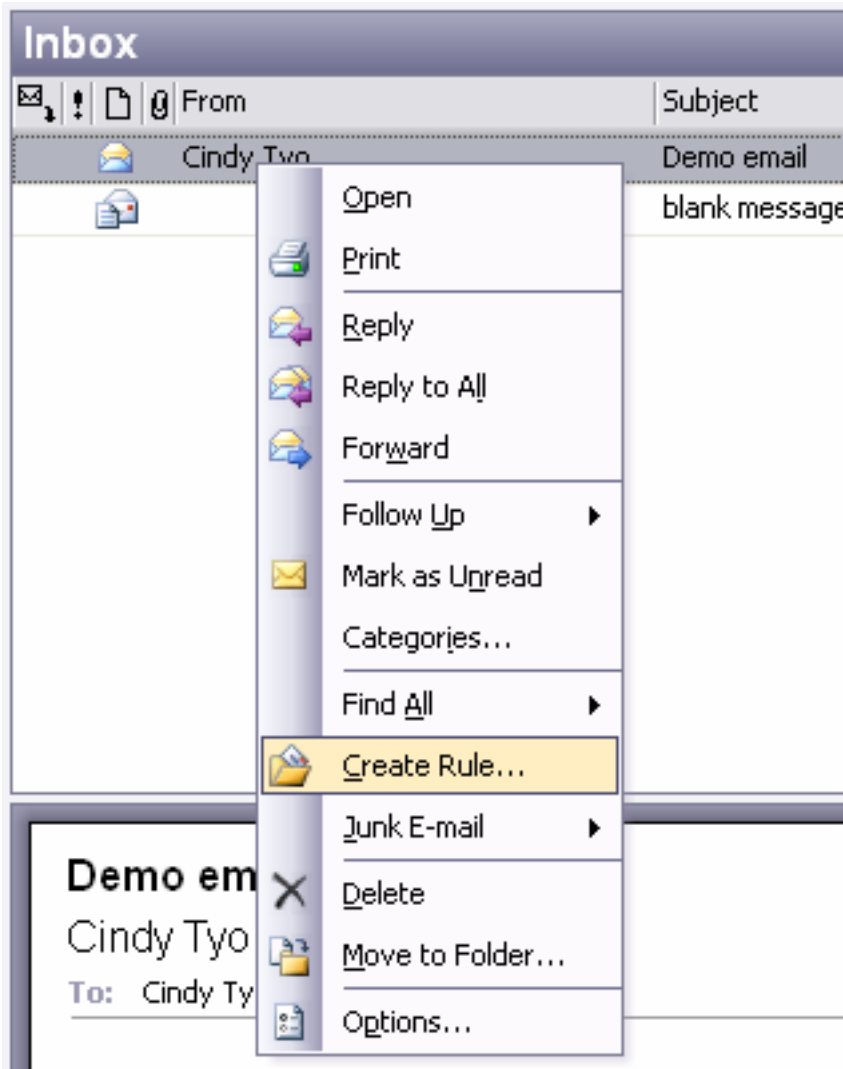


OUTLOOK 2003 - CREATING A RULE ON THE FLY

Rules are a great way to automatically file messages based on different criteria. For example, if you have a folder where you store all emails from a particular person (or with a specific subject line, etc.), using a rule Outlook will automatically move your message into that folder as soon as it arrives in your inbox.

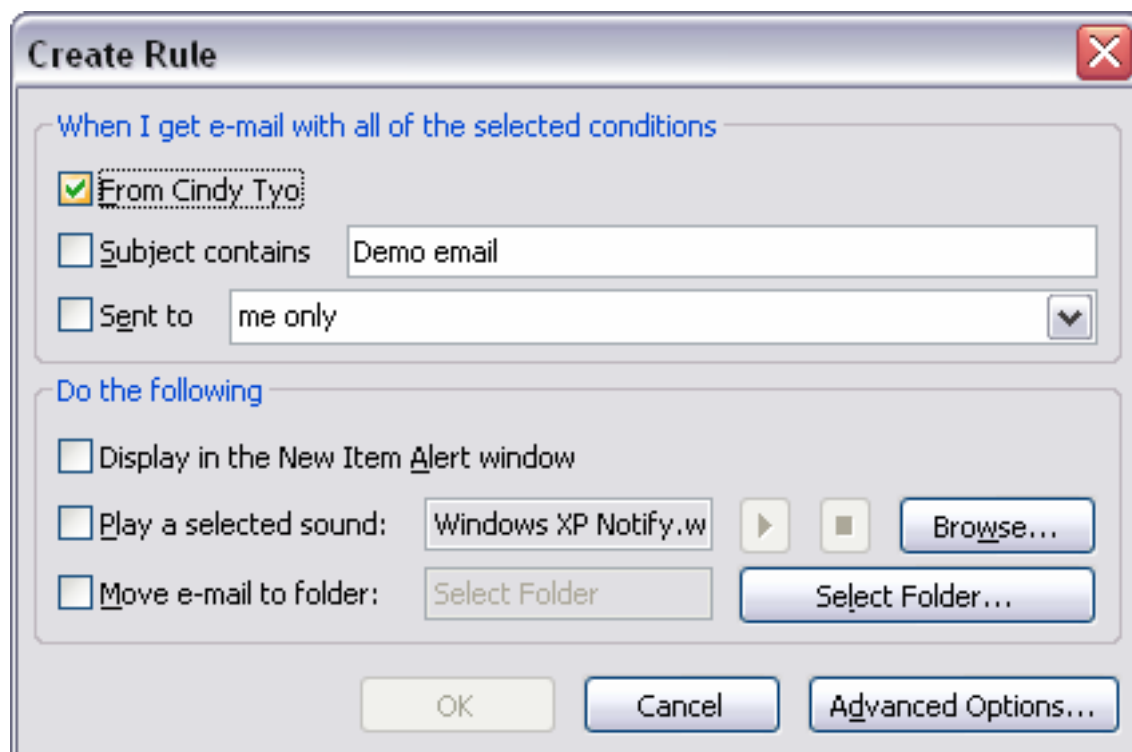
Rules are an excellent way to help you keep your emails sorted and arranged, resulting in less scrolling through hundreds of messages without any organization. Moving emails into folders automatically assists you in keeping track of messages more easily.

To create a new rule, right click on a message with the criteria you wish to use for the rule (such as From a certain person). Click on **Create Rule...**



The Create Rule pop-up box has the most common parameters used to create a rule. If everything you need is right here, then check the appropriate boxes, fill in the proper information, and click **OK** to finish. The next time an email matching the rule parameters enters your inbox the rule will activate and the message will be moved, or a sound will play, or whatever you set up for it to do.

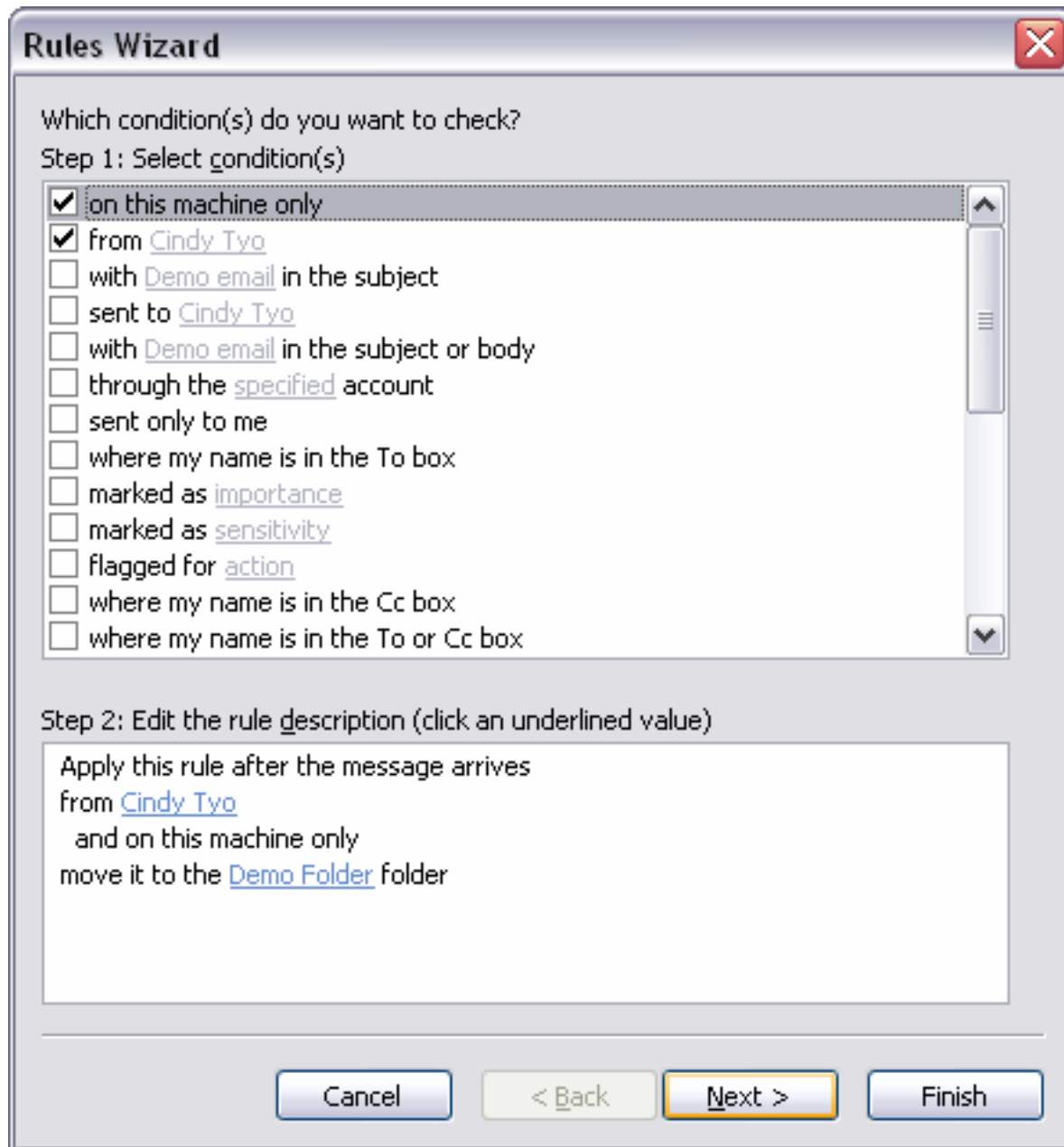
I recommend you always use **Advanced Options...** to complete your rule. **Advanced Options...** launches the Rules Wizard allowing you to run the new rule on all items in your inbox when you are finished. Also, there are so many extra options for creating rules using the Rules Wizard it is worth clicking through the different pop-up boxes each time you want to create a new rule.



The Rules Wizard can also be launched by going to **Tools > Rules and Alerts...**

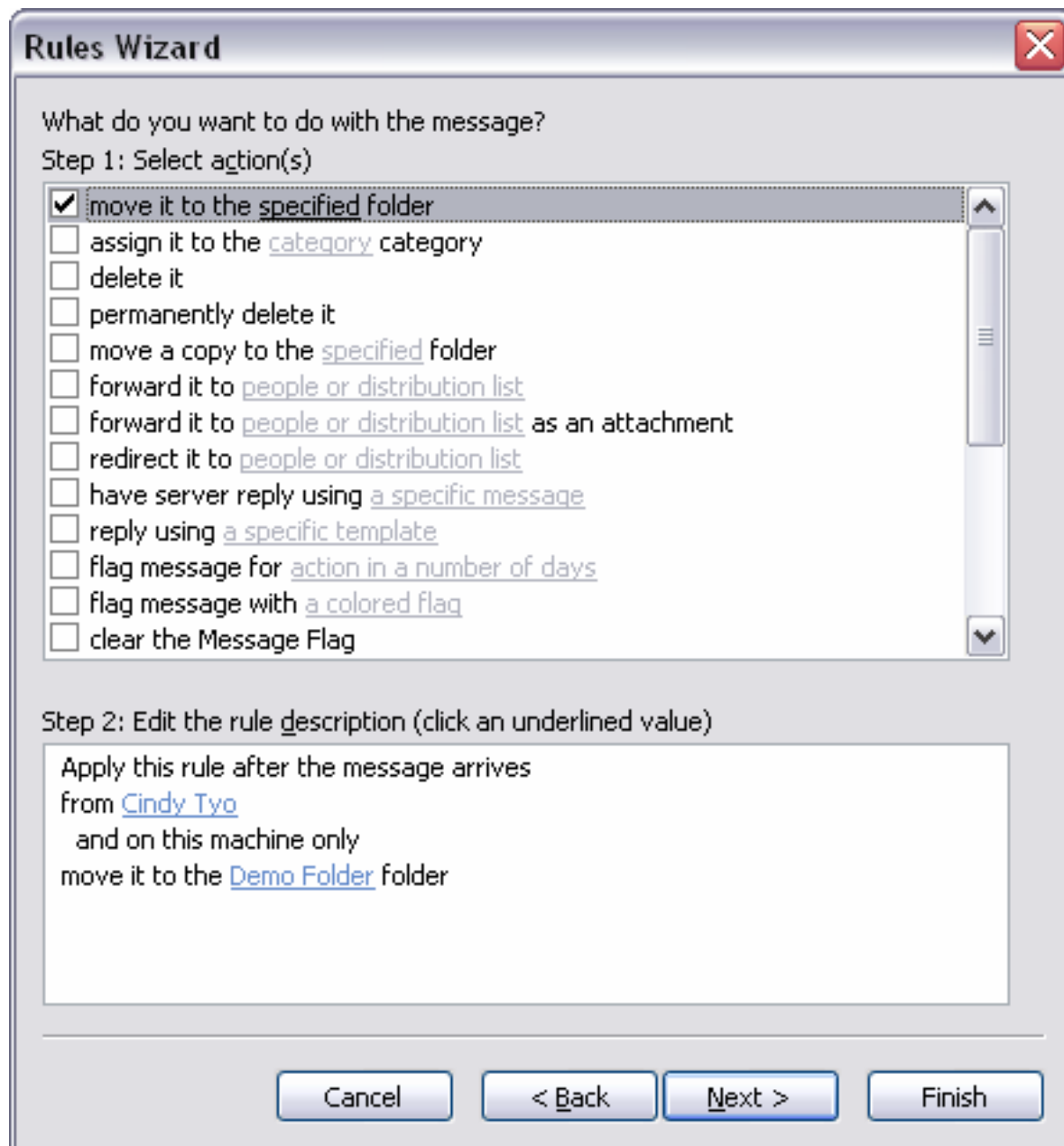
When launching the Rules Wizard from the Create Rule pop-up anything entered in that window will be carried over.

Pick the condition from the list that you want the email checked against. Click **Next >**



Pick the action from the list that you want Outlook to perform on the email. If you check **move it to the specified folder** as the action, click on the word **specified** in the lower box to locate the folder to which you want Outlook to automatically move the message. A pop-up window to browse and/or create new folders will appear.

When you have selected and set all the actions you want performed, click **Next >**.



If there are exceptions to the rule you are setting up, select and set them. Click **Next >**.

Rules Wizard [Close]

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- except if from people or distribution list
- except if the subject contains specific words
- except through the specified account
- except if sent only to me
- except where my name is in the To box
- except if it is marked as importance
- except if it is marked as sensitivity
- except if it is flagged for action
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To box
- except if sent to people or distribution list
- except if the body contains specific words

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

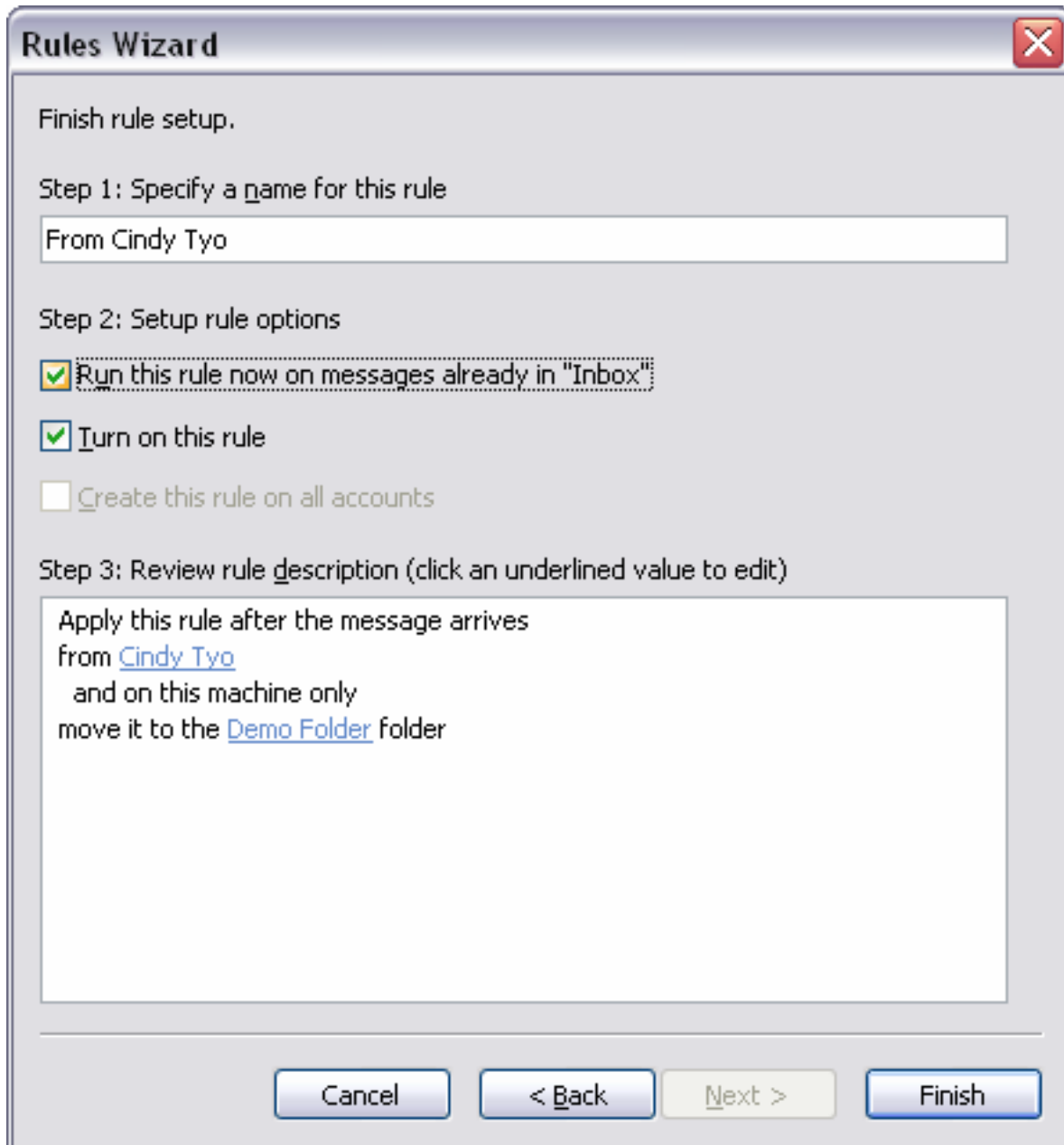
Apply this rule after the message arrives
from Cindy Tyo
and on this machine only
move it to the Demo Folder folder

Cancel < Back **Next >** Finish

Enter a name that will make the rule easy to locate if you need to edit it.

Check **Run this rule now on messages already in "Inbox"** to have the rule perform your selected actions on your current inbox. *If you do not check this box, the rule will only be applied to new messages as they arrive.*

Click **Finish**.



This pop-up warning is simply reminding you that you must have Outlook running to apply the rule. Click **OK**.

