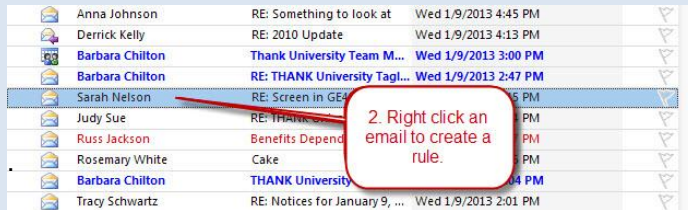
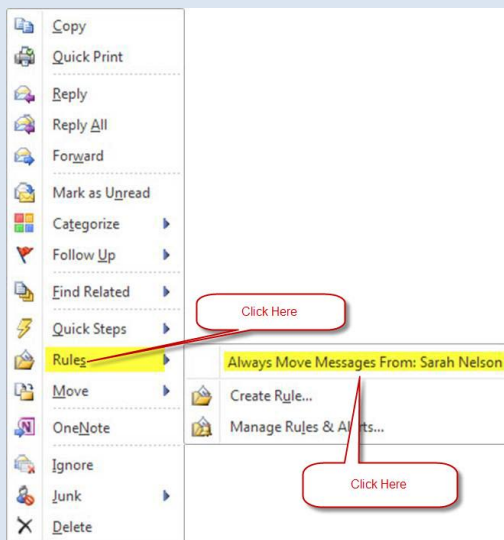


Creating Rules to Manage Your Email

1. Create a file folder for your new rule. This is the folder where the emails will be collected so name it appropriately. In this example, I named it Facilities.



2. Right click - the email to create a rule and scroll to Rules



3. Click Rules, and then click Always Move Messages From: Sarah Nelson. The Rules and Alerts dialog box displays.



4. Find and highlight the folder you created in Step 1.

Click OK and Outlook will run your new rule against everything currently in your inbox and move it to the new folder.