

Task: How to create a rule in Outlook

Rules can be created to automatically move email from one folder to another. It can also be used to forward, delete or auto respond to an email based on rules.

This rule example is based on receiving an email with a specific word in the subject that will be forwarded to a group.

Rules can be set based on a wide variety of options and is not limited to this specific task.

Solution:

Click on the <**File**> tab, then the <**Manage Rules and Alerts**> button

Click <**New Rule**>, then <**OK**>

In the Start from a blank rule section, select <**Apply rule on messages I receive**>, then click <**Next**>

In step 1, click <**with specific words in the subject**>

In step 2, click <**specific words**>

Click <**Next**>

Type in the words, then click the <**Add**> button

The word(s) will appear in the Search List box.

Click OK

Click <**Next**>

In step 1, click <**forward it to people or public group**>

In step 2, click <**people or public group**>

Click <**Next**>

Select the people or group, then click <**OK**>

If this message appears, click <**Yes**>

Add exceptions if necessary, then click <**Next**>

Type in the name of the rule.

Select <**Run this rule now on messages already in "Inbox"**> if necessary

Click <**Finish**>

The rule will show in the Rules and Alerts window

Click <OK>

Click the arrow to return to the inbox.

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