



How to Create Rules in Outlook

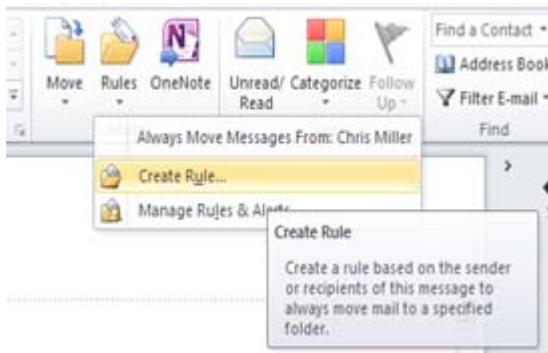
Rules can be made in Outlook to help you sort your e-mails in several different facets. They can be made to move incoming e-mails to a specific folder, to forward e-mails to specific individuals or groups, to send an automated reply, and to perform other helpful functions. You can create rules in Outlook as well as Outlook Web Access in Internet Explorer; other browsers do not include the rules options.

In Outlook:

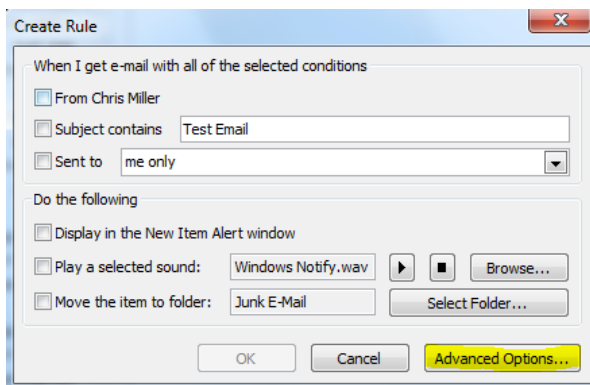
1. Click on the **Rules** button within the top menu.



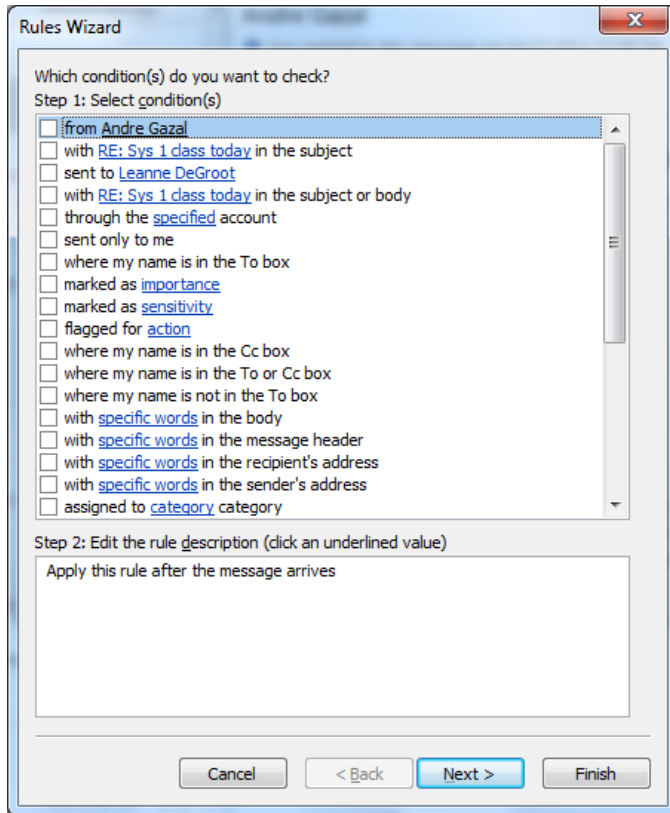
2. Select **Create Rule** from the drop down menu. This will open up a new **Create Rule** window.



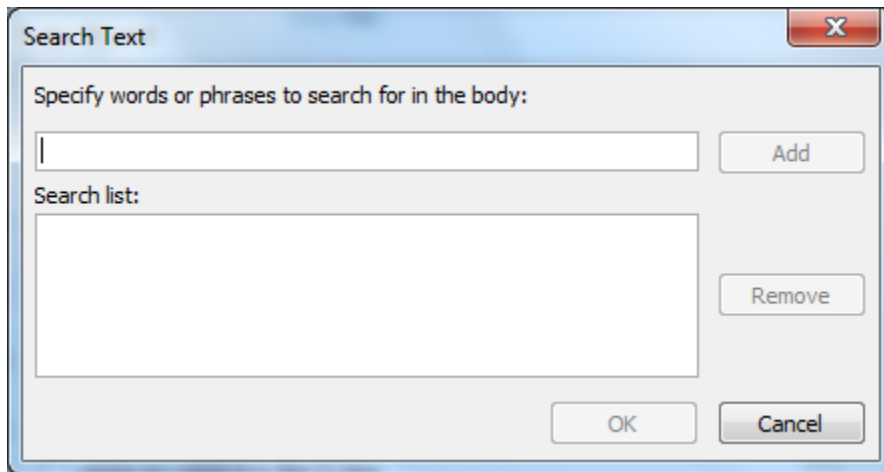
3. Select **Advanced Options** from the new create rule window. This will open up another window.



4. Select any or all of the selections to create specific rules for your specific application.

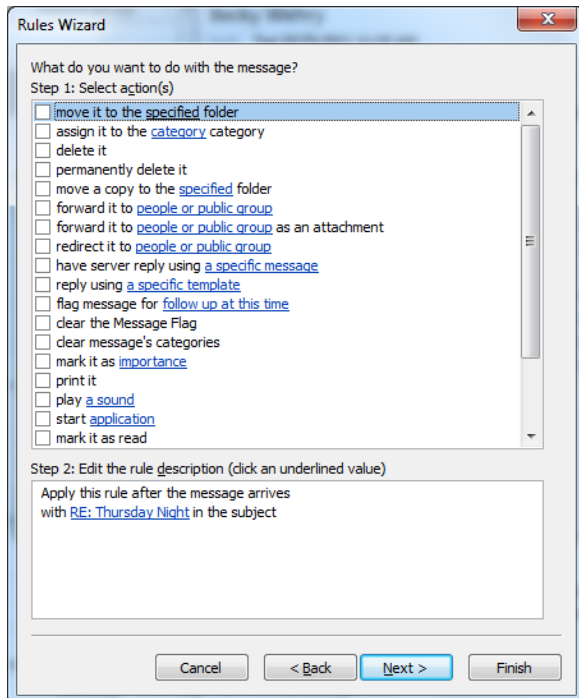


5. Click the blue underlined words in order to specify what conditions you want it to look for.

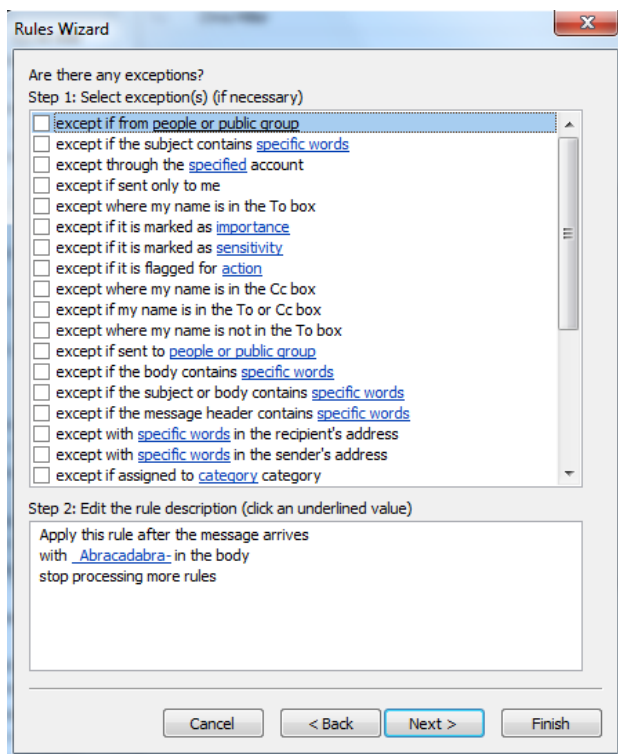


6. Once all words or phrases are entered, click the **OK** button.

7. Click **Next**, then select the action that you want to take place and customize it by clicking on the blue underlined words.



8. Click **Next**, then select any exceptions that you would like to be applied, clicking on the blue underlined words to customize.



9. Finalize your newly created rule by completing steps 1, 2, and 3, and click **Finish**.

The screenshot shows a 'Rules Wizard' dialog box with the following content:

Finish rule setup.

Step 1: Specify a name for this rule
Abracadabra-

Step 2: Setup rule options
 Run this rule now on messages already in "Deleted Items"
 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
with Abracadabra- in the body
stop processing more rules

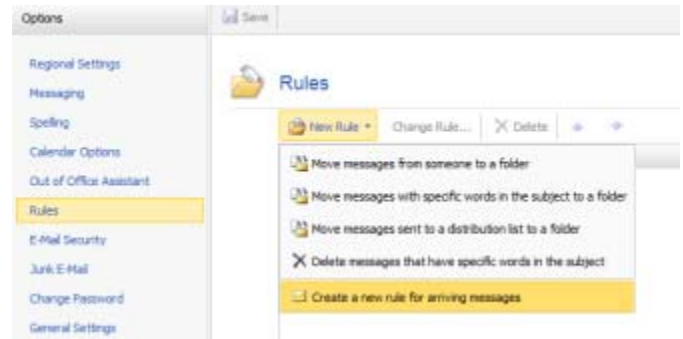
Buttons: Cancel, < Back, Next >, Finish

In Internet Explorer:

1. Go to <http://mail.ni.edu>
2. Type in your username and password.
3. Click on **Options** in the right-hand corner.
4. Click **Rules** in the left-hand margin.

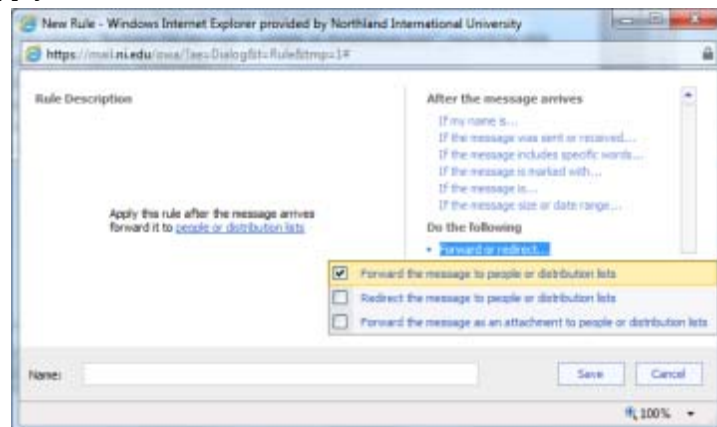


5. Click on **New Rule**.
6. Click **Create a new rule for arriving messages**.
 - a. If pop-up appears, click **Do not show me this again**, and then click **Cancel**. Click **Create a new rule for arriving messages** again.

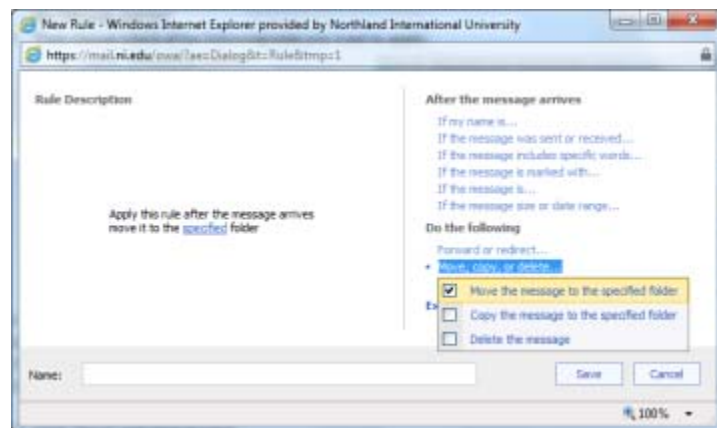


7. Choose the criteria for what e-mails you want to apply the rule to by clicking one of the options under **After the message arrives**.
8. Then choose which of the following rules you want to apply:
 - a. Click **Forward or redirect**

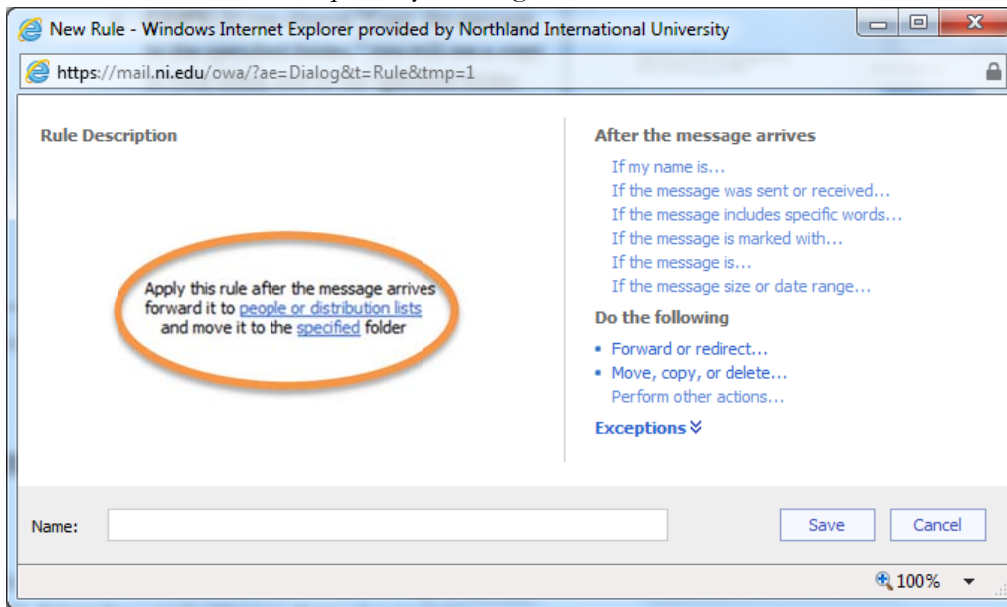
- i. **FORWARD:** If you choose “Forward the message to people or distribution lists,” you will not be able to reply to these e-mails as they will be forwarded from your own account.
- ii. **REDIRECT:** If you choose “Redirect the message to people or distribution lists,” you will be able to reply but you won’t be able to see the CC distribution list.



- b. Click **Move, copy, or delete...**
 - i. **MOVE:** If you choose “Move the message to the specified folder,” you will not see a copy in your inbox.
 - ii. **COPY:** If you choose “Copy the message to the specified folder,” you will see a copy in your inbox and in the specified folder.
 - iii. **DELETE:** If you choose “Delete the message,” you will not see the message unless you go to your **Deleted Items** folder.



9. You can customize the request by clicking on the blue underlined words on the left side.



10. If you have any exceptions to the e-mails you want forwarded, you can enter those by clicking on the options under ***Exceptions***.
11. Click ***Save*** and close window.