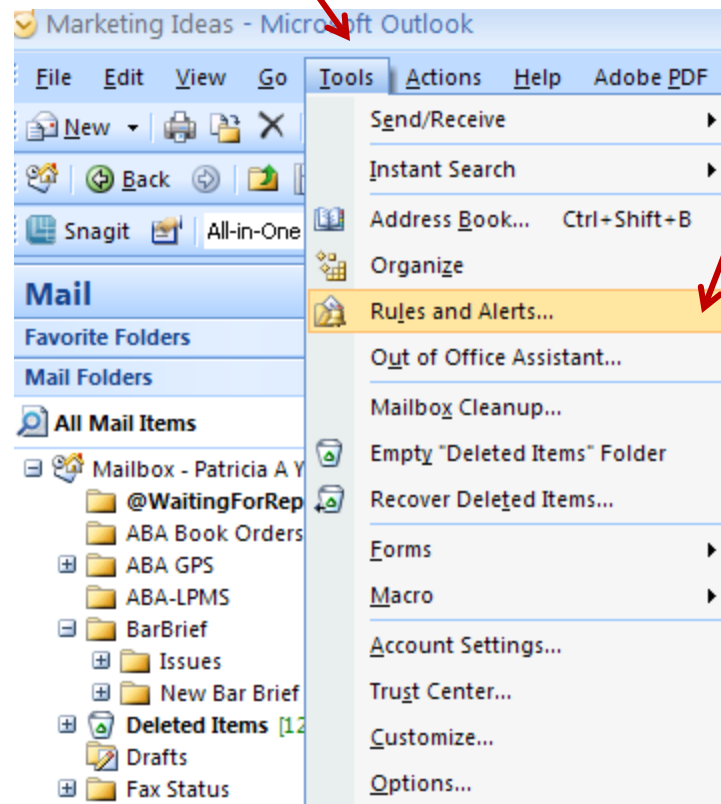
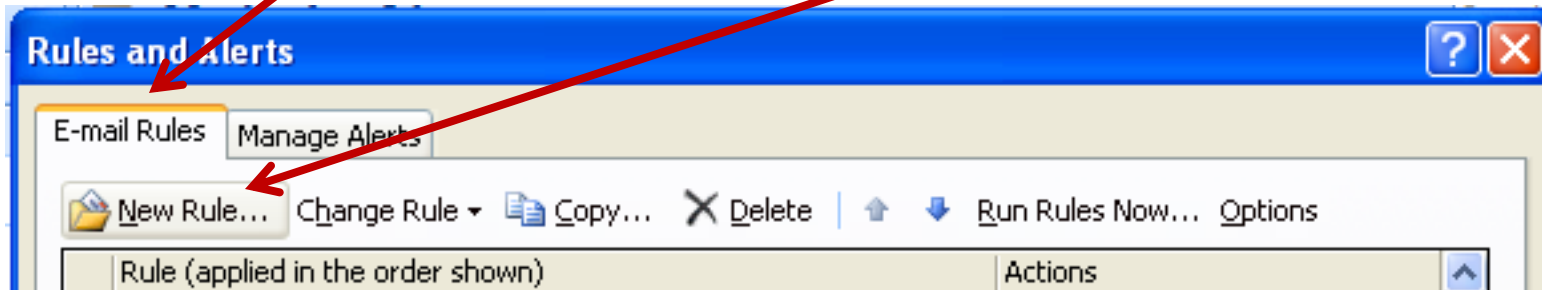


How to Filter Messages in Outlook

1. In Outlook, go to **Tools, Rules and Alerts**

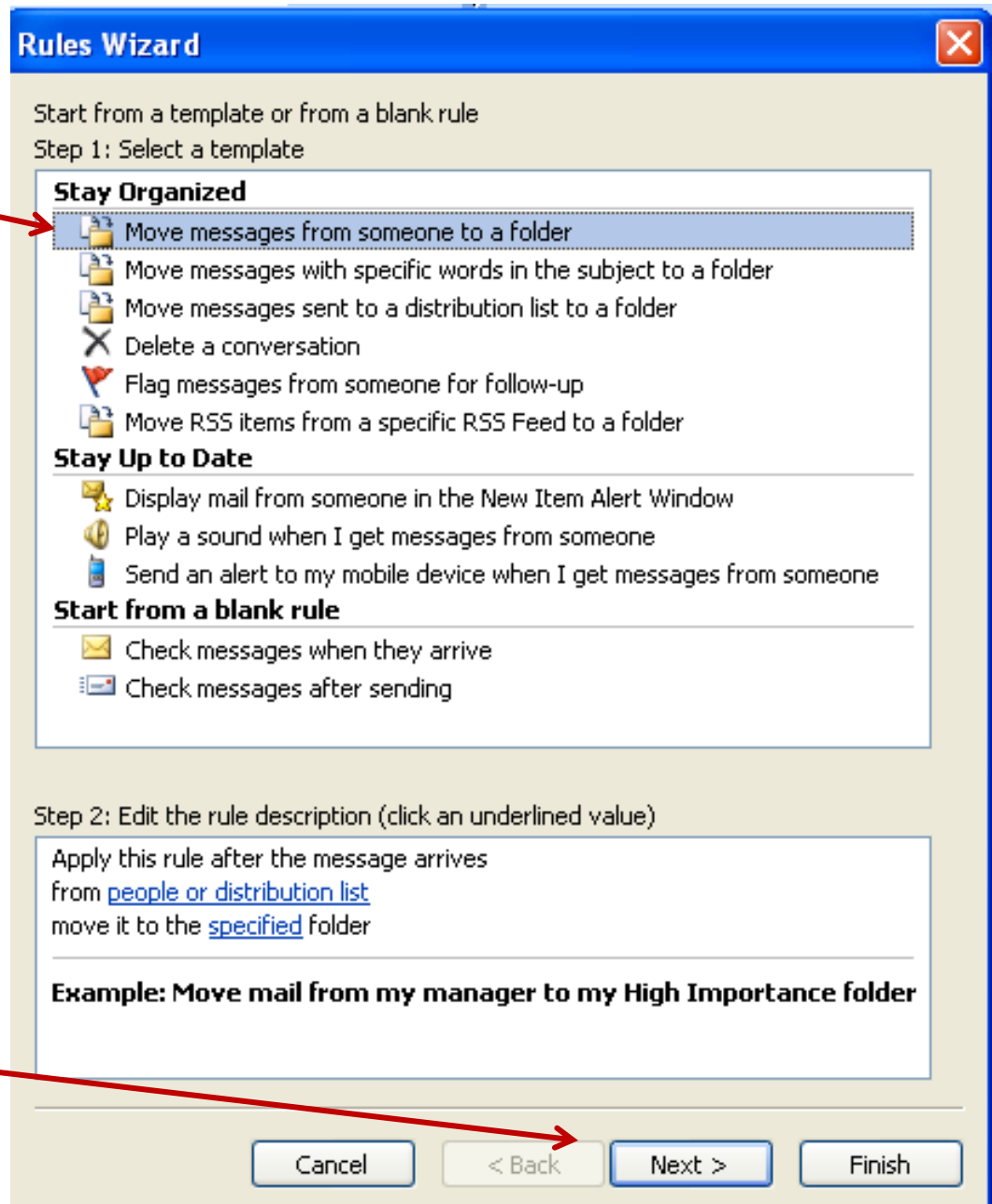


2. Under **E-Mail Rules**, click on **New Rule**



3. Choose -

Move messages from someone to a folder



4. Click **Next>**

5. In Step 1, Select condition(s), you may choose as many or as few conditions as you like.

To filter the emails of a particular person, choose

You may also filter based on specific words or other conditions

6. In Step 2, click on the underlined items and enter the correct information (name/email of person) and the folder where you want the message sent.

7. Click **Next >**

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- from people or distribution list
- with specific words in the subject
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to people or distribution list
- with specific words in the body
- with specific words in the subject or body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

from people or distribution list
move it to the specified folder

Cancel < Back Next > Finish

8. In this Rule, all messages from Patricia A Yevics would be sent to the deleted items file

Rules Wizard

Which condition(s) do you want to check?
Step 1: Select condition(s)

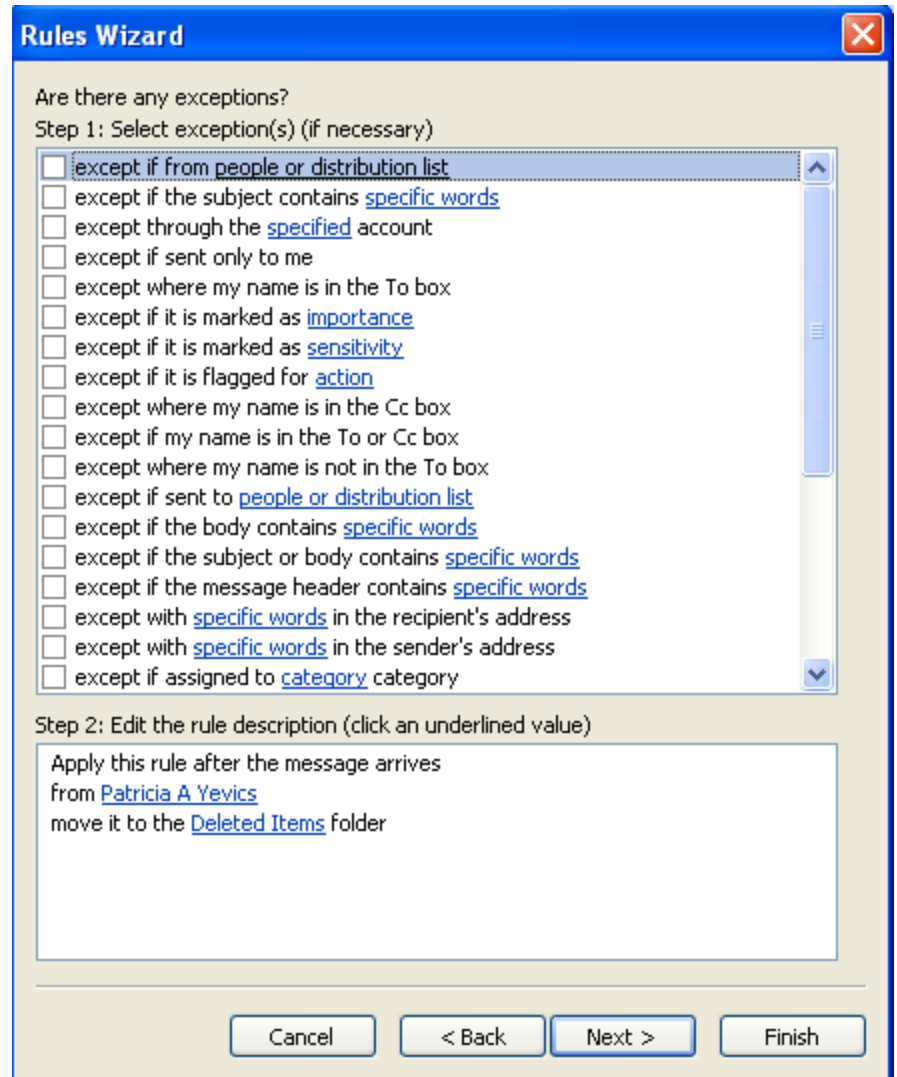
- from people or distribution list
- with specific words in the subject
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to people or distribution list
- with specific words in the body
- with specific words in the subject or body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from Patricia A Yevics
move it to the Deleted Items folder

Cancel < Back Next > Finish

9. You can also add exceptions to the Rule



10. Name the **Rule**

11. Click **Finish**

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Patricia A Yevics

Step 2: Setup rule options

Run this rule now on messages already in "Marketing Ideas"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
from Patricia A Yevics
move it to the Deleted Items folder

Cancel < Back Next > Finish