Setting Up An Outlook Rule

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.

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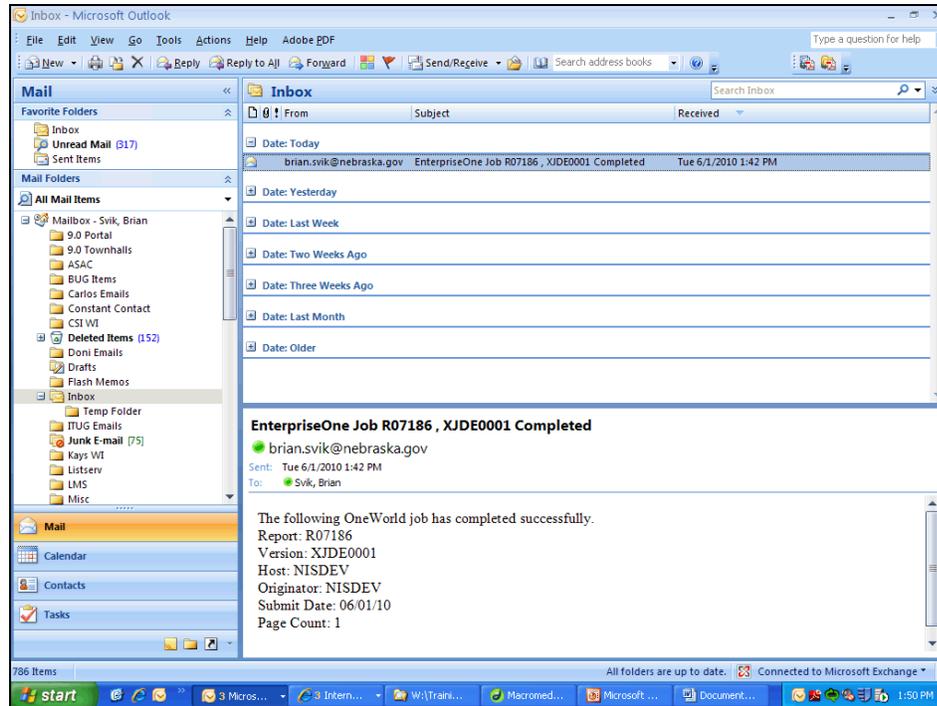
Setting Up An Outlook Rule Lesson

Procedure

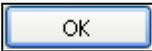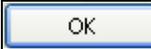This lesson will teach you how to set up an email rule in Outlook.

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

Step	Action
2.	Click the **Create Rule...** menu.
	![Create Rule...]
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.
	☐ 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.
	☐ Move the item to folder:
5.	Click the **Select Folder...** button.
	[Select Folder...]
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.
	[OK]

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 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. **End of Procedure.**