

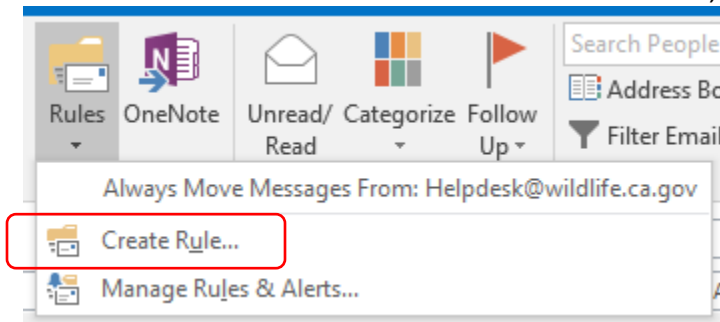
Rules

Rules can save you a lot of time by **automatically** performing commands like **moving** or **deleting** messages as they arrive. For example, if you always move e-mails from a certain person to a folder, you could create a rule to do this automatically. *[Tip: OTD does not recommend doing this with your supervisor's e-mails!]*

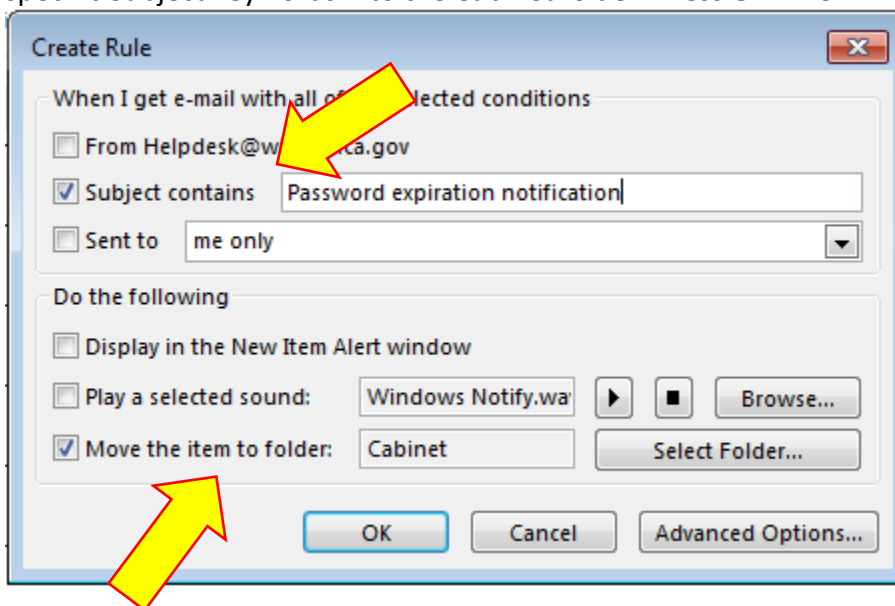
You can create rules that look for a specific **sender**, **recipient**, **subject**, or specific **words** that are contained in the body of the email.

Creating a New Rule from a Message

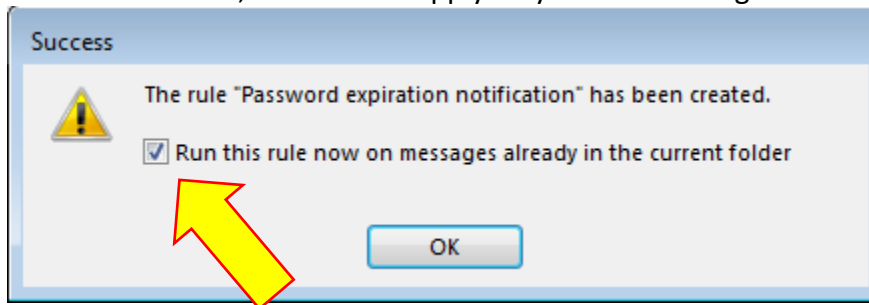
1. Locate and select the **Rules** command on the **Ribbon**, then select **Create Rule**.



2. The **Create Rule dialog box** will appear.
3. Select the **conditions** and the desired **action** for your rule (i.e., what are the parameters, and what do you want to happen?). In this example, we are moving a message with specific Subject keywords into the Cabinet folder. Press **OK** when finished.

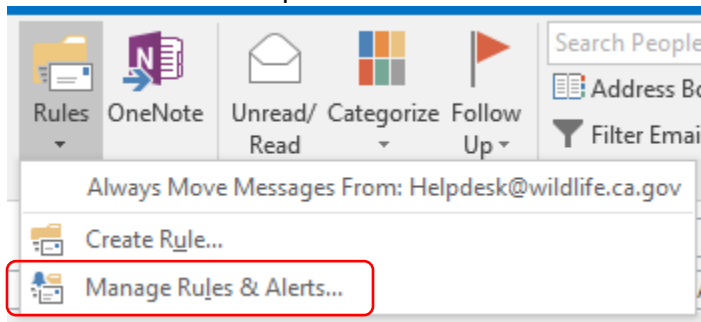


4. The **Success** dialogue box will appear. Select the **Run this rule now** check box if you wish to apply the rule to messages that are already in the currently selected folder. If you do not check the box, the rule will apply only to new messages.

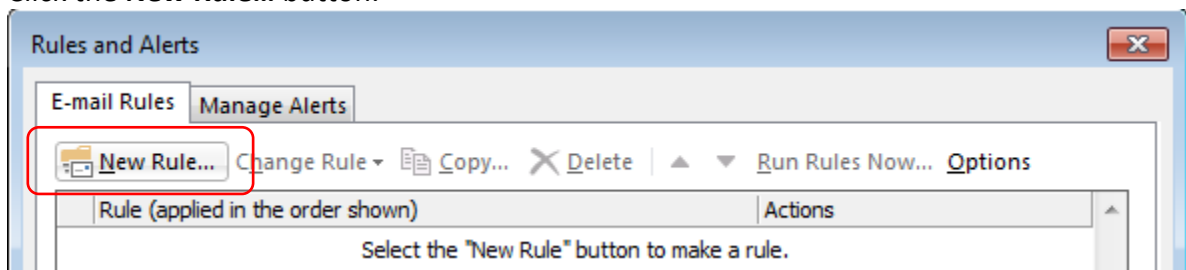


Creating a New Rule with the Wizard

1. Located and select the **Rules** command on the **Ribbon**, then select **Manage Rules & Alerts...** from the drop-down menu.



2. The **Rules and Alerts dialog box** will appear.
3. Click the **New Rule...** button.



4. The **Rules Wizard** will appear. Follow the **instructions** to create a new rule.

