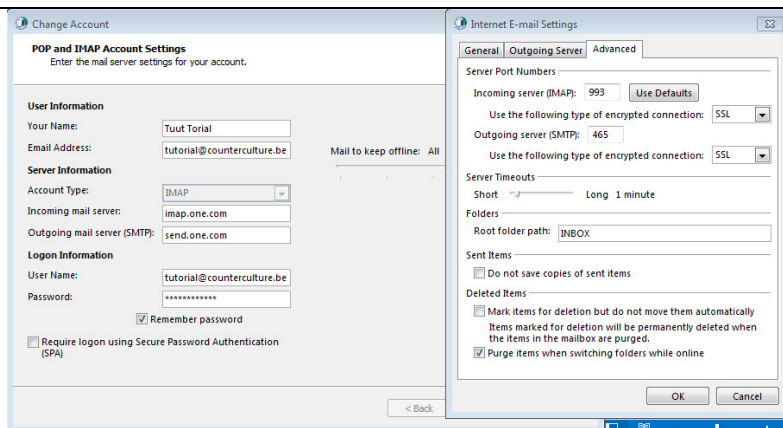# Outlook 2013 work around Sent Items Problem
(English version)

Introduction:

Outlook 2013 gets the Sent Items folder from the server using the XLIST command and falls back to the local Sent Items folder if the IMAP server does not support XLIST. Users can no longer select a sent folder to use in Outlook 2013 as which was the case in Outlook 2010. Unfortunately this is the case with many hosting providers, including one.com.
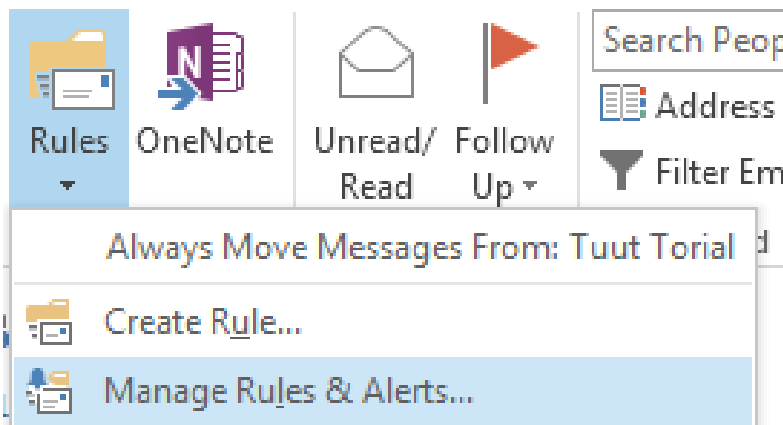
You can implement a work around to save a copy of the sent mails to a folder of your choosing. This manual uses the Sent folder which you can also see in you webmail. Follow the steps illustrated here to implement this.

Outlook 2013 work around Sent Items Problem - English	
	Before starting, verify that your settings are correct. Make sure that you have INBOX as your Root Folder Path.
	If you have more than 1 e-mail account configured in Outlook 2013: make sure you have selected your desired one.com mail account. Click on Rules -> Manage Rules & Alerts.

Rules and Alerts ✕ E-mail Rules Manage Alerts New Rule... Change Rule ▾ Copy... ✕ Delete ▲ ▼ Run Rules Now... Options Rule (applied in the order shown) Actions Select the "New Rule" button to make a rule. Rule description (click an underlined value to edit): ☐ Enable rules on all messages downloaded from RSS Feeds OK Cancel Apply	Click New Rule.

Rules Wizard   ✕
 	
Start from a template or from a blank rule
Step 1: Select a template
 	
Stay Organized
   Move messages from someone to a folder
   Move messages with specific words in the subject to a folder
   Move messages sent to a public group to a folder
   Flag messages from someone for follow-up
   Move Microsoft InfoPath forms of a specific type to a folder
   Move RSS items from a specific RSS Feed to a folder
Stay Up to Date
   Display mail from someone in the New Item Alert Window
   Play a sound when I get messages from someone
   Send an alert to my mobile device when I get messages from someone
Start from a blank rule
   Apply rule on messages I receive
   Apply rule on messages I send
 	
Step 2: Edit the rule description (click an underlined value)
Apply this rule after I send the message
 	
Cancel   < Back   Next >   Finish
	Click on Apply rule on messages I send.

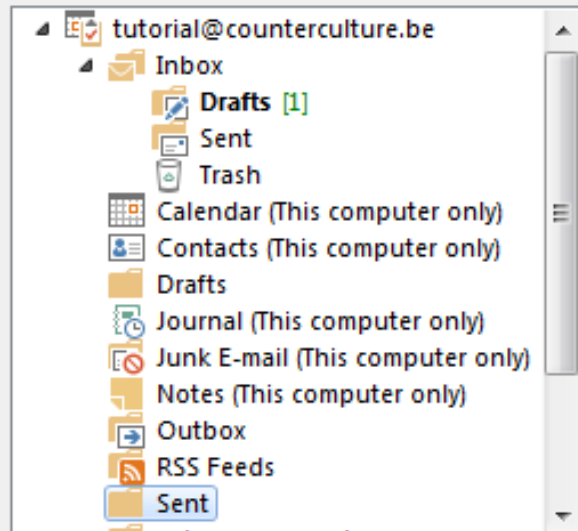|	
Rules Wizard ✕ **Which condition(s) do you want to check?** **Step 1: Select condition(s)** ☐ with specific words in the subject ☐ through the specified account ☐ marked as importance ☐ marked as sensitivity ☐ sent to people or public group ☐ with specific words in the body ☐ with specific words in the subject or body ☐ with specific words in the recipient's address ☐ assigned to category category ☐ assigned to any category ☐ which has an attachment ☐ with a size in a specific range ☐ uses the form name form ☐ with selected properties of documents or forms ☐ which is a meeting invitation or update ☐ from RSS Feeds with specified text in the title ☐ from any RSS Feed ☐ of the specific form type **Step 2: Edit the rule description (click an underlined value)** Apply this rule after I send the message Cancel < Back Next > Finish	Click Next and Confirm that the rule will be applied to every sent message.
Rules Wizard ✕ **What do you want to do with the message?** **Step 1: Select action(s)** ☑ move a copy to the specified folder ☐ assign it to the category category ☐ flag message for action in a number of days ☐ clear message's categories ☐ mark it as importance ☐ stop processing more rules ☐ mark it as sensitivity ☐ notify me when it is read ☐ notify me when it is delivered ☐ Cc the message to people or public group ☐ defer delivery by a number of minutes **Step 2: Edit the rule description (click an underlined value)** Apply this rule after I send the message move a copy to the specified folder Cancel < Back Next > Finish	Click on move a copy to the specified folder. Click on specified below.

Rules and Alerts ✕	Choose the Sent folder which is in sync with the Sent folder in your webmail.
Choose a folder:	
▲ 📧 tutorial@counterculture.be **OK**	Notice that it is not the Sent folder directly under Inbox in this screenshot.
▲ 📨 Inbox **Cancel**	
📝 **Drafts** [1]	Click OK.
📧 Sent **New...**	
🗑 Trash	
📅 Calendar (This computer only)	
📇 Contacts (This computer only)	
📁 Drafts	
📓 Journal (This computer only)	
🚫 Junk E-mail (This computer only)	
📝 Notes (This computer only)	
📤 Outbox	
📰 RSS Feeds	
📁 Sent	
Rules Wizard ✕	Click Next.
What do you want to do with the message?	
Step 1: Select action(s)	
☑ move a copy to the <u>specified</u> folder	
☐ assign it to the <u>category</u> category	
☐ flag message for <u>action in a number of days</u>	
☐ clear message's categories	
☐ mark it as <u>importance</u>	
☐ stop processing more rules	
☐ mark it as <u>sensitivity</u>	
☐ notify me when it is read	
☐ notify me when it is delivered	
☐ Cc the message to <u>people or public group</u>	
☐ defer delivery by <u>a number of</u> minutes	
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after I send the message	
move a copy to the <u>Sent</u> folder	
Cancel < Back Next > Finish	

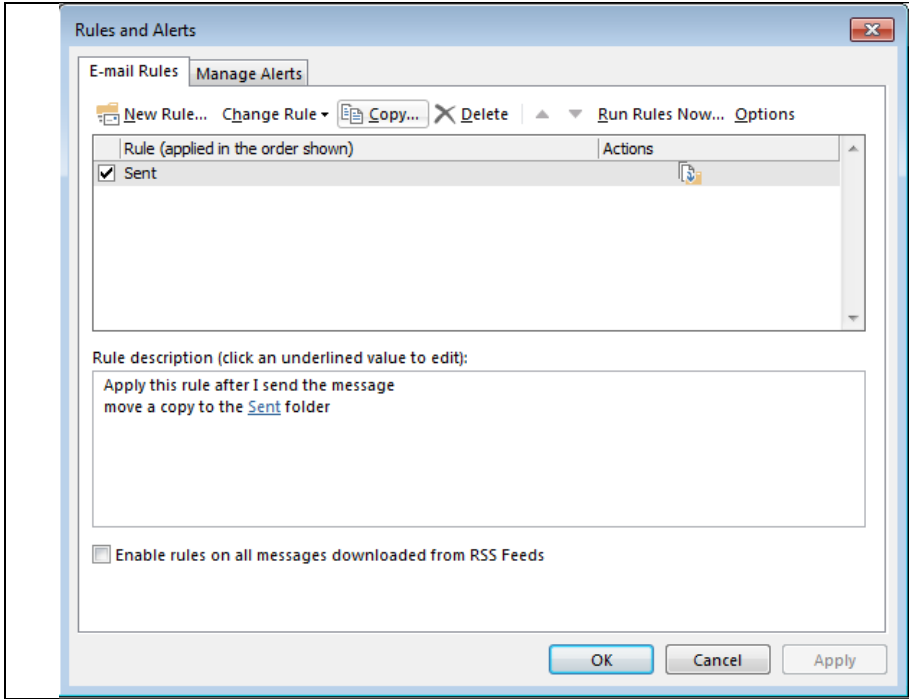|	
Rules Wizard ✕ Are there any exceptions? Step 1: Select exception(s) (if necessary) ☐ except if the subject contains specific words ☐ except through the specified account ☐ except if it is marked as importance ☐ except if it is marked as sensitivity ☐ except if sent to people or public group ☐ except if the body contains specific words ☐ except if the subject or body contains specific words ☐ except with specific words in the recipient's address ☐ except if assigned to category category ☐ except if assigned to any category ☐ except if it has an attachment ☐ except with a size in a specific range ☐ except if it uses the form name form ☐ except with selected properties of documents or forms ☐ except if it is a meeting invitation or update ☐ except if it is from RSS Feeds with specified text in the title ☐ except if from any RSS Feed ☐ except if it is of the specific form type Step 2: Edit the rule description (click an underlined value) Apply this rule after I send the message move a copy to the Sent folder [Cancel] [< Back] [Next >] [Finish]	Make no exceptions, just click Next.
Rules Wizard ✕ Finish rule setup. Step 1: Specify a name for this rule Sent 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 I send the message move a copy to the Sent folder [Cancel] [< Back] [Next >] [Finish]	Click Finish.

Click OK.

You are finished.