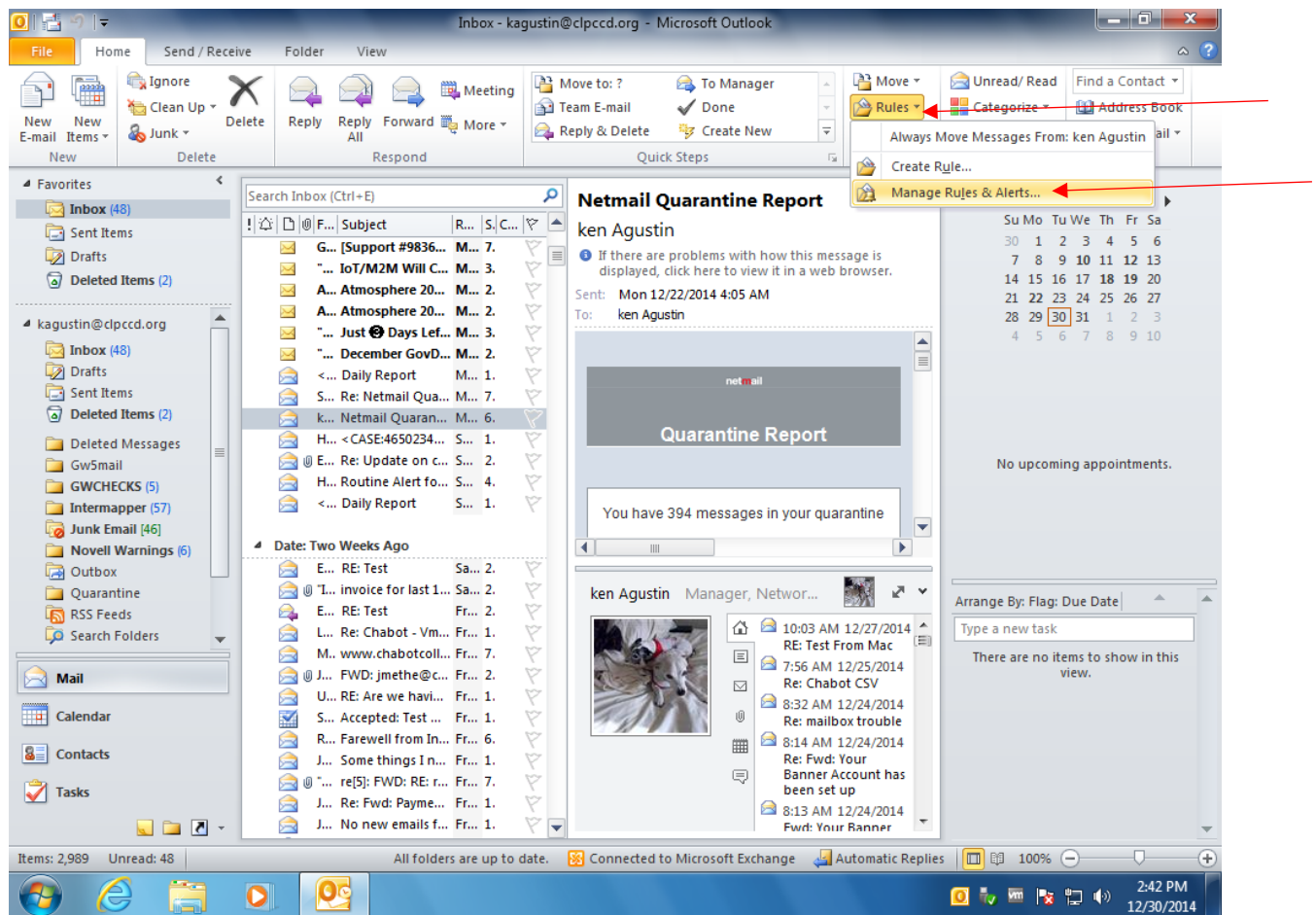


## Managing Rules

To see a list of the rules, delete, or create new rules,

1. From the menu, click on Rules, Manage Rules & Alerts





- The Rules and Alerts window appears. You'll see all the rules you created. Here, you temporarily disable a rule by removing the check mark on the box to the left of the rule, delete a rule, change rule, or create new rules using the rules wizard.

