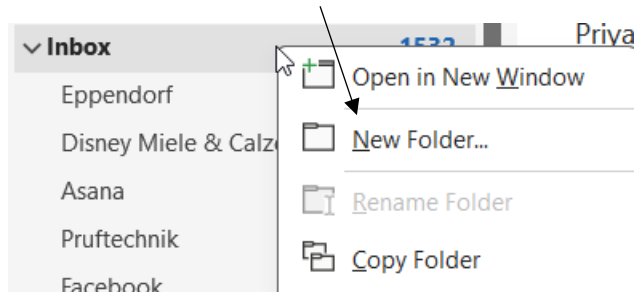


# Procedure Document for Creating Email Rules in Outlook

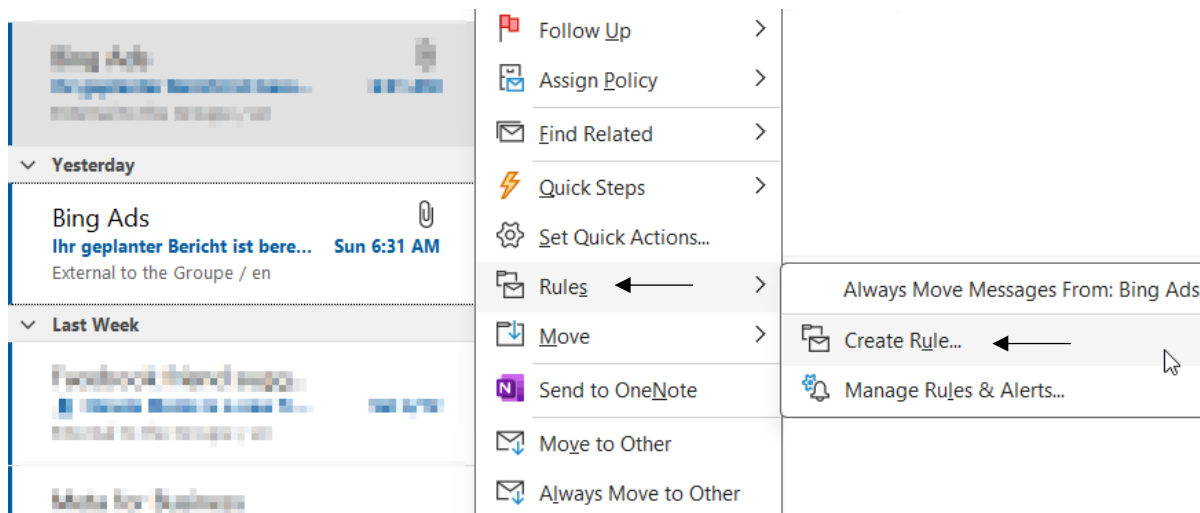
This helps organize important emails into specific Outlook folders, ensuring nothing is missed.

## Steps in Old Outlook

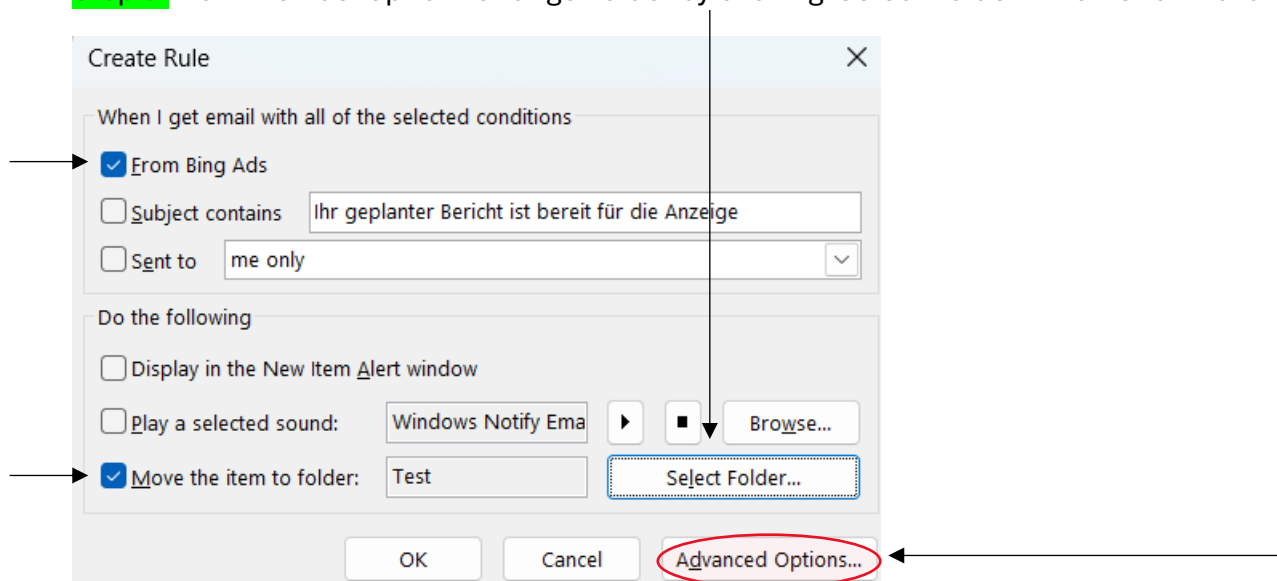
### Step 1: Right-click on inbox and create a new folder



### Step 2: Right click on any email you want to create a rule for → Click Rules → Create Rules



### Step 3: Tick 1<sup>st</sup> & Last option. Change Folder by clicking 'Select Folder'. Then Click 'Advanced Options'



**Step 4:** Keep the 1<sup>st</sup> option ticked and click 'Next'

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- ☒ from Bing Ads
- ☐ with Ihr geplanter Bericht ist bereit für die Anzeige in the subject
- ☐ sent to Trisha Fernandes
- ☐ with Ihr geplanter Bericht ist bereit für die Anzeige in the subject or body
- ☐ through the specified account
- ☐ sent only to me
- ☐ where my name is in the To box
- ☐ marked as importance
- ☐ marked as sensitivity
- ☐ flagged for action
- ☐ where my name is in the Cc box
- ☐ where my name is in the To or Cc box
- ☐ where my name is not in the To box
- ☐ with specific words in the body
- ☐ with specific words in the message header
- ☐ with specific words in the recipient's address
- ☐ with specific words in the sender's address
- ☐ assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
from Bing Ads  
move it to the Test folder  
and stop processing more rules

Cancel < Back **Next >** Finish

**Step 5:** **UNTICK** 1<sup>st</sup> option 'stop processing more rules'. Keep the 2<sup>nd</sup> option ticked.

Scroll to the bottom and **TICK** the option 'display a Desktop Alert'. Then click Finish

Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

- ☐ stop processing more rules
- ☒ move it to the specified folder
- ☐ assign it to the category category
- ☐ delete it
- ☐ permanently delete it
- ☐ move a copy to the specified folder
- ☐ forward it to people or public group
- ☐ forward it to people or public group as an attachment
- ☐ redirect it to people or public group
- ☐ have server reply using a specific message
- ☐ reply using a specific template
- ☐ flag message for follow up at this time
- ☐ clear the Message Flag
- ☐ clear message's categories
- ☐ mark it as importance
- ☐ print it
- ☐ play a sound
- ☐ mark it as read

Step 2: Edit the rule description (click an underlined value)

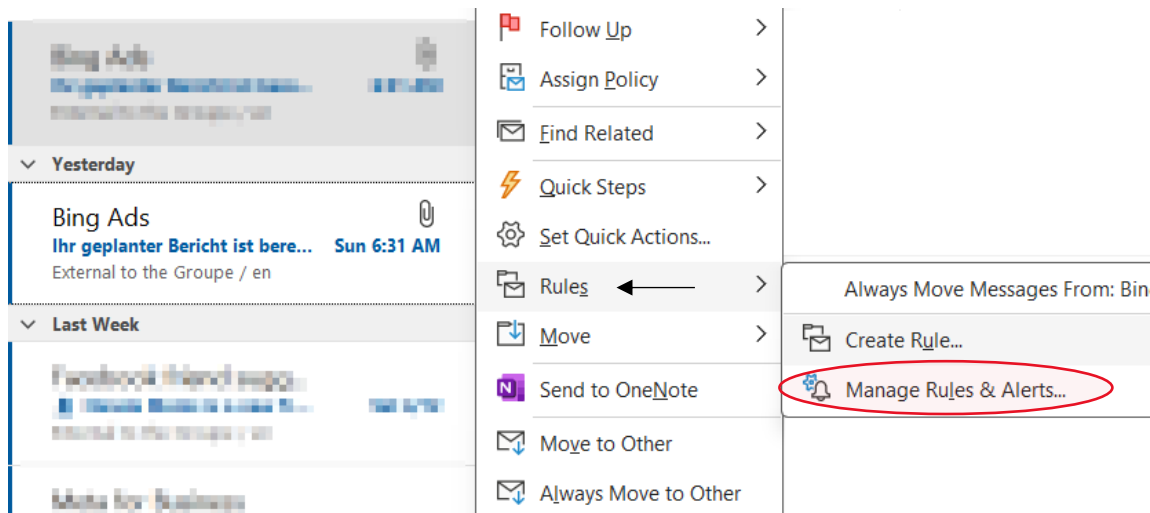
Apply this rule after the message arrives  
from Bing Ads  
move it to the Test folder  
and display a Desktop Alert

Cancel < Back **Next >** **Finish**

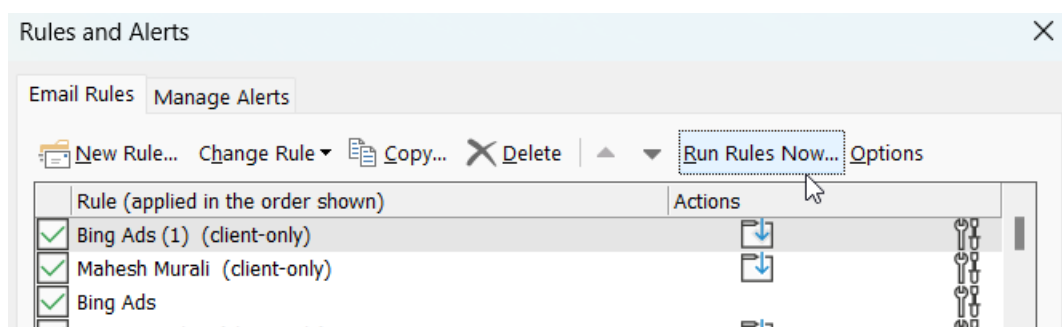
**Step 6:** Post that another dialog box will appear to which we click 'OK'.

Thus, the rule will be created and all future emails from that email id will go to that folder

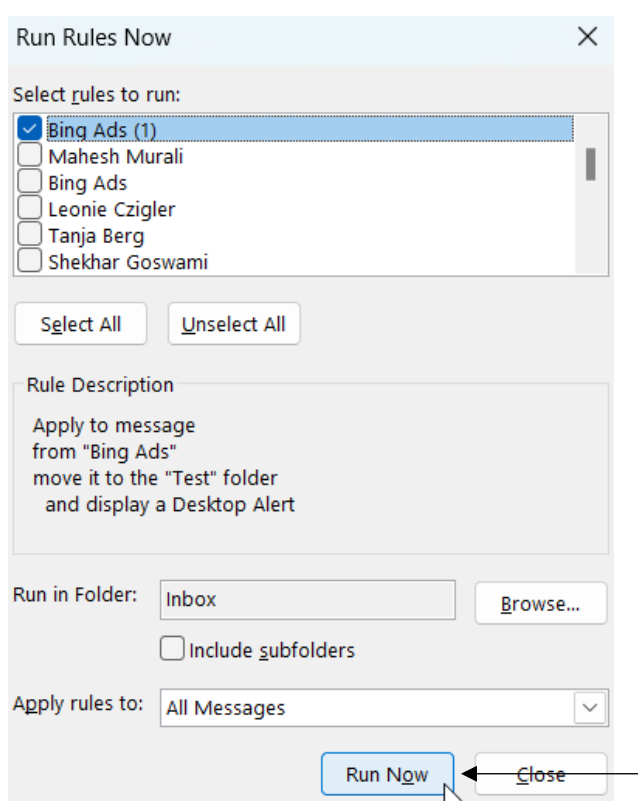
**Step 7:** To send existing emails from that Email ID to the Folder, right-click on any email → Rules → Manage Rules & Alerts



**Step 8:** Click 'Run Rules Now'...



**Step 9:** Select the rule/rules and click 'Run Now'



***In the new Outlook, email rules don't trigger desktop notifications—this option is only available in the old version.***