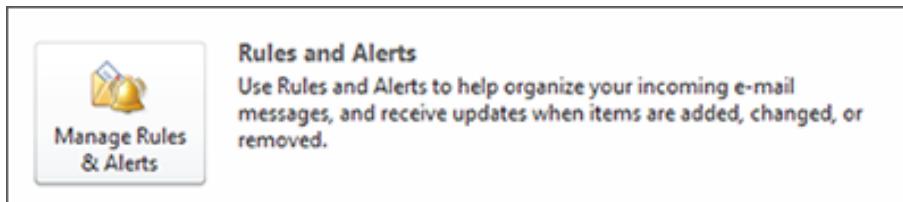


Outlook 2010 - Creating Rules to Manage Your Email

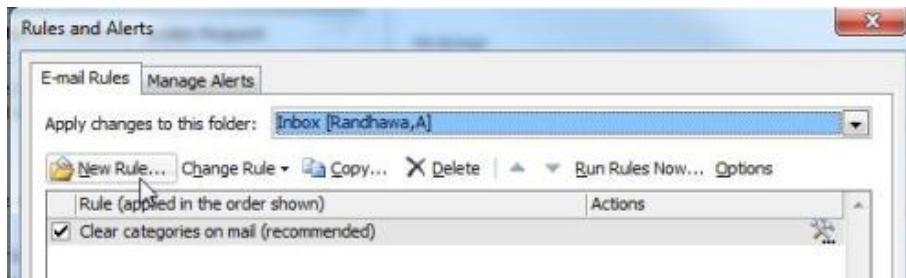
Rules in Outlook allow you to manage the email arriving in your Inbox. For example, you could create a Rule so that Outlook places all email from a distribution list into a specific folder so you can read it at a convenient time. You can set rules based on words in the subject line, sender's name, or play alerts when certain mail arrives. There are several other options available in Rules as well.

Creating a rule from an LSE computer

1. Click **File | Info** tab, and then the **Manage Rules & Alerts** button.

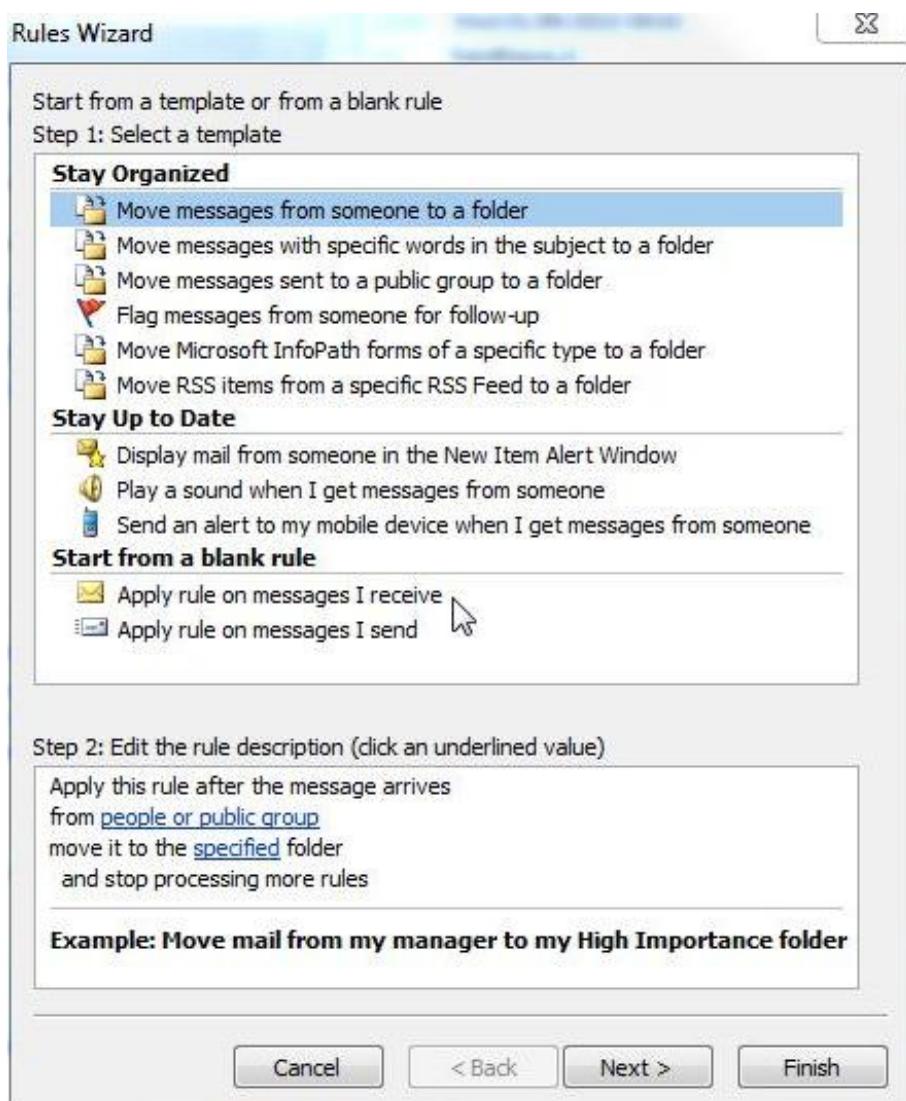


2. Click **New Rule...** on the **Email Rules** tab. *The Rules Wizard dialog will pop up*



3. In the area marked **Step 1: Select a template**, choose the template that most closely resembles the action you would like to take. Ensure you select a template from the **Stay Organized** or **Stay Up to Date** sections

Note: Advanced users may want to select an option from the **Start from a blank rule** section to have more freedom in constructing their rule criteria

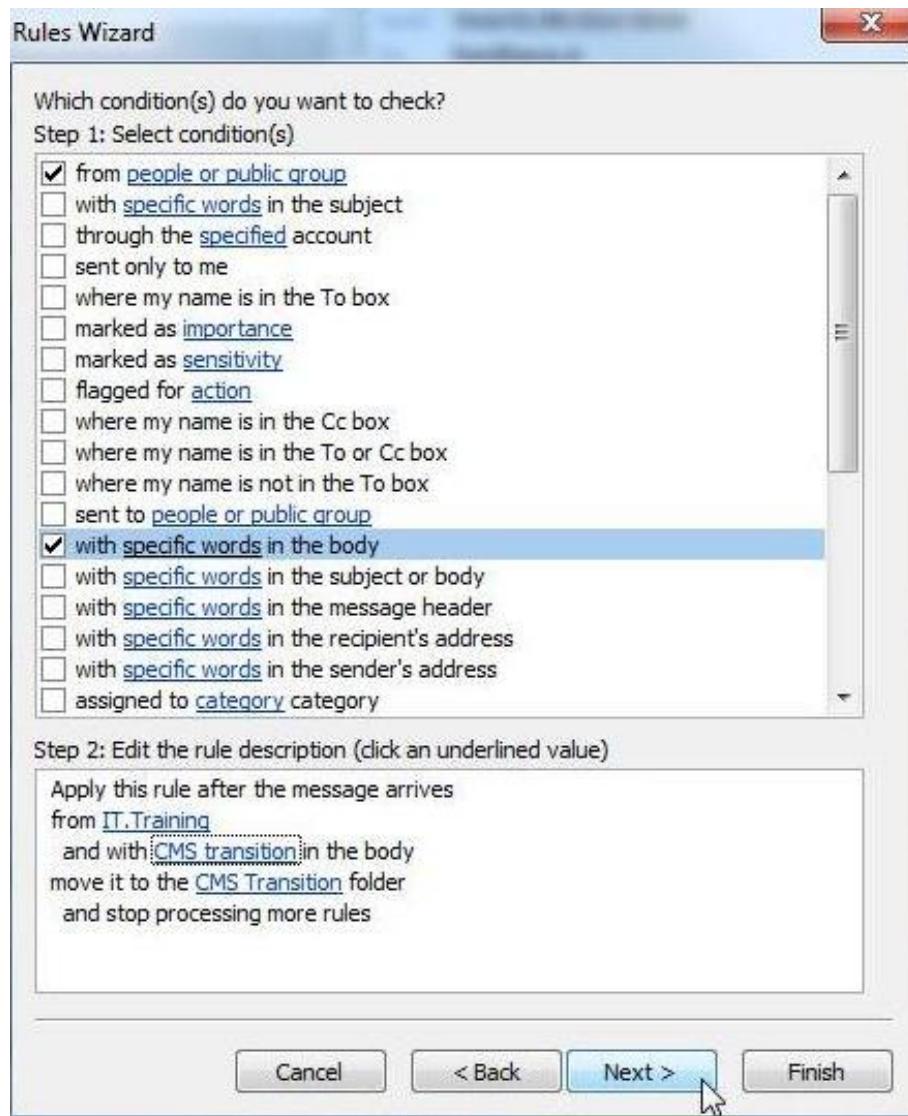


4. In the area marked **Step 2: Edit the rule description**, click on the underlined text in order to specify the details of your rule (e.g. move messages from OfficeWatch mailing list into the Newsletters folder). Check carefully to make sure that the details are correct and complete.

5. Click **Next**

6. Select any additional criteria you would like to set in **Step 1: Select condition(s)** by clicking on the **underlined words** and adding in your criteria.

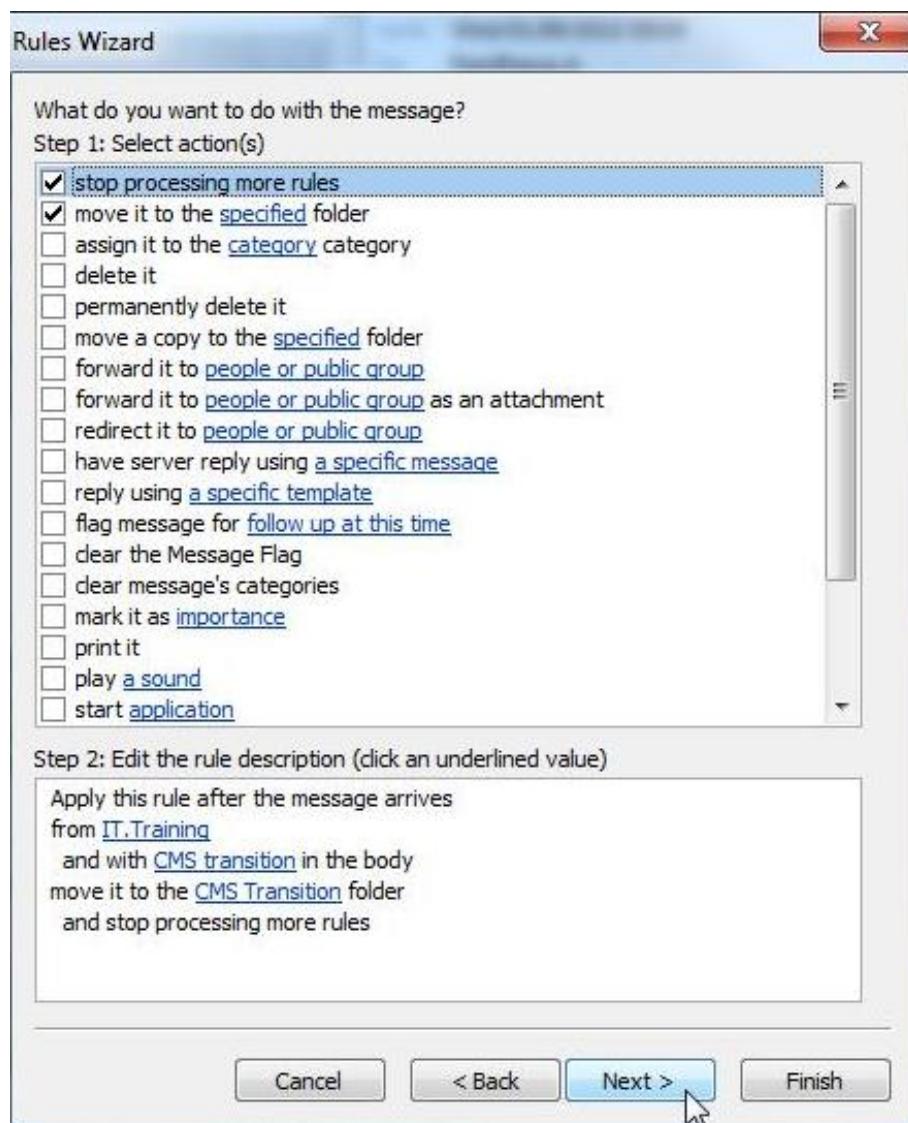
7. Specify the details for those criteria in the **Step 2: Edit the rule description** box (*optional*)



8. Click on **Next**

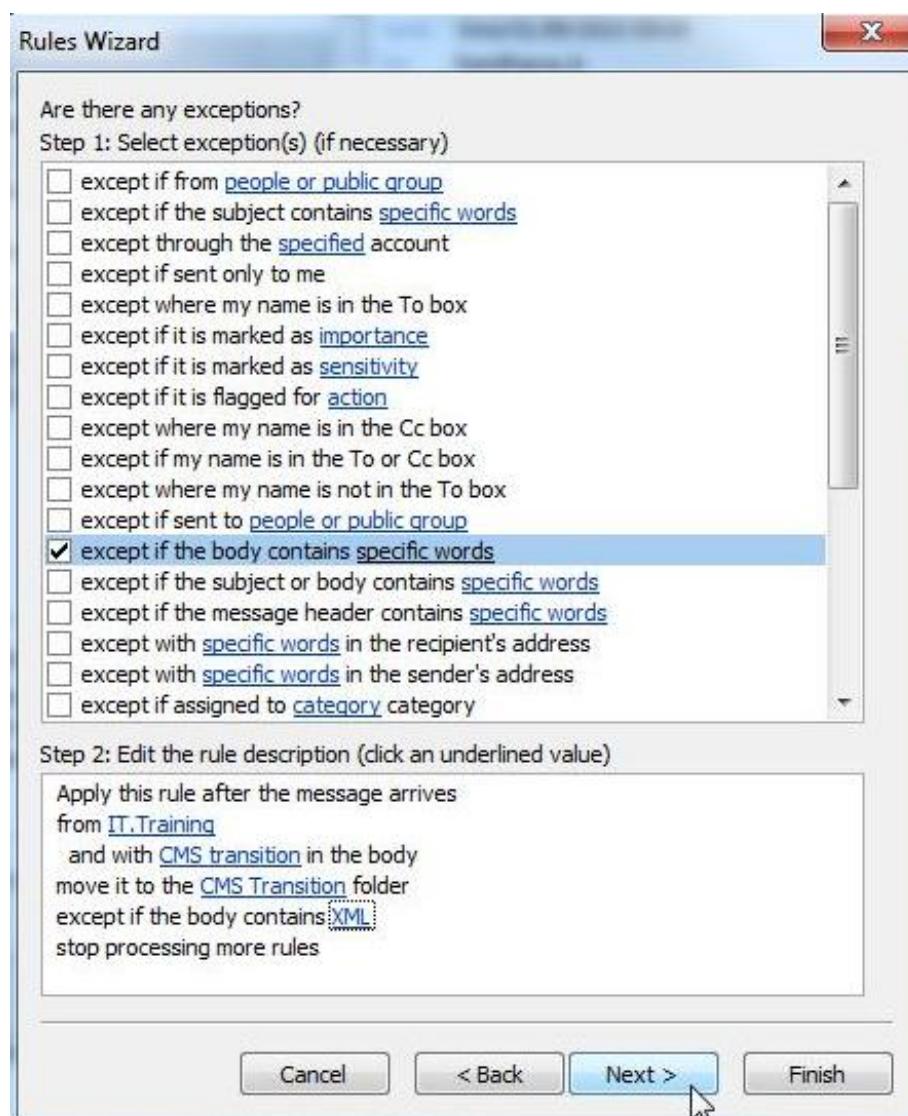
9. Select any additional actions you want Outlook to perform in **Step 1: Select action(s)**

10. Specify the details for those criteria in the **Step 2: Edit the rule description** box (*optional*)



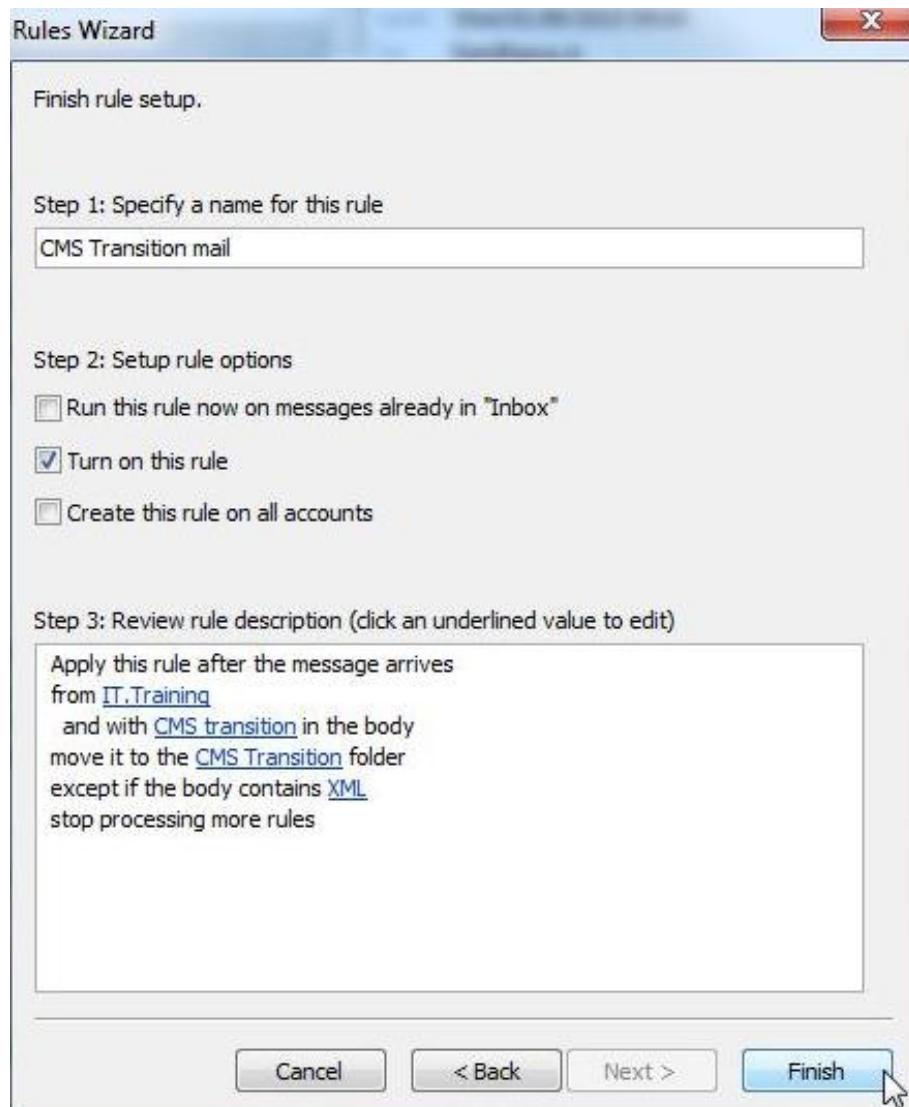
11. Click on **Next**

12. Select any exceptions to the rule and specify the details for those criteria in the **Step 2: Edit the rule description** box (*optional*)

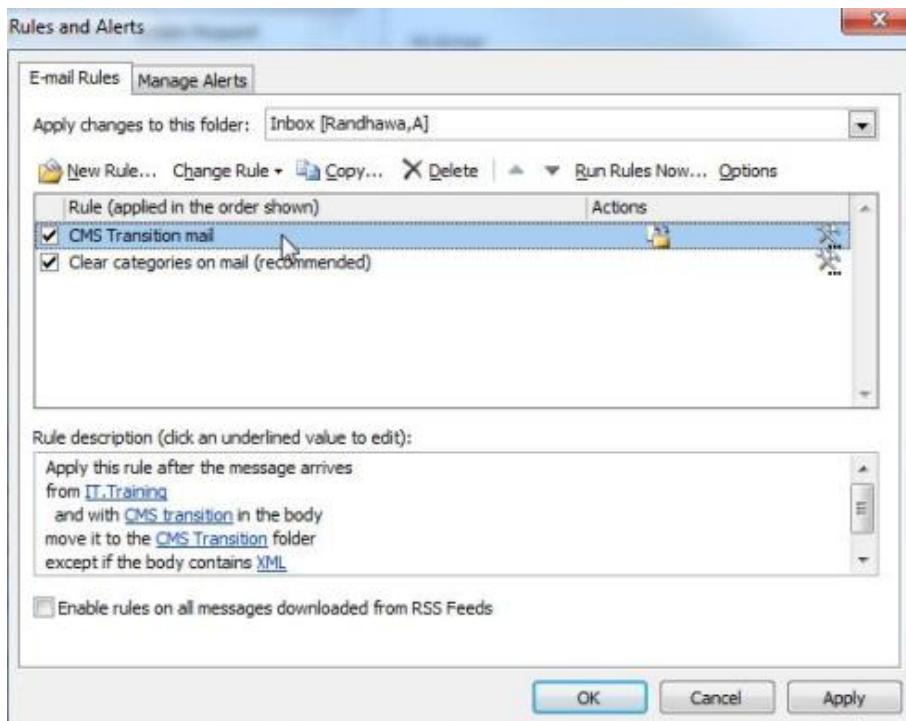


13. Click on **Next**

14. Type a name for the rule in the box for **Step 1: Specify a name for this rule**



15. Tick the box next to **Run this rule now...** if you want to apply the rule to messages already received
16. Review the settings you have selected in **Step 3: Review rule description.**
17. When you are certain of the details of the rule and want to commit to it, click **Finish**
18. Your rule will now appear listed, with a description of the settings, in the **Rules and Alerts** dialog box



Editing and deleting rules

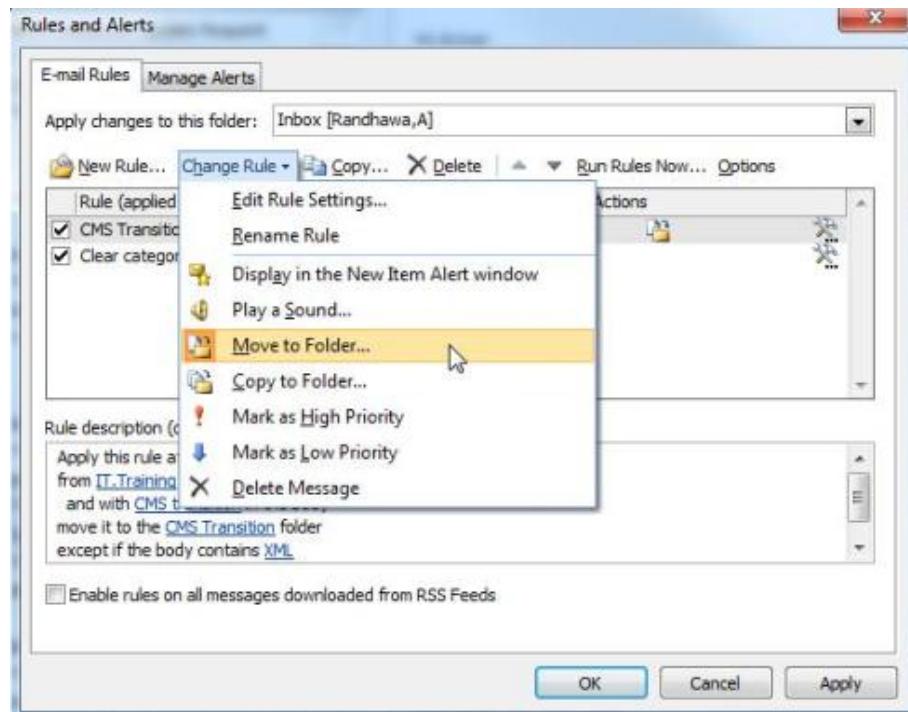
To edit an existing rule:

1. **Taught students:** Click **Home | Rules | Manage Rules and Alerts...** *The Rule and Alerts dialog will pop up*

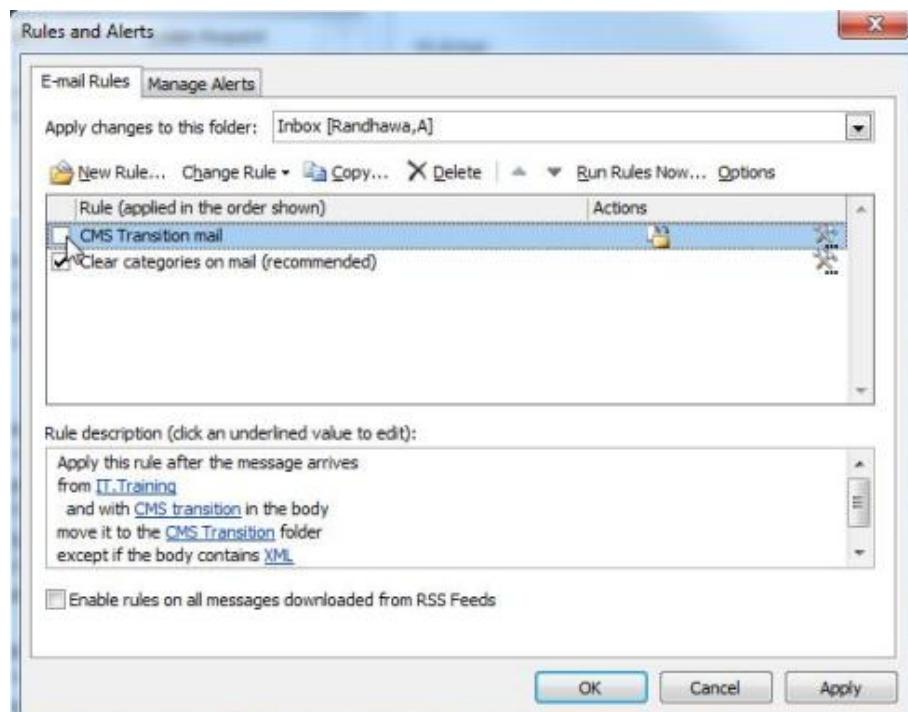
Staff/Postgraduate Research students: Click **File | Info | Manage Rules and Alerts**

The remainder of this guide **is the same** for both Staff/PGRs and Taught students.

2. Click on the rule of interest and then click **Change Rule**. Choose the action you wish to perform. You can **Edit Rule Settings** or **Rename** the rule.

**To turn off an existing rule:**

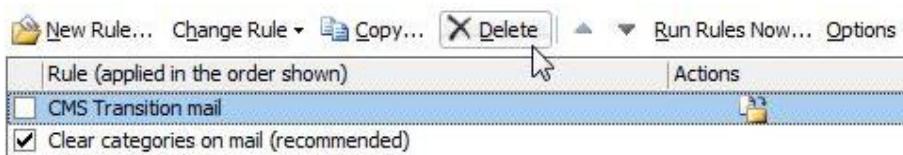
1. Click **Home | Rules | Manage Rules and Alerts...** The Rule and Alerts dialog will pop up
2. Untick the box next to the rule you wish to turn off



3. Click **OK**. The rule will still remain in the list for you to turn back on when you wish.

To permanently delete an existing rule:

1. Click **Home | Rules | Manage Rules and Alerts...** *The Rule and Alerts dialog will pop up*
2. Select the rule you wish to delete by clicking on it once so that it is highlighted
3. Click the delete button



4. Click **Yes** when asked if you want to delete the rule to confirm



5. Click on **OK** to close the Rules and Alerts dialog box.

Creating rules via web access

Rules also can be set using your own computer or any other web-enabled computer off campus. To do this see [Microsoft's guide on how to forward your email in Office 365](#). Please note, only **Option 1** will do for use at the School.