## Setting Up An Outlook Rule Lesson
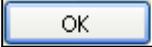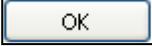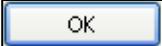
| Step | Action |
|---|---|
| 1. | Right-click the **email** for which you would like to create the rule. |
| 2. | Click the **Create Rule...** menu. |
| 3. | You can set your rule up to look at who the email is from, specific words in the subject, and who it was sent to.  Click the boxes which  you which to use in your rule.<br><br>**Note:** The subject of the email you right clicked on will automatically fill the "**Subject contains**" field.  You can edit this if you wish. |
| 4. | Next you will need to decide what you want Outlook to do with the emails.<br><br>If you which to move it to a specific folder click the **Move the item to folder:** option. |
| 5. | Click the **Select Folder...** button. |
| 6. | Select the folder you wish to send the emails to by simply clicking on it.<br><br>**Note:** Some users simply have the emails go to their **Deleted Items** folder.<br><br>Click the **OK** button after you have selected the folder. |
| 7. | Click the **OK** button. |
| 8. | You will see a notice stating the rule has been created.  You will also be given the option to apply the rule to existing emails.  To apply this rul to existing emails click the check box for the **Run this rule now on messages already in the current folder** option. |
| 9. | Click the **OK** button. |
| 10. | You have successfully compeleted this lesson.<br>**End of Procedure.** |