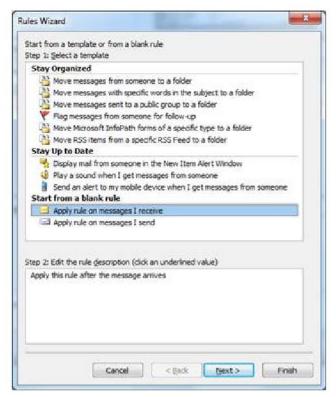
## How Creating a Rule in Outlook 2010

- 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.

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🤌 New Ru	le	Change Rul	e • 🖓 Copy	$\times$ $_{\rm Qelete}$	4.4	Bun Rules Now	Options	
Rule (applied in the order shown) Actions						A		
			Select the 'Ne	w Kule Duttor	i w maka	d fue.		
tule descrip	tion (c	ick an unde	fined value to e	dit):				-
Trable o	ies on	al messary	s downloaded fi	rom RSS Feed				

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.

Vhich condition(s) do you want to check? itep 1: Select condition(s)	
from people or public group	
with specific words in the subject	
through the <u>specified</u> account	
sent only to me	
where my name is in the To box	- 57
marked as moortance	1
marked as <u>sensitivity</u> flagged for action	
where my name is in the Cc box	
where my name is in the To or Cc box	
where my name is not in the To box	
sent to people or public group	
with specific words in the body	
with specific words in the subject or body	
with specific words in the message header	
with specific words in the recipient's address	
with specific words in the sender's address	
assigned to <u>category</u> category	-
tep 2: Edit the rule gescription (click an underlined value)	
Apply this rule after the message arrives	
with specific words in the subject	

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

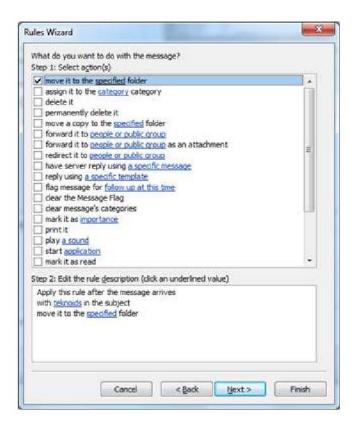
the subject. Then click Add, and then click OK.

earch Text	
Specify words or phrases to sear	ch for in the subject:
teknoids	Add
Search list:	
	· · · · · · · · · · · · · · · · · · ·
	Remove
	OK Cancel

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.

hoose a fo	lder:			
	Teknoids (10)		- [	OK
	UTS Outages (7)			
	i vendors			Cancel
-	Wireless Printing		ſ	New
-2	Drafts [4]			Hall The second second
	Sent Items			
0	Deleted Items (20)			
111	Calendar	1		
	Contacts	3	Ŧ	
	Journal			
-10	Junk E-Mail			
1	Notes		*	
•	111	P.		

- 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.