

# Microsoft Office 2007: Creating a Rule in Outlook

March 2009

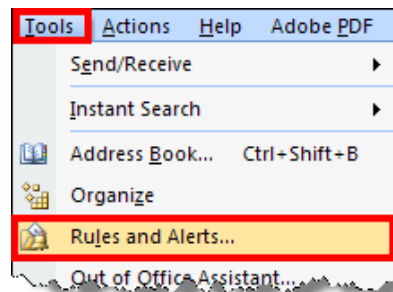
A **rule** is an action that Microsoft Office Outlook takes automatically on an arriving or sent messages that meets the conditions that you specify within the rule. Using rules to manage the emails received in your inbox is an easy and efficient way to minimize the “email overload” syndrome experienced by many UNC Charlotte employees.

This job aid provides step-by-step instructions for creating a rule that will automatically route emails from a specific sender to a separate folder.

1) In the Navigation Pane, click **Mail**

2) Click **Tools > Rules and Alerts**

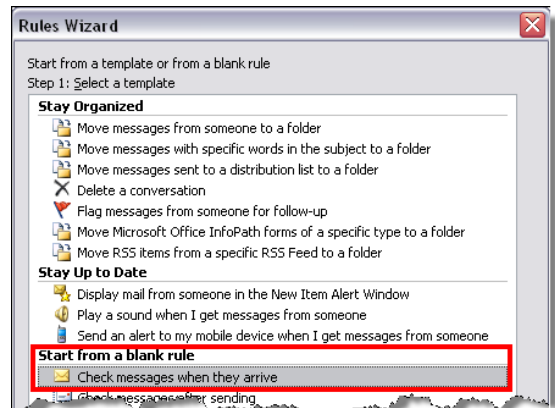
a. Click **New Rule**



3) Under **Start from a blank rule**

a. Click **Check messages when they arrive**

b. Click **Next**



4) Under **Which conditions do you want to check?**

a. **Step 1: Select condition(s)**, select from **people or distribution list** checkbox

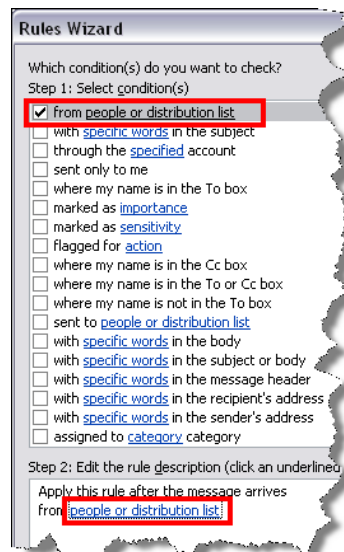
b. **Step 2: Edit the rule description**, click the **people or distribution list** hyperlink

c. Select the specific email address you wish to route to a different folder

d. Click **From ->**

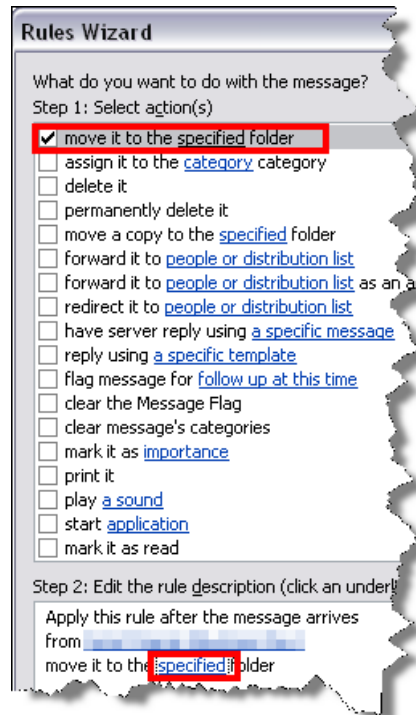
e. Click **OK**

f. Click **Next**



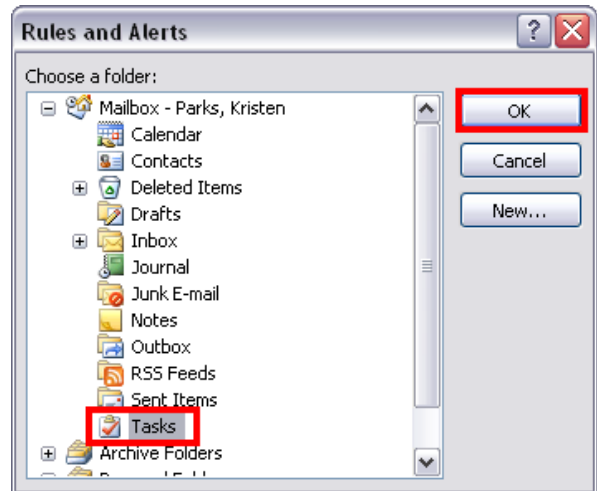
5) Under **What do you want to do with the message?**

- a. **Step 1: Select Action(s)**, select **move it to the specified folder** checkbox
- b. **Step 2: Edit the rule description**, click the **specified** hyperlink



6) Click a desired location from the new popup window

- a. Click **OK**



7) Determine any possible exceptions where you would prefer this email delivery be received in an alternative location

- a. Click **Next**

8) Name your rule

- a. Click **Finish** (button not shown)

