

Lecture

How to make a Rule in Outlook

There are several reasons you may want to make a rule in Outlook. For instance, you may want to:

- ◆ Have all messages from a particular person put into a special folder
- ◆ Have all messages with a specific subject deleted
- ◆ Have all messages from a particular person about a particular subject forwarded to another person

That is just three simple examples. The main thing to remember is that if you are doing the same thing over and over, you may want to make a rule for it.

The Rules in Outlook are set up to take you step by step through the process so you don't have to guess what to do. When you first start, there are two options, the first option is to use a template created by Microsoft. I prefer not to use that. I use the second option, starting with a blank slate.

This lesson will teach you to create a rule that will move every message from a particular person into a folder with that person's name on it. The process will require you to do a little preparation, so we will go through all the steps one at a time.

Now, that you have read the lecture, print out the documentation to refer to later, then go to Let's Do It to see how each steps should look.

As always, feel free to e-mail questions to sandi@fortheloveofsoftware.com.