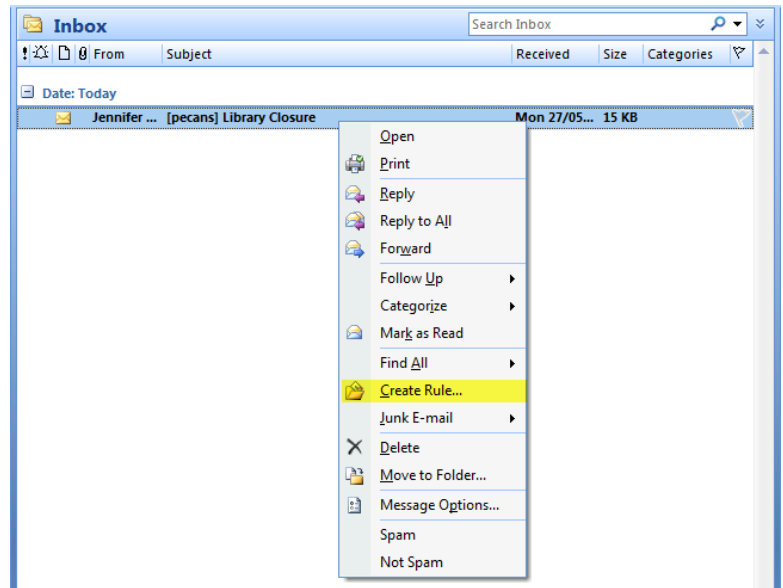


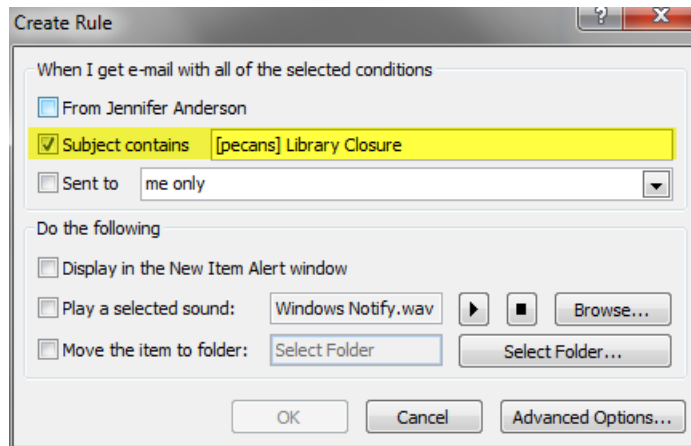
Creating and Managing Email Rules using Outlook 2007

1. Create a Rule using an Existing Message

Right click the email you wish to create the rule from, and choose *Create Rule...*

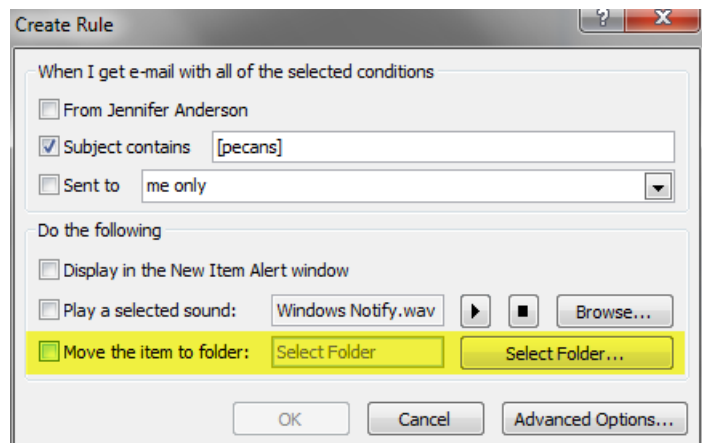


The *Create Rule* window will pop up, which allows you to select your parameters. First, decide if you want to create the rule from the **sender**, or by the **subject line**. In this example, we will create a rule to put any emails with [pecans] in the subject line into its own folder.



Put a check beside *Subject contains* and delete everything but **[pecans]**

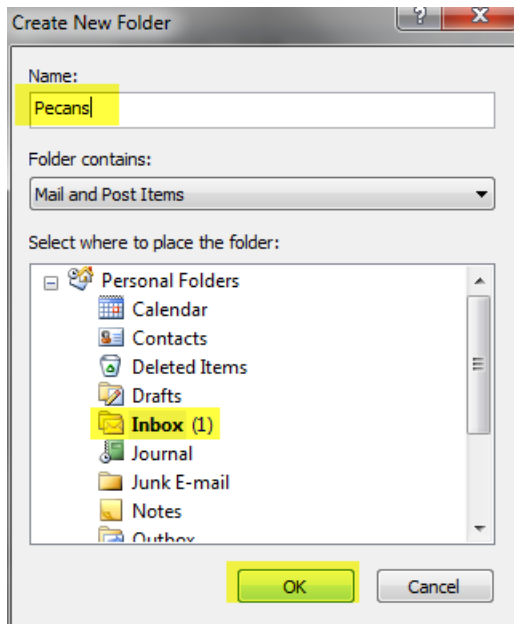
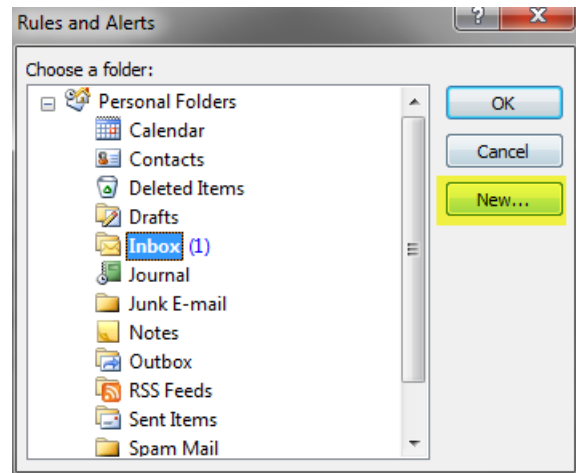
Next, put a check beside *Move the item to folder:* and click *Select Folder...*



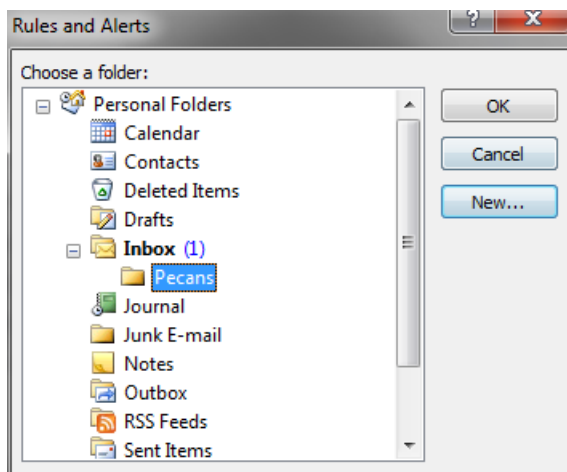
Creating and Managing Email Rules using Outlook 2007

The *Choose a folder:* window will appear. If the folder already exists, select it and click *OK*. If it does not, click *New...*

Enter the name of your desired folder. In this instance, it will be called *Pecans*. Make sure that *Inbox* is highlighted in the lower box. The click *OK*.

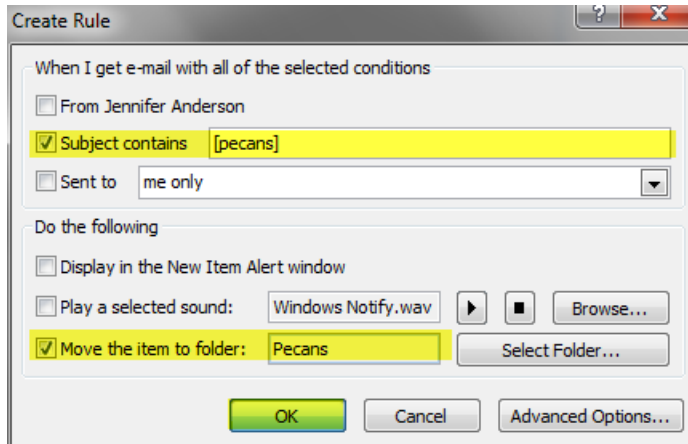


You will now return to the *Choose a folder:* window. Select the folder you have just created, and click *OK*.

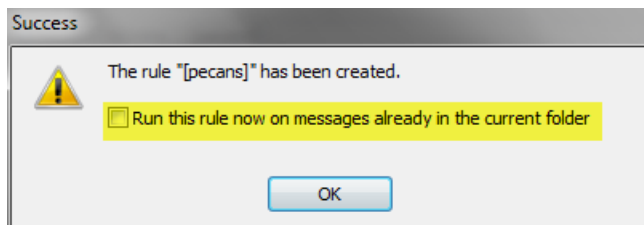


Creating and Managing Email Rules using Outlook 2007

Now you will be returned to the *Create Rule* window to review your parameters. If you are satisfied, click *OK*.



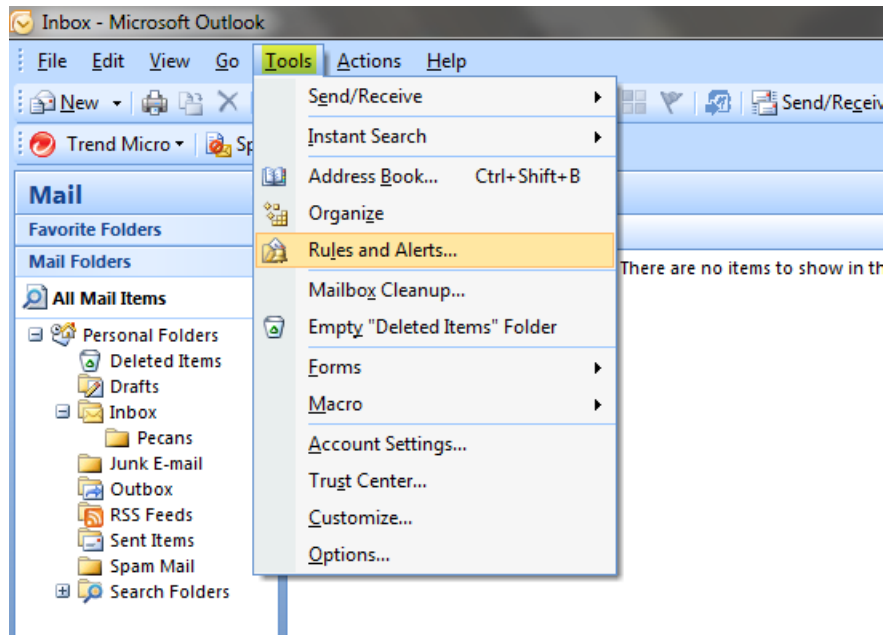
A window will appear confirming that your rule has been created. If you want to run the rule to move any existing messages into the folder, place a check mark beside *Run this rule now...*



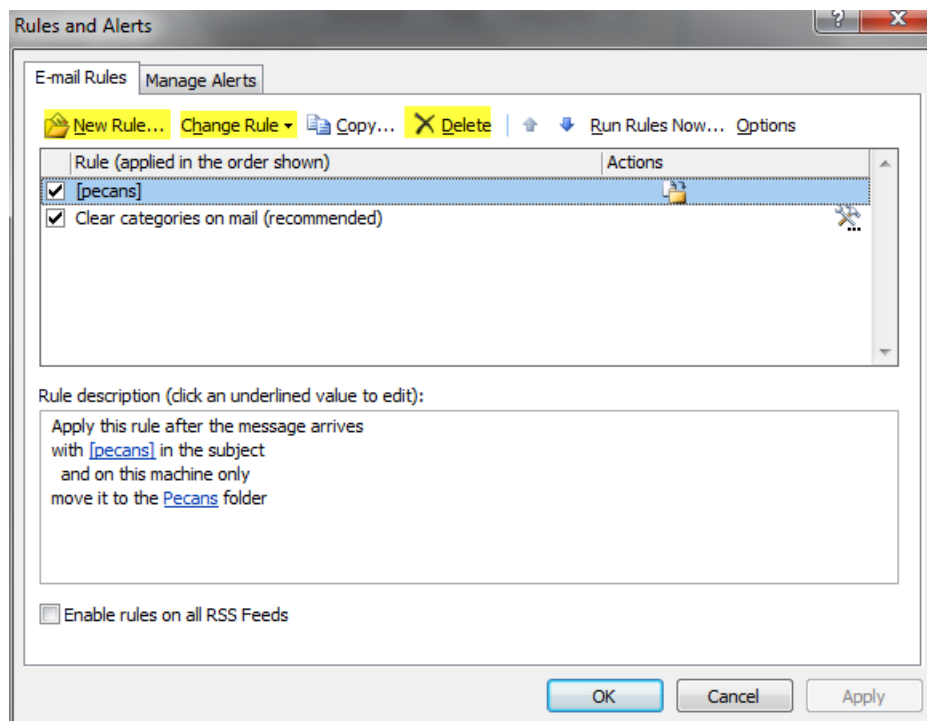
Creating and Managing Email Rules using Outlook 2007

2. Editing or Deleting Existing Rules

From the main Outlook window, click on *Tools* and then *Rules and Alerts...*



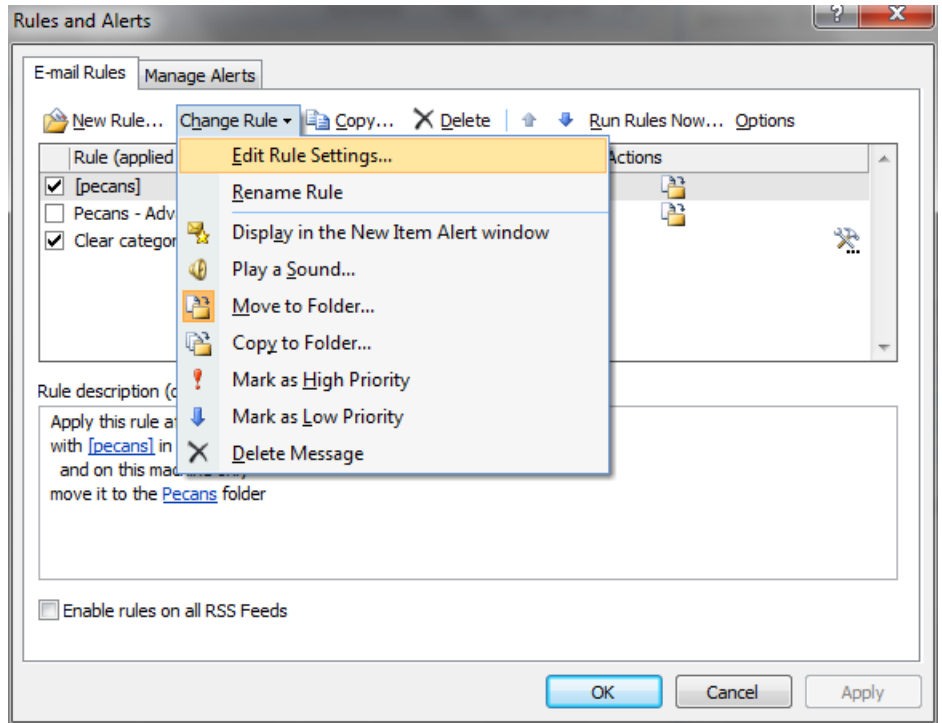
A window will pop up that lists all of your existing rules. From this window you can create a new rule, change an existing rule, turn off a rule, or delete it completely.



Creating and Managing Email Rules using Outlook 2007

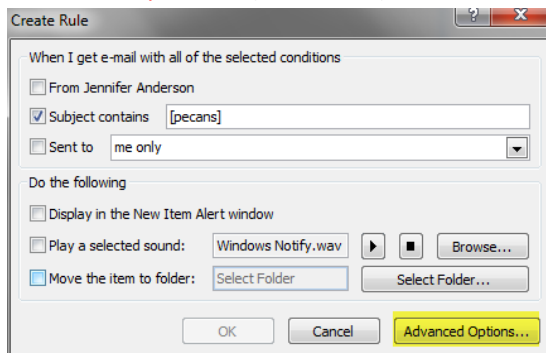
Changing a Rule

To change a rule, *click on the rule you wish to change* to highlight it and click *Change Rule* then *Edit Rule Settings...*



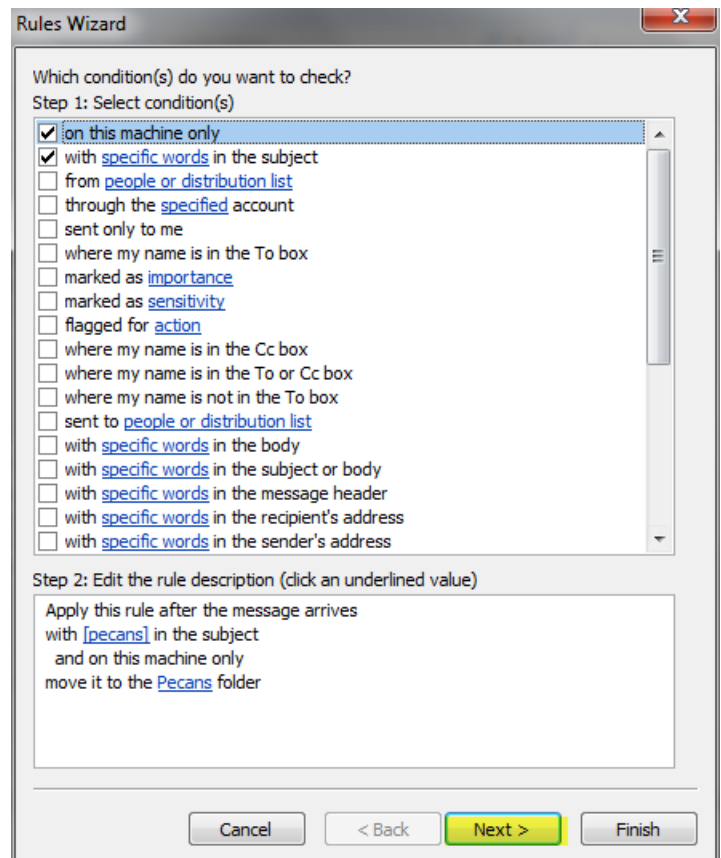
This will bring up the *Rules Wizard*, which helps you to create more specific rules and actions.

The *Rules Wizard* is also available when creating a new rule from a message by clicking on *Advanced Options...* (see below)



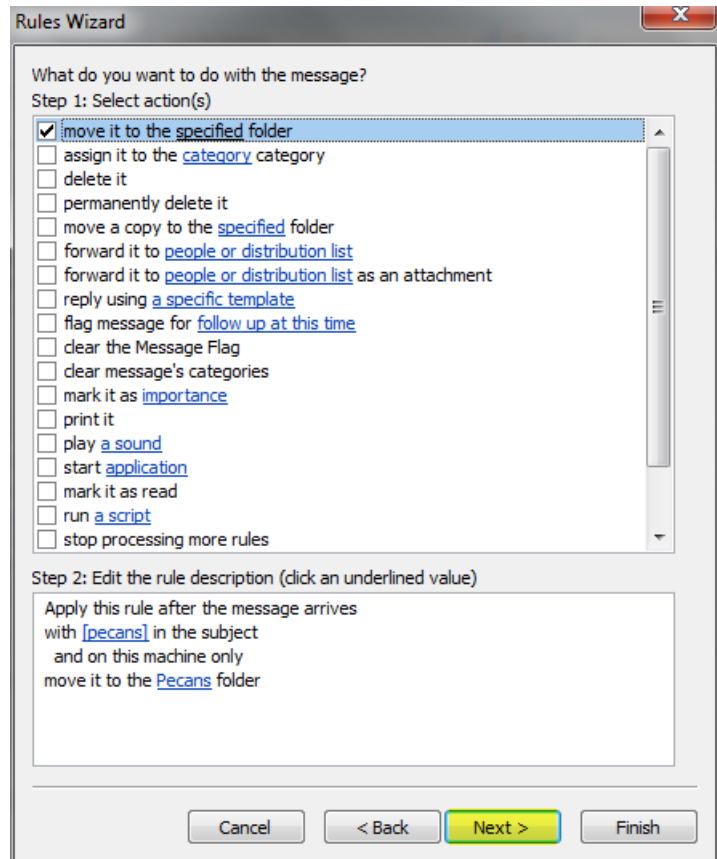
The first part of the Rules Wizard asks you *Which condition(s) do you want to check?*

Place a check mark beside the option(s) you wish to use. Anything that is blue and underlined you can click on and enter specific information. The bottom box shows the description of the rule you are editing. Once you are satisfied, click *Next*.

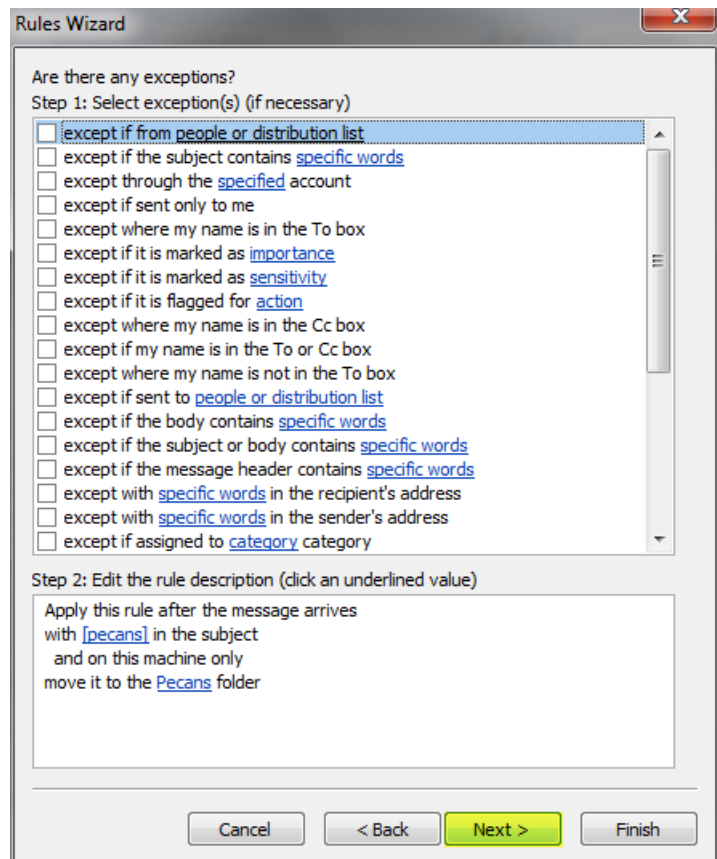


Creating and Managing Email Rules using Outlook 2007

The next window asks, *What do you want to do with the message?* Put a check mark beside your desired action(s), click on the blue underlined words to customize if necessary, and click *Next*.

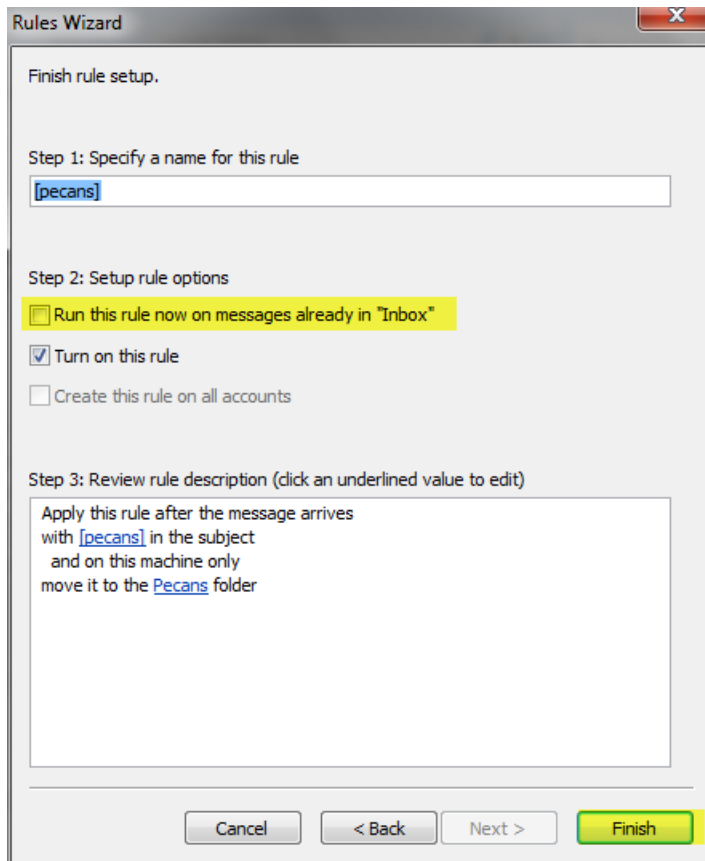


The next window asks *Are there any exceptions?* Put a check mark beside your desired exceptions (s), click on the blue underlined words to customize if necessary, and click *Next*.



Creating and Managing Email Rules using Outlook 2007

Now the *Finish rule* step up will appear for you to review the rule name or create one and review your rule parameters. Put a check mark beside *Run this rule now...* if you wish to apply it to messages already in your inbox. If you are satisfied, click *Finish*.



Deleting a rule

To delete a rule, *click on the rule you wish to delete* to highlight it and click *Delete Rule*. You will be prompted to make sure you really want to delete it before it is gone. Click *Yes* and the rule will be deleted.

