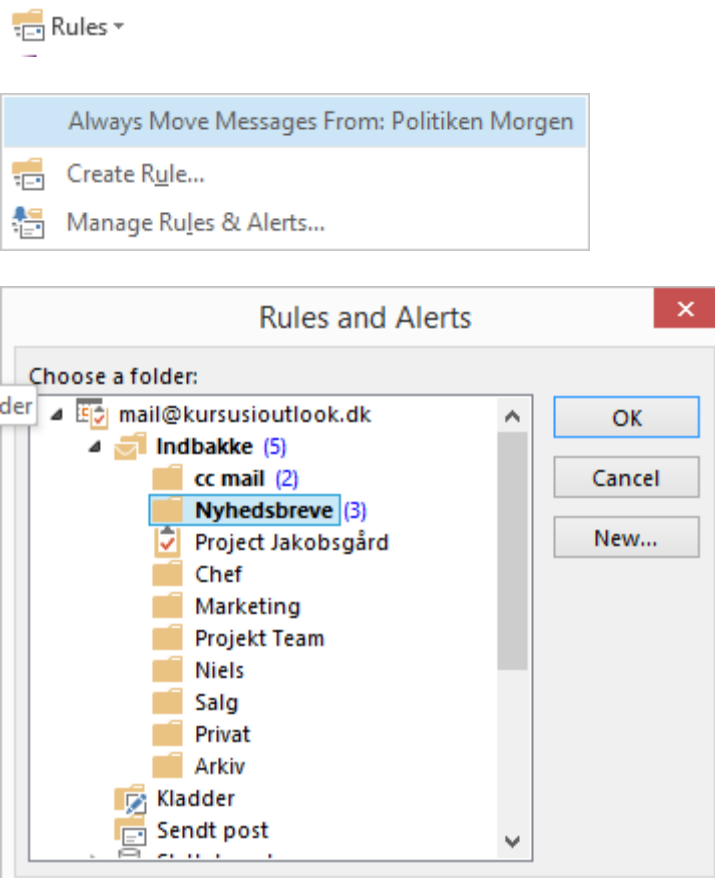




How to create a rule in Outlook

What are you going to do?	How to do it?	Where is it?
<p>Create a rule that moves mail to a specific folder</p>	<p>Mark the mail you want to create a rule for.</p> <p>Click Rules on the HOME tab.</p> <p>TIP: You can also simply right-click on the mail.</p> <p>Select Always Move Messages From ...</p> <p>Select the folder you want to move the message to.</p>	 <p>The screenshot shows the Outlook interface. At the top, the 'Rules' menu is open, with 'Always Move Messages From: Politiken Morgen' selected. Below it are 'Create Rule...' and 'Manage Rules & Alerts...'. Below the menu is a 'Rules and Alerts' dialog box titled 'Choose a folder:'. The dialog shows a folder tree for 'mail@kursusioutlook.dk' with 'Nyhedsbreve (3)' selected. Other folders include 'Indbakke (5)', 'cc mail (2)', 'Project Jakobsgård', 'Chef', 'Marketing', 'Projekt Team', 'Niels', 'Salg', 'Privat', 'Arkiv', 'Kladder', and 'Sendt post'. Buttons for 'OK', 'Cancel', and 'New...' are visible on the right.</p>





<p>Create a rule moving an e-mail and automatically mark it as read</p> <p>Mark the mail you want to create a rule for.</p> <p>Click Rules on the HOME tab.</p> <p>Click Create Rule.</p> <p>Select conditions and what to do with the e-mail.</p> <p>Click Advanced Options.</p> <p>The dialog box Rules Wizard opens.</p> <p>In Step 1: What do you want to do with the message select mark it as read.</p> <p>Click Next to select multiple criteria.</p> <p>Click Finish to create the rule and close the dialog box.</p>	<p>Rules</p> <p>Always Move Messages From: Politiken Morgen</p> <p>Create Rule...</p> <p>Manage Rules & Alerts...</p> <p>Create Rule</p> <p>When I get e-mail with all of the selected conditions</p> <p><input checked="" type="checkbox"/> From Politiken Morgen</p> <p><input type="checkbox"/> Subject contains Forældreforand: Stop jeres brok og dommedagsprofe</p> <p><input type="checkbox"/> Sent to me only</p> <p>Do the following</p> <p><input type="checkbox"/> Display in the New Item Alert window</p> <p><input type="checkbox"/> Play a selected sound: Windows Notify Em</p> <p><input checked="" type="checkbox"/> Move the item to folder: Nyhedsbreve</p> <p>OK Cancel Advanced Options...</p> <p>Rules Wizard</p> <p>What do you want to do with the message?</p> <p>Step 1: Select action(s)</p> <p><input type="checkbox"/> stop processing more rules</p> <p><input checked="" type="checkbox"/> move it to the Indbakke folder</p> <p><input type="checkbox"/> move a copy to the Indbakke folder</p> <p><input type="checkbox"/> assign it to the category category</p> <p><input type="checkbox"/> delete it</p> <p><input type="checkbox"/> permanently delete it</p> <p><input type="checkbox"/> forward it to people or public group</p> <p><input type="checkbox"/> forward it to people or public group as an attachment</p> <p><input type="checkbox"/> reply using a specific template</p> <p><input type="checkbox"/> flag message for follow up at this time</p> <p><input type="checkbox"/> clear the Message Flag</p> <p><input type="checkbox"/> clear message's categories</p> <p><input type="checkbox"/> mark it as importance</p> <p><input type="checkbox"/> print it</p> <p><input type="checkbox"/> play a sound</p> <p><input type="checkbox"/> start application</p> <p><input checked="" type="checkbox"/> mark it as read</p> <p><input type="checkbox"/> run a script</p> <p>Step 2: Edit the rule description (click an underlined value)</p> <p>Apply this rule after the message arrives</p> <p>from Politiken Morgen</p> <p>move it to the Nyhedsbreve folder</p> <p>and mark it as read</p> <p>Cancel < Back Next > Finish</p>	
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<p>Remove a rule</p>	<p>Click Rules on the HOME tab.</p> <p>Select Manage Rules & Alerts.</p> <p>Mark the rule you want to delete and click Delete.</p>	<p>The screenshot shows the Outlook interface. At the top, the 'Rules' menu is open, with 'Manage Rules & Alerts...' selected. Below this, the 'Rules and Alerts' dialog box is open. It has two tabs: 'E-mail Rules' and 'Manage Alerts'. The 'Manage Alerts' tab is active, showing a list of rules. The rule 'Politiken Morgen' is selected. Below the list, there is a 'Rule description' section with the text: 'Apply this rule after the message arrives from Politiken Morgen move it to the Nyhedsbreve folder and mark it as read'. At the bottom of the dialog, there are 'OK', 'Cancel', and 'Apply' buttons.</p>
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