

Setting Up An Outlook Rule

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

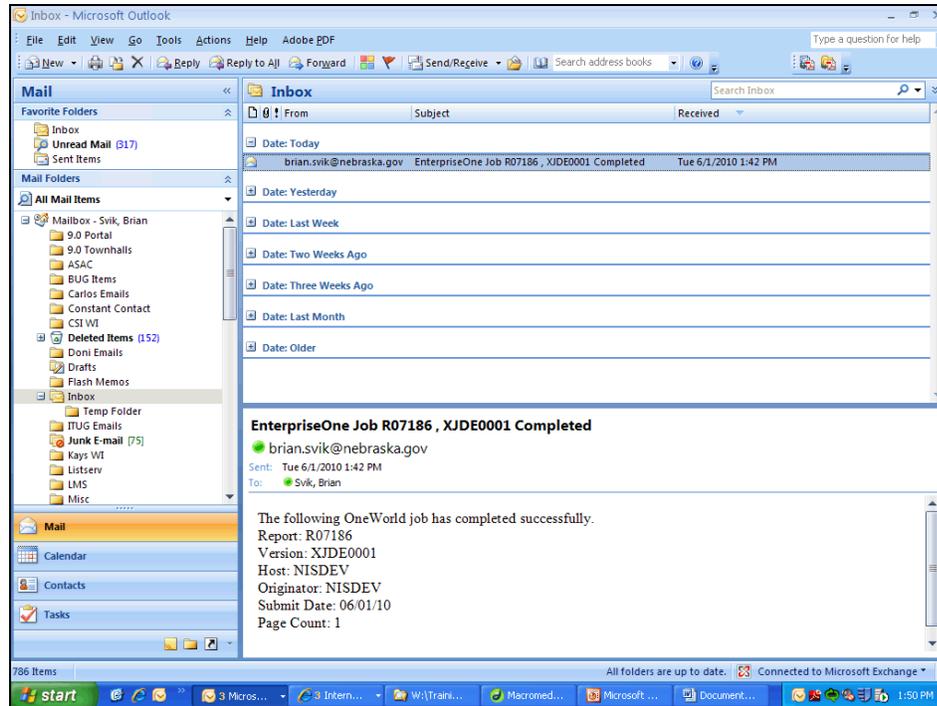
Setting Up An Outlook Rule	1
Setting Up An Outlook Rule Lesson.....	1

Setting Up An Outlook Rule

Setting Up An Outlook Rule Lesson

Procedure

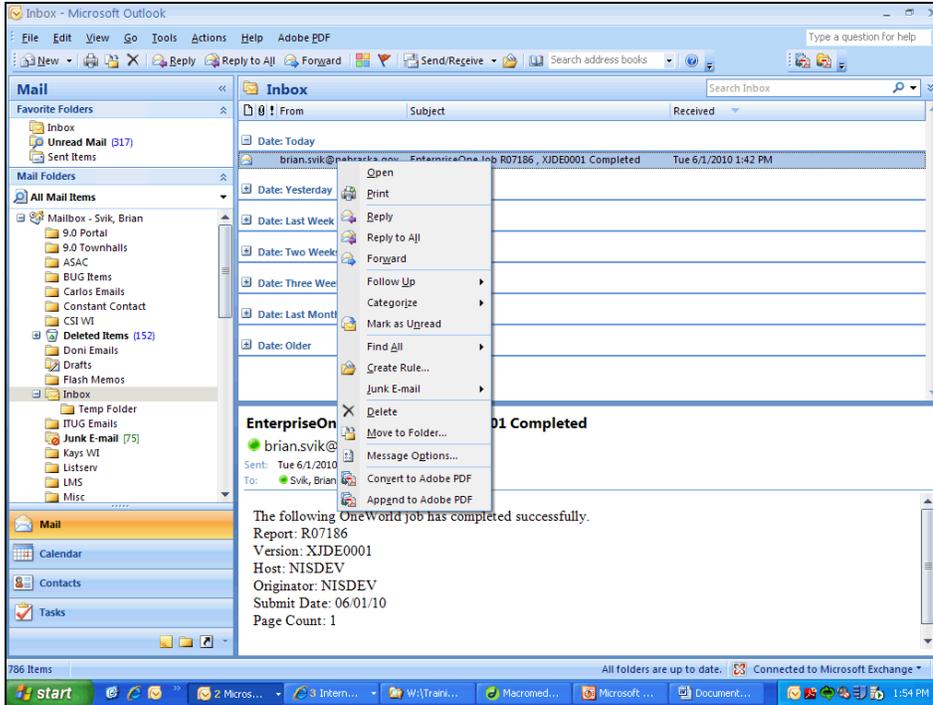
This lesson will teach you how to set up an email rule in Outlook.

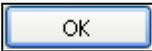


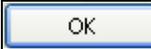
Step	Action
1.	Right-click the email for which you would like to create the rule.

Training Guide

Setting Up An Outlook Rule



Step	Action
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. Note: The subject of the email you right clicked on will automatically fill the " Subject contains " field. You can edit this if you wish. <input type="checkbox"/> Subject contains
4.	Next you will need to decide what you want Outlook to do with the emails. If you which to move it to a specific folder click the Move the item to folder: option. <input type="checkbox"/> Move the item to folder:
5.	Click the Select Folder... button. 
6.	Select the folder you wish to send the emails to by simply clicking on it. Note: Some users simply have the emails go to their Deleted Items folder. Click the OK button after you have selected the folder. 

Step	Action
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 rule to existing emails click the check box for the Run this rule now on messages already in the current folder option. <input data-bbox="440 499 472 541" type="checkbox"/>
9.	Click the OK button. 
10.	You have successfully completed this lesson. End of Procedure.