

Creating a Rule to Filter E-mail in Outlook 2010

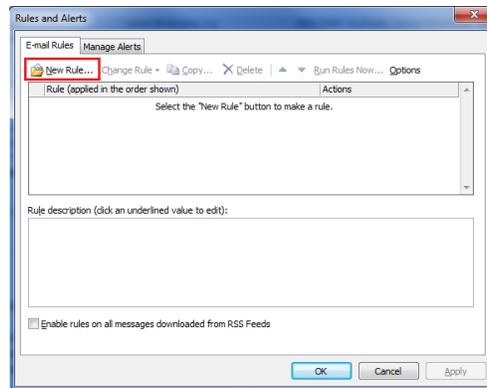
Introduction

Rules automate the process of relocating incoming messages. By default, incoming messages are stored in your Inbox, but rules can be created based on certain criteria to automatically move those emails to other folders. This document contains instructions on creating a rule for filtering email from an individual sender or email distribution list to a specified folder.

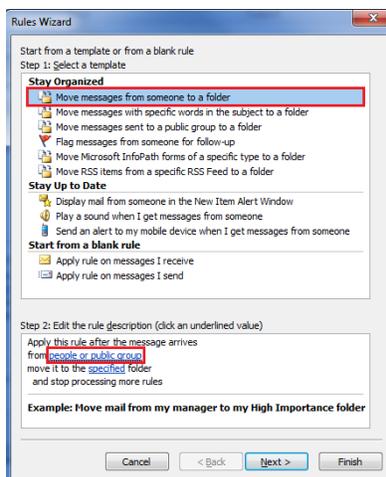
To set up a Rule to move a new message from a specific person or distribution list:

- open **Outlook** and select **Mail** at the bottom of navigation pane
- click **Home** tab and select **Rules** from Move Group
- click **Manage Rules and Alerts...**

The *Rules and Alerts* dialog box displays.



- click **New Rule** from **E-mail Rules** tab
- select **Move messages from someone to a folder** under **Step 1: Select a template list**



Editing a Rule

- click **Home** tab and select **Rules** from Move Group
- click **Manage Rules and Alerts...**
- select the *rulename* to edit
- click **Change Rule** on the toolbar
- select **Edit Rule Settings**
- make any necessary changes to the rule
- click **Finish** to save the changes
- click **Apply** to activate rule

To close the *Rules and Alerts* dialog box:

- click **OK**

Deleting a Rule

- click **Home** tab and select **Rules** from Move Group
- click **Manage Rules and Alerts...**
- select the *rulename* to delete and click **Delete**

A message displays “Delete rule “*rulename*”?”

Where *rulename* is the name of the rule to be deleted.

- click **Yes**

To close the *Rules and Alerts* dialog box:

- click **OK**

Additional options for creating Rules

There are several other Rules to filter messages in Outlook 2010. You can set rules based on words in the subject line, sender's name, or play alerts when certain mail arrives. The following table details the additional options for setting up a rule:

<u>Rule</u>	<u>Description</u>
Move messages from someone to a folder.	Messages from a certain person or distribution list are moved to a specified folder.
Move messages with specific words in the subject to a folder.	Messages are moved to specific folders based on words found in the subject or body of the message.
Move messages sent to a public group to a folder.	Message that are sent to a specified distribution list are moved to a designated folder.

Flag messages from someone for follow-up.

Flags a message from a specified sender with a specific color.

Move Microsoft InfoPath forms of a specific type to a folder

Moves a Microsoft Office InfoPath form that you received to a designated folder.

Move RSS items from a specific RSS Feed to a folder

Moves RSS items from a feed to a designated folder.

Display mail from someone in the New Item Alert Window.

Message sent from certain people or distribution lists are placed under a New Item Alert window.

Play a sound when I get messages from someone.

Plays a custom sound when messages are received from someone.

Send an alert to my mobile device when I get messages from someone.

Sends alert to cell phone when messages are received from someone.

Note: If you would like to set up additional rules based on another criteria, use one of the rules from above and follow the instructions on page 1.