



Outlook Rules

Email Management

Webinar Companion Handout

Rules in Outlook

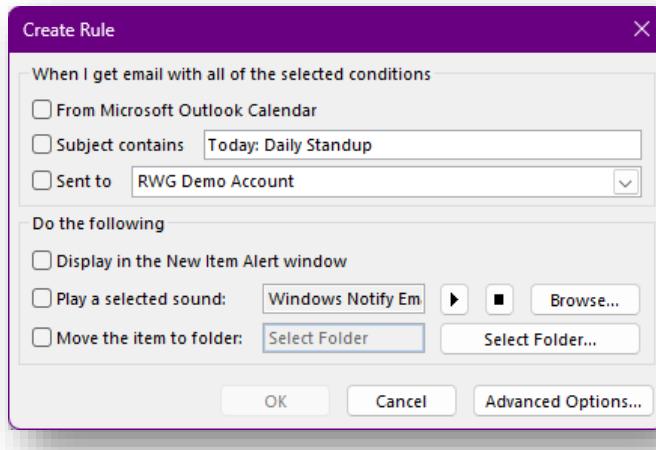
Outlook Rules allow you to automatically apply actions to your messages.

Each Rule consists of:

- Condition/Trigger
- Action
- Exception (optional)

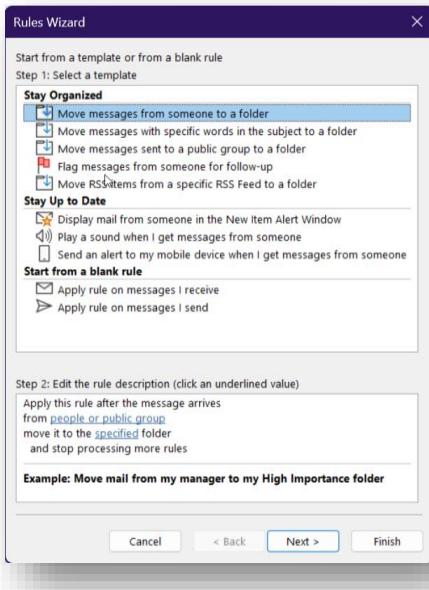
Create a Rule from a Message

1. Right click a message.
2. Click **Rules...**
3. Click **Create Rules...**
4. Adjust your options in the **Create Rule** dialog box.
5. Click **OK**.



Use Rules Templates

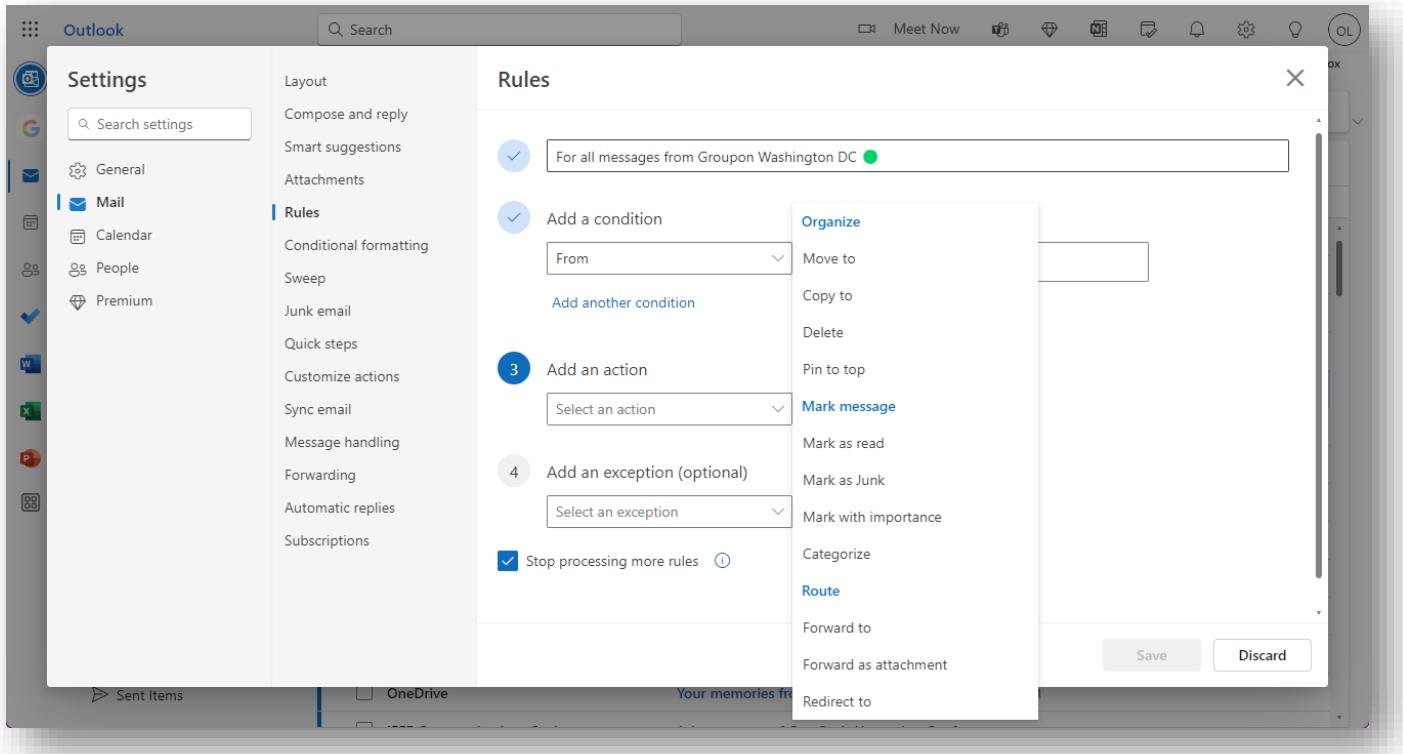
In Classic Outlook, use the **Rules Wizard** for more complex rules or to use a **Rules Template**.



1. Go to **Rules and Alerts**
2. Select **New Rule...**
3. Select and edit a Template. Click **Next**.
4. Add and modify any additional conditions. Click **Next**.
5. Add and modify any additional actions. Click **Next**.
6. Add and modify any exceptions. Click **Next**.
7. Confirm or modify the name of the rule in Step 1. Specify rule options in Step 2.
8. Click **Finish**.

Other Ways to Create Email Rules

When using Outlook on the Web or New Outlook, you can create a rule using a streamlined interface using the same components: Condition, Action, and Exception.



You can create a rule from a message or by following these steps:

1. Go to **Settings**.
2. Go to **Mail**.
3. Go to **Rules**.
4. Click **Add a Rule**.
5. Enter the name, condition, action, and exception (if applicable).
6. Click **Save**.

Use Filters in Gmail

You can use filters to create rules in Gmail.

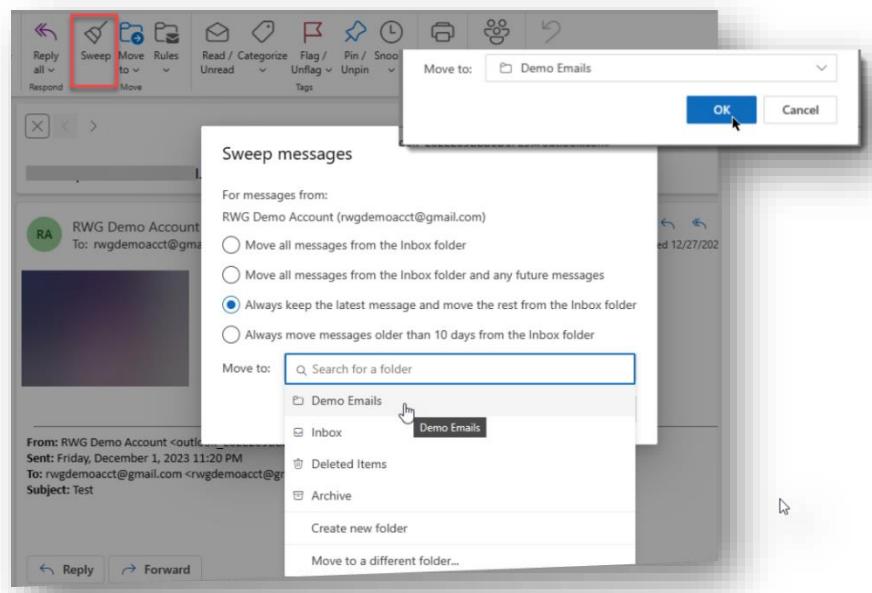
[Create labels to organize Gmail - Computer - Gmail Help \(google.com\)](#)

[Using Gmail labels, colors & filters to sort important emails \(wisestamp.com\)](#)

Use Sweep

When using these applications, you can also create rules using the **Sweep** feature.

1. Select the message that you would like to use.
2. Choose how you would like to interact with the message and similar messages from the same sender.
3. Select the destination for the message.
4. Click **OK**.



Contact Information

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