

Microsoft Outlook – Rules and Alerts



Rules and Alerts.

There are many uses for Rules and Alert, once setup they will continue to execute the rules applied until the rules is deselected or selected.

The example below details how to setup a rule to move emails from 'Student2' directly into a predefined folder called 'Student2' on the folder list of 'Student1'

1. Select **Rules and Alerts** from the **Tools** menu.
2. Select **New Rule** from the Rules and Alerts dialog box.

3. **Select** a template for the Rule.

In this example "move new message from someone to a folder".

4. **Select** who the rule will be applied for.
5. **Select** the folder destination.
6. Click **Next**.

Microsoft Outlook – Rules and Alerts

At the completion page of the wizard.

7. **Enter** a logical storage name for the rule.

8. **Activate** the rule.

9. **Review** what the rules applied.

10. Click **Finish**.