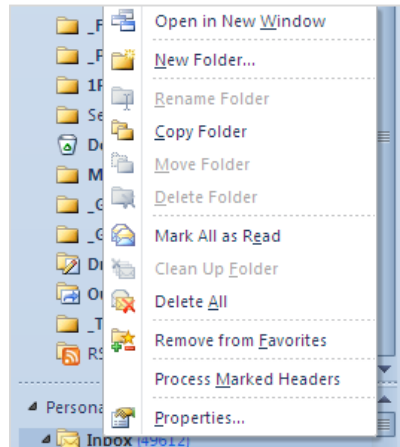


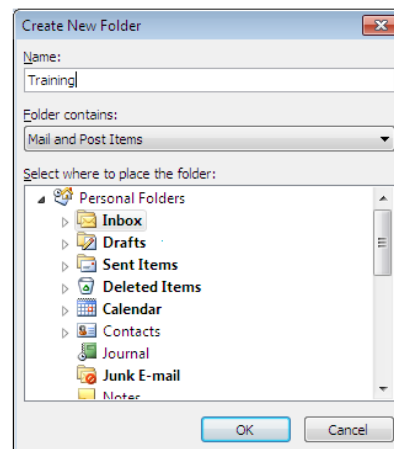
MS Outlook Rules are a useful way to manage emails, eg to direct specific emails to a specific Outlook folder.

Create a Folder

- 1) Right-click **Inbox**
- 2) Click **New Folder**



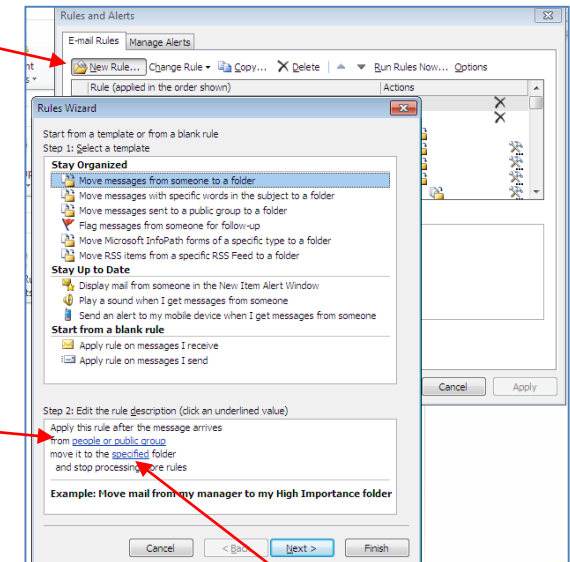
- 3) Type in the **Name** of the new folder



Create a Rule to Direct Specific emails to a Specified Folder

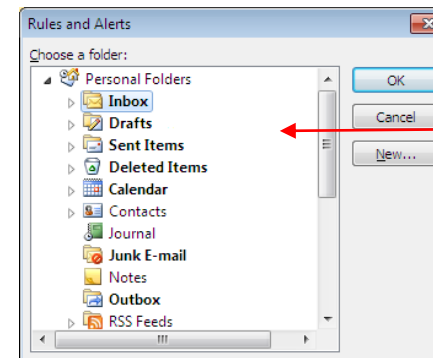
In the main **Outlook** window

- 1) Click **File > Manage Rules & Alerts**
- 2) Click **New Rule**



- 3) Click the link - **people or public group**
 - a. If this person/group is not listed in the **Address Book**, just type their email address into the **From** box

- 4) Click the link - **specified folder**



- 5) Click the **Folder** from the **Choose a folder** list

- 6) Click **OK**
- 7) Click **Finish**

8) Emails from that email address will now go directly into the specified folder and *not* into the Inbox

NB: A Rule can be turned on/off at any time

The **Rules Wizard** has many features for managing emails.