Outlook: Create a rule

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Step 1: Choose an Outlook rules template

1. Choose **Rules > Manage Rules & Alerts** from the ribbon or choose the **File** tab and then choose **Manage Rules & Alerts**.
2. In the **Rules and Alerts** dialog box, on the **E-mail Rules** tab, choose **New Rule**.
3. In the **Rules Wizard**, under **Step 1: Select a template**, pick one of the default templates under **Stay Organized**, **Stay Up to Date**, or, **Start from a blank rule**.

Step 2: Edit the rule description

Each one of the rule templates that you chose in Step 1 has slightly different options for Step 2. When the options require you to make a choice, for example to specify a sender or choose a folder, the option will be underlined. For this example, we've picked one of the most common rules, to move messages from someone to a folder.

1. Choose **people or public group** in the edit description box to display your address book. Either choose a name from your address book or type the person's address in the **From** box, then choose **OK**.
2. Choose **specified** to display a list of your folders. You can choose an existing folder or choose **New** to create a new folder. When you've selected the appropriate folder, choose **OK**.

If you want to explore advanced options for the rule, choose **Next** and then skip to Advanced Rule Options, below. Otherwise, choose **Finish**. This returns you to the **Rules and Alerts** window. From

here, you can create another rule or choose **OK** to save your changes.

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