MANAGING RULES IN OUTLOOK

Create a rule on a message:

1. Right-click an existing message and select Rules > Create Rule.
2. Select a condition, and what to do with the message based on the condition.
   o For example, to move messages with a certain title to a specific folder, select the Subject contains condition, select Move the item to folder, select or create a New folder, and then select OK.
3. When you’re done creating the rule, select OK.
4. To use the rule right away, select the Run this new rule now on messages already in the current folder checkbox, and then select OK. The message should then appear in that folder.

All the emails are going to come from noreply-erms@uthscsa.edu and will have either “Action Required” or “Information Only” in the subject line.

1. If creating a rule based on the sender’s email address, utilize this option if you are wanting to set a rule for any emails from "noreply-erms@uthscsa.edu".
2. If you are wanting to separate certain emails, then you can create the rule utilizing the subject contains condition. You will use either “Action Required” or “Information Only” in the subject line.