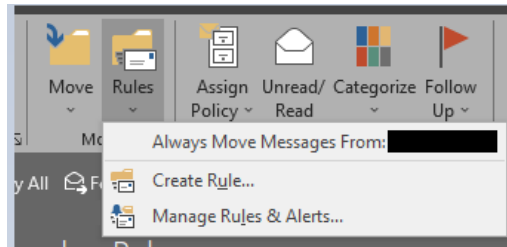


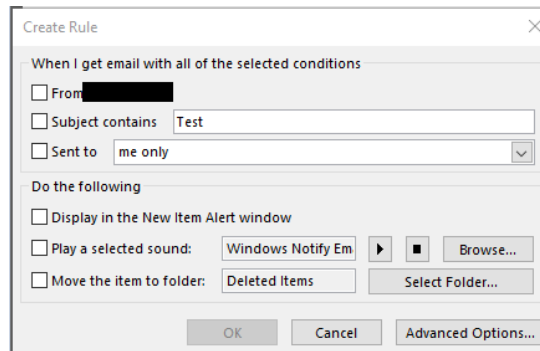
Using Mail Rules in Outlook

Email rules are used to perform a certain task on incoming messages meeting certain criteria. As an example, newsletters from a specific vendor could be routed to a dedicated folder for that vendor to avoid cluttering the inbox. Steps shown are from Outlook 2019 and may vary slightly in different versions.

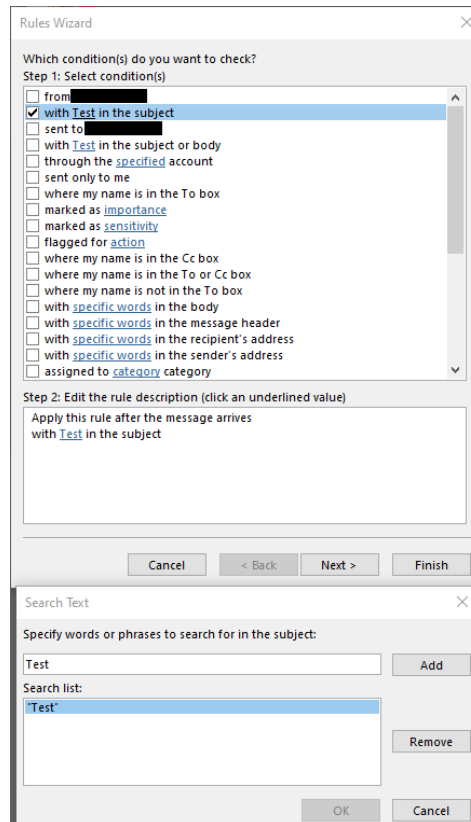
1. Begin by selecting the email you wish to create a rule regarding, then select Rules, then Create Rule.



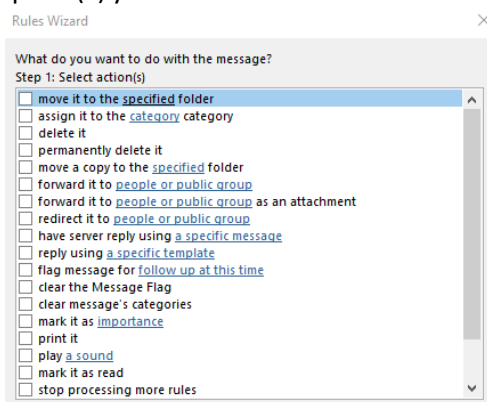
2. You will see a popup with some basic settings with the ability to configure the rule based on sender, subject, and recipient, and with the ability to display an alert, play a sound, or move to a folder. If this is sufficient for your needs, the rule can be configured here and finished. Otherwise, select Advanced Options to continue.



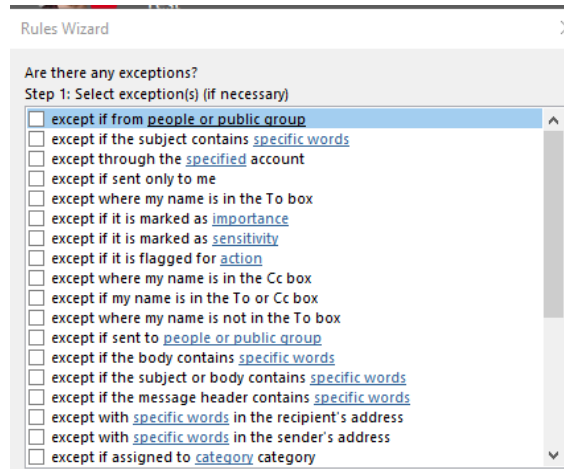
- You will see a long list of items your mail rule can include. Any underlined text can be clicked in the Step 2 area to configure it with further details. You can select multiple items to refine the rule further. In the vendor newsletter example, you might want to move messages from `noreply@vendor.com` but only if the subject also contains 'newsletter' so that other messages from the vendor will still reach your inbox normally. Click Next to continue.



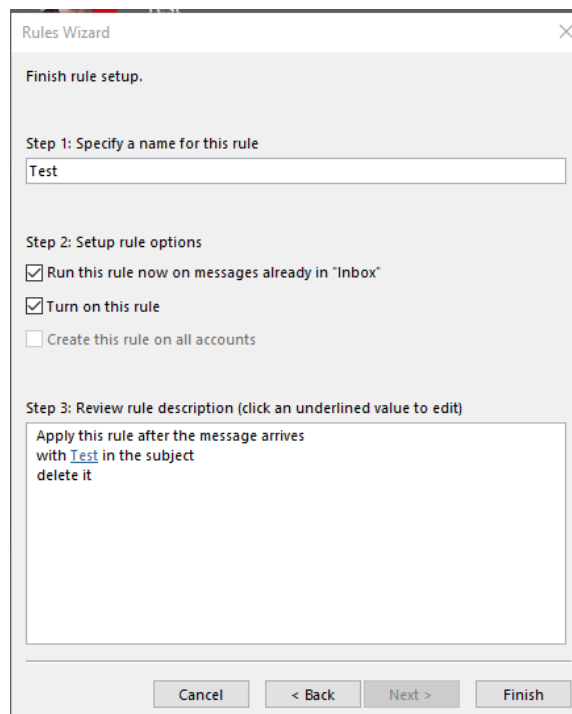
- The next screen is very similar, providing a list of actions, such as to move, delete, forward, or mark the message as read. Configure the option(s) you need and select Next to continue.



- The third screen will give options to set exceptions in a similar manner. Configure if needed, otherwise press Next to continue.



- The final screen lets you name the rule. It is recommended to select the option to run the rule now, which will serve as a test of the rules functionality. Press Finish to complete.



Reach out to SmartPath Technologies if you experience any issues.

