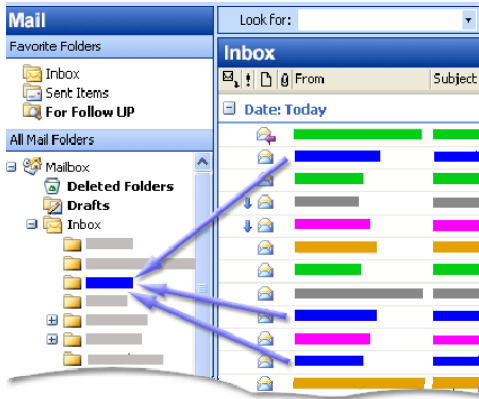


Managing Messages by Creating a Rule

Rules help you manage your e-mail messages by performing actions on messages that match a specific set of conditions. After you create a rule, Microsoft Outlook applies the rule when a message arrives in your **Inbox**.

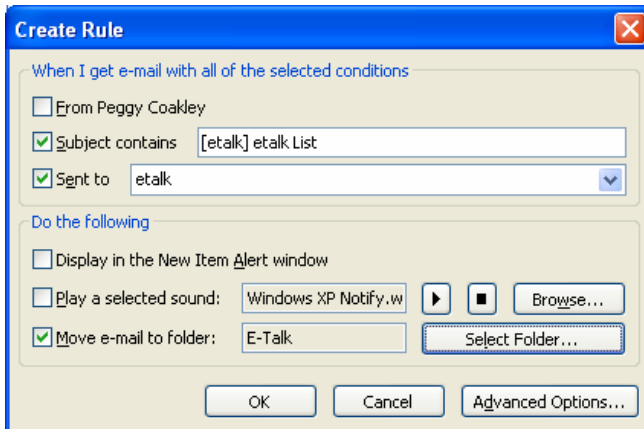


For example, you can automatically re-direct all messages sent from the E-talk listserv to go into a sub-folder instead of to your crowded Inbox. You can view these messages at any time simply by clicking on the folder you designated. Outlook automatically sends the messages into the folder you designate where they will be available to you anytime.

Create a rule in Microsoft Outlook: Move all specified messages to another folder

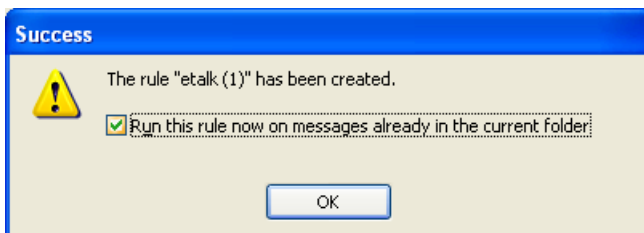
1. Right-click the message that you want to base the rule on, and then on the shortcut menu, click **Create Rule**.

In the **Create Rule** dialog box, select the check boxes for the options that are already filled in with information from your selected message.



2. Select the **Move e-mail to folder** check box.
3. Click an existing folder or click **New** to create a new folder to store the messages.
4. To add more conditions, actions, or exceptions to the rule, click **Advanced Options**, and then follow the rest of the instructions in the Rules Wizard.

Tip To run the rule as soon as you create it, select the **Run this rule now on the messages already in folder** check box on the last page of the Rules Wizard.



All the messages already in your Inbox (or whichever folder you chose) are moved to the other folder. To test your new rule, take a look at your new folder.