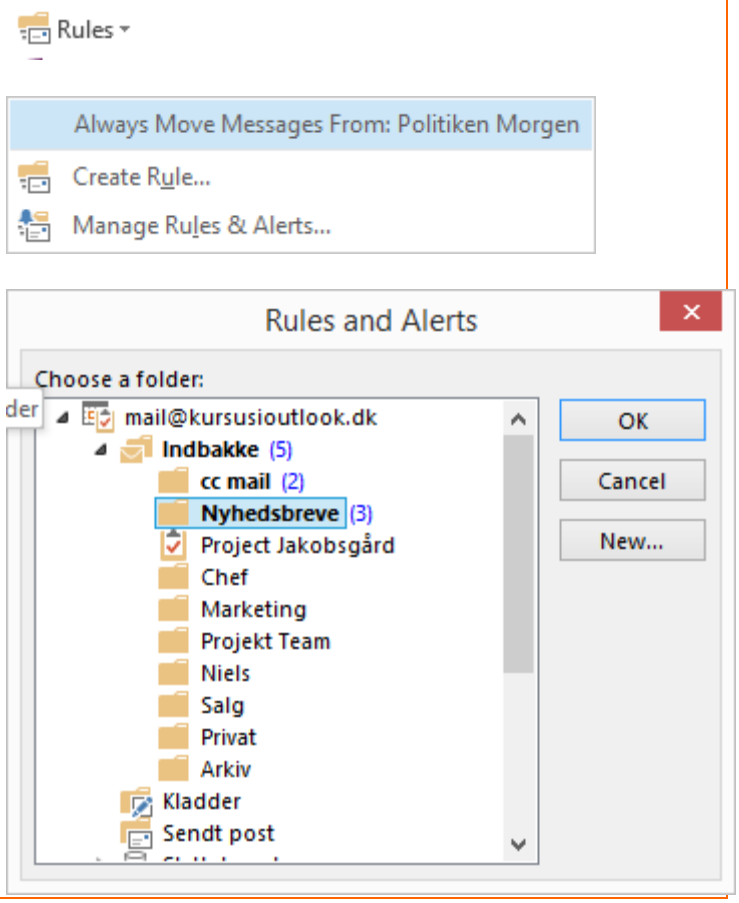
How to create a rule in Outlook

What are you going to do?	How to do it?	Where is it?
Create a rule that moves mail to a specific folder	Mark the mail you want to create a rule for. Click **Rules** on the **HOME** tab. **TIP:** You can also simply right-click on the mail. Select **Always Move Messages From** ... Select the folder you want to move the message to.	

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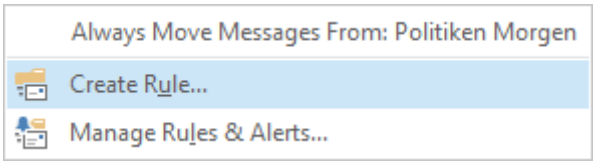
Create a rule moving an e-mail and automatically mark it as read

Mark the mail you want to create a rule for.

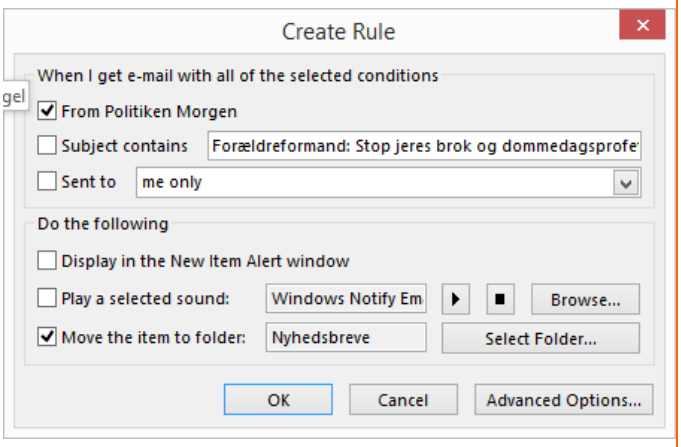
Click **Rules** on the **HOME** tab.

Click **Create Rule**.



Select conditions and what to do with the e-mail.

Click **Advanced Options**.

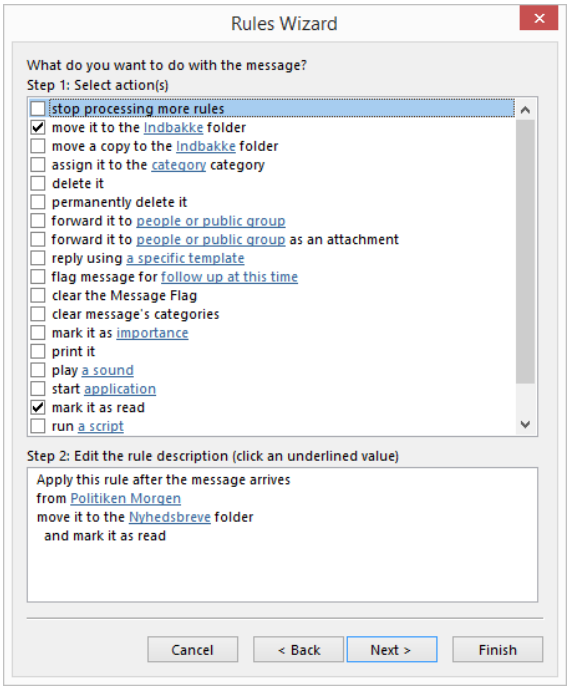


The dialog box **Rules Wizzard** opens.

In **Step 1: What do you want to do with the message** select **mark it as read**.

Click **Next** to select multiple criteria.

Click **Finish** to create the rule and close the dialog box.



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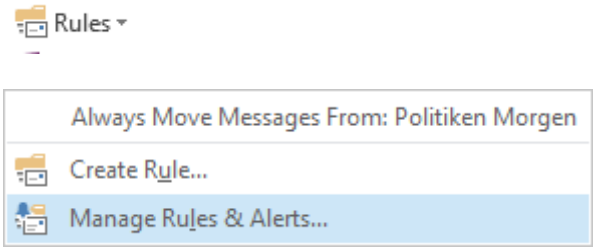
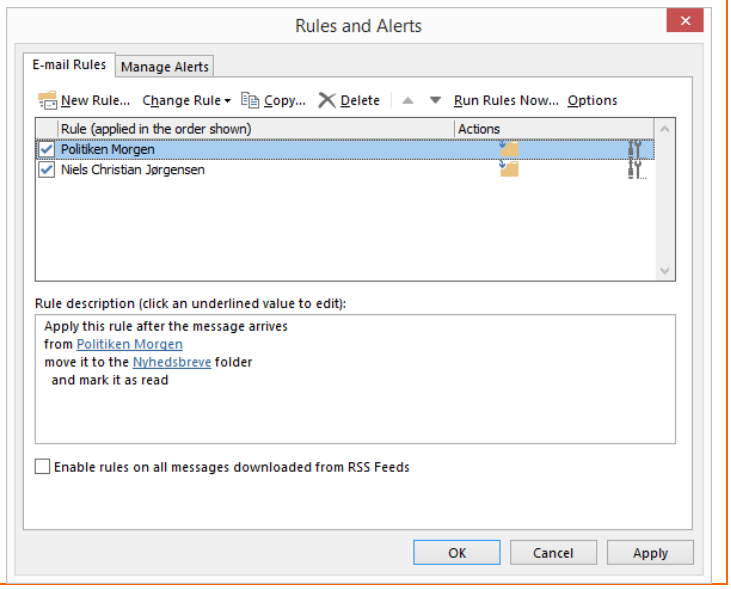
Remove a rule	Click **Rules** on the **HOME** tab. Select **Manage Rules & Alerts**. Mark the rule you want to delete and click **Delete**.	 

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