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.
 - 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.

v stie Cline oval request: QT300 ie Cline has shared a	0 10:41 AM	Christie Cline To • Megan Bowen			5
	Create Rule			×	
stie Cline oval Request: Mark 8 e let me know if yo	When I get email with all of the selected conditions				5. It came in under budget.
lay 2	Subject contains Approval request: QT300				
OSOFT AZURE AD Identity Protection our Azure AD Identity	☐ Sent to me only ✓ Do the following ☐ Display in the New Item Alert window				
Veek	Play a selected sound:	Windows Notify Email		Browse	
osoft Azure AD Identity Protecti	Move the item to folder:	Select Folder	Sele	ct Folder	
our Azure AD Identity		OK Cancel	Ad	vanced Options	
Neeks Ago					· _
OSOFT AZURE AD Identity Protection our Azure AD Identity	5/3/2021		2		

All the emails are going to come from <u>noreply-erms@uthscsa.edu</u> 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.