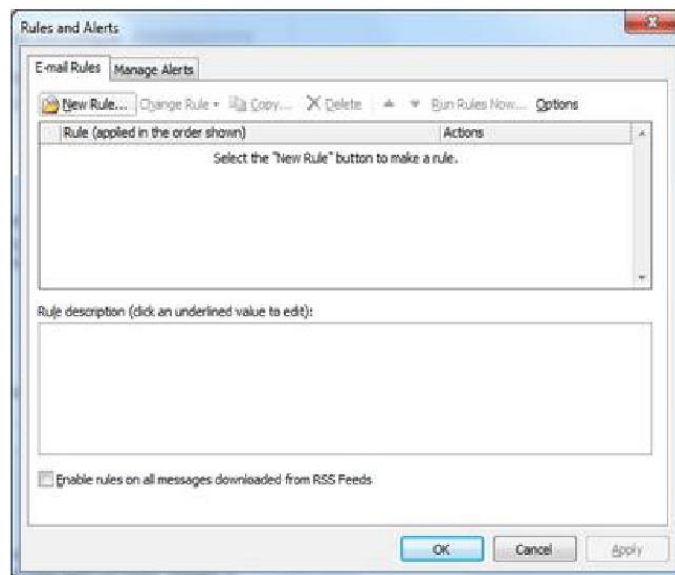
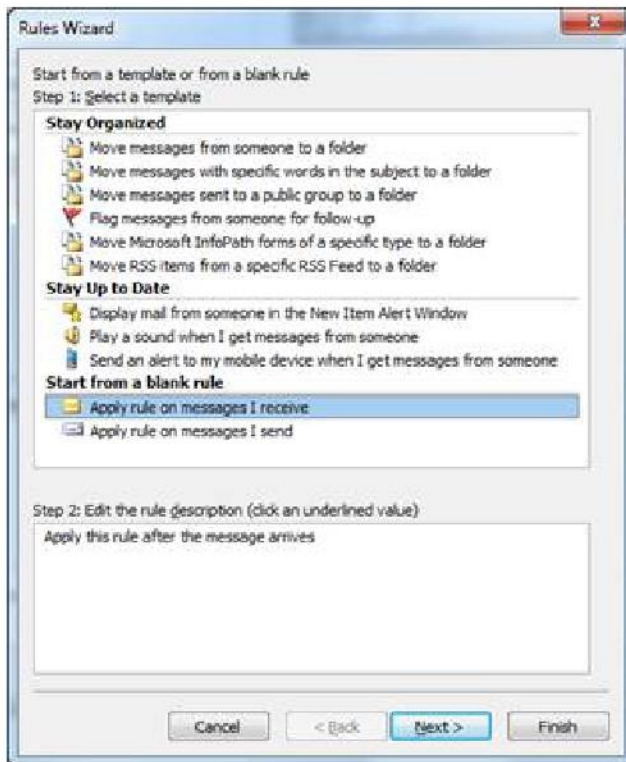


How Creating a Rule in Outlook 2010

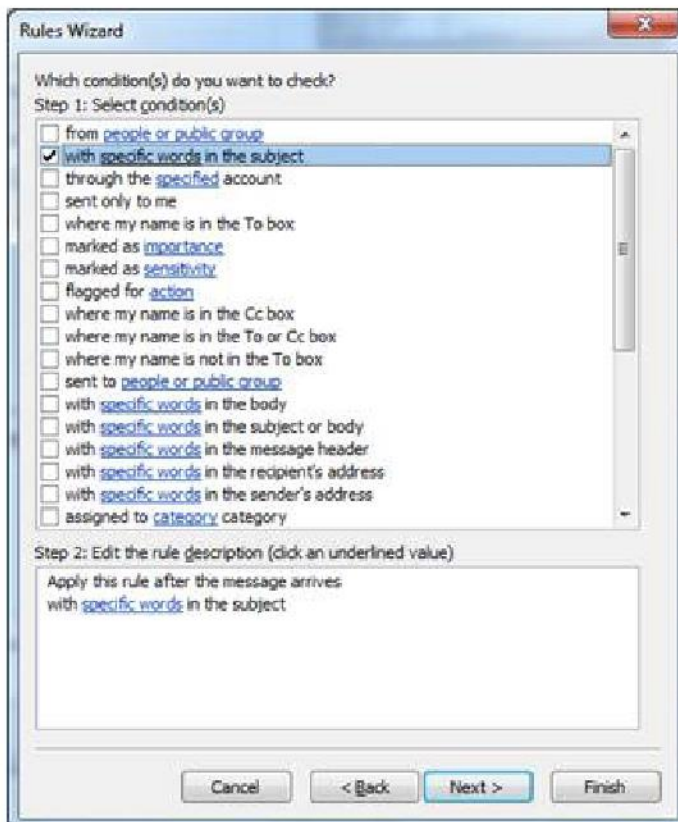
- 1) In Outlook 2010, click on **File**, and then click on **Info**. This brings you to the "Account Information" screen.
- 2) Click on **Manage Rules and Alerts**. From the "E-mail Rules" tab, click on **New Rule**.



3) Under "Start from a blank rule", click on "Apply rule on messages I receive" and click **Next**.

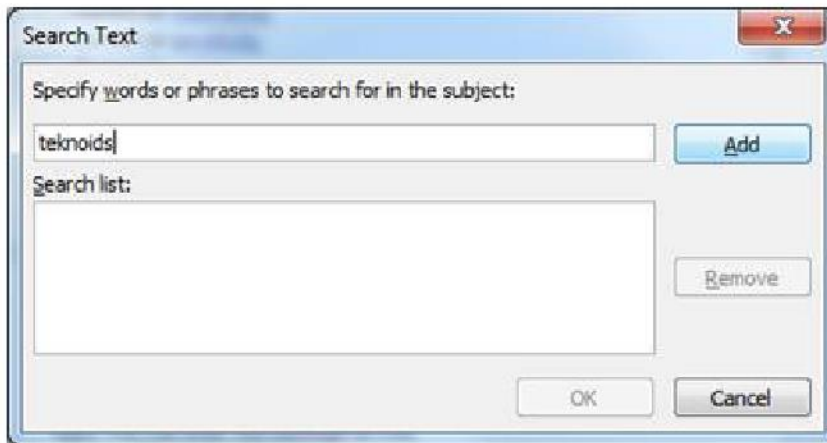


4) Under "Step 1: Conditions", click on the check box "with specific words in the subject" (make sure that it is a very specific subject, otherwise any incoming messages with that word in the subject will go into your specific folder). Then under "Step 2: Edit the rule description" click on the link **specific words**.

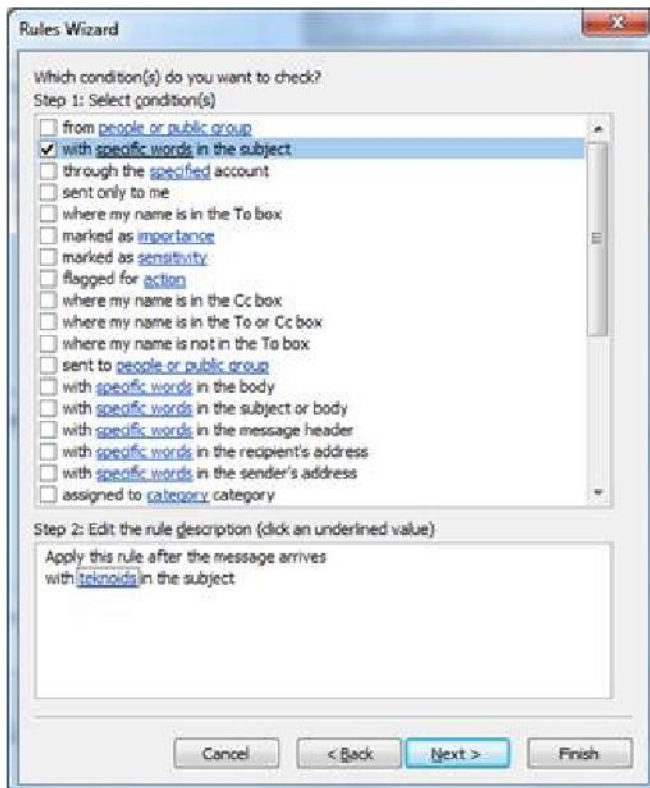


5) This will open up a "Search Text" window where you can type the word(s) for the specific subject. Here I am typing "teknoids", which is a listserv that I subscribe to that has that word in

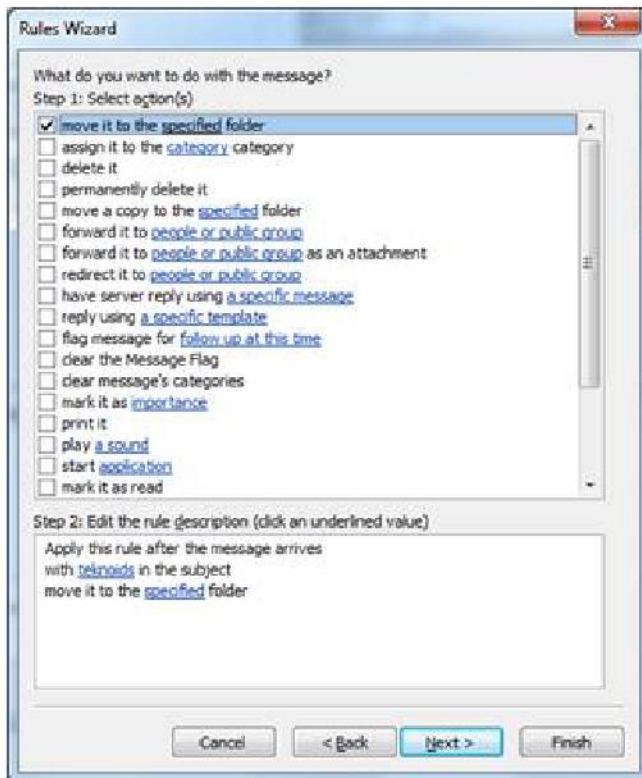
the subject. Then click **Add**, and then click **OK**.



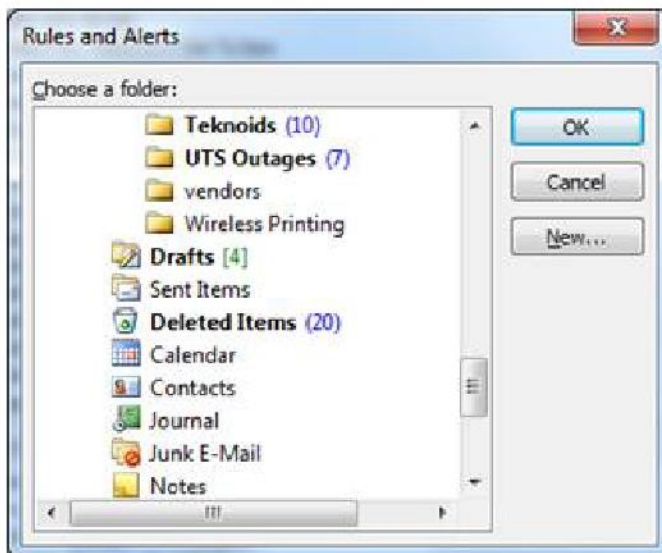
6) You will see now that "teknoids" has been added in the Step 2 section. Click **Next**.



7) A new window appears. Under "What do you want to do with this message?" under "Step 1: Select Actions", click on the checkbox next to "move it to the specified folder". Then under "Step 2: Edit the rule description", click on **specified**.



8) A window similar to below will appear. If you haven't created the folder yet, click on **New** and create the folder. If you have already created the folder, just select it (in this case, the folder Teknoids is already created), then click **OK**.



9) Another window will appear giving you the option to choose exceptions to the rule. I am going to Recommend avoiding this unless you absolutely need to create exceptions. Simply click **Next**.

10) It will then ask for the rule name, which it automatically creates based on the word in the subject. By default, the rule is automatically turned on, as below. Click **Finish** then click OK to exit.

