How to create Mail Box Rules

In order to create rules and alerts in your inbox follow the instructions below.

When opening outlook on your computer chose file on the top left of your screen, Several options will appear on your right hand side, the icon below "Rules & Alerts"



Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

This will bring you to the following screen where you can create and adjust the rules for your inbox. You can chose from any number of unique rules, The most standard option is to select emails from one recipient to be automatically send to a folder, **for example**:

All emails from Tracey Brose to be sent to a folder labelled TRACEY.

This can also be done with larger groups.

Ensure BEFORE you start this process you have created the folders you wish to use in your inbox, this is down by Right Clicking on your INBOX Folder on the left and selecting "CREATE NEW SUBFOLDER" and giving this the desired name you wish to use for it. To begin click "New Rule"

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E-mail Rules Manage Alerts		
💼 <u>N</u> ew Rule C <u>h</u> ange Rule 🗸 🖹 Copy 🗙 <u>D</u> elete 🔺 💌	<u>R</u> un Rules Now Options	
Rule (applied in the order shown)	Actions	^
YEAR 8 HISTORY	¥= IY	
BUTTLER, Lynne (butt55)	ž 17.	
LEGGE, Paulette (plegg 1)	¥ 1	
SEP	ž 17	
EXTRA	ž 📔 🕺	
TECH	¥ 17.	
ENGLISH	¥= 17	\sim
Apply this rule after the message arrives from bradwarneminde@bigpond.com or BROSE, Peter (pbros2) of move it to the <u>YR8 2020</u> folder and stop processing more rules	or brownmil@qut.edu.au or bruce	brov
		/
Enable rules on all messages downloaded from RSS Feeds		
	OK Cancel Ap	ply

The rules Wizard will give you various options to create simple or complex rules.

The simple and most effective is the first option highlighted in blue.

Click this once so "Move Messages from someone to a folder" is highlighted.

Once this is highlighted look to the bottom of the section to STEP 2 and click on the writing in blue "PEOPLE OR PUBLIC GROUP" this will open a new window as seen below.

If you are simply setting up this rule for one person you will only need to search their name underneath search, highlight the name and click the FROM button at the bottom and select OK.

)	Rules Wizard ×		
	Start from a template or from a blank rule Step 1: Select a template		
	Stay Organized		
	Move messages from someone to a folder		
	Move messages with specific words in the subject to a folder		
	Move messages sent to a public group to a folder		
	Flag messages from someone for follow-up		
	Move RSS items from a specific RSS Feed to a folder		
	Stay Up to Date		
1.1	Display mail from someone in the New Item Alert Window		
e	 Play a sound when I get messages from someone Send an alert to my mobile device when I get messages from someone 		
	Send an alert to my mobile device when I get messages from someone Start from a blank rule		
	Apply rule on messages I receive		
	Tell Apply rule on messages I send		
e			
v	Step 2: Edit the rule description (click an underlined value)		
v	Amor this rule after the messa marrives		
	from people or public group		
	move it to the specified fold		
10	and stop processing more rules		
12	Example: Move mail from my manager to my High Importance folder		
	Example, move man nom my manager to my right importance rolder		
	Cancel < Back Next > Finish		
-	Cancel < Back Next > Finish		
Ē	Cancel < Back Next > Finish		
Ś	Cancel < Back Next > Finish		

However if you wish to add a rule that applies to a whole class of students or their parents/a mailing list, follow these instructions.

Rule Address		×	Click the drop down
Search: Name only More columns	Address Book		menu under Address
Go	2265_Staff_GAL - mjobr0@eq.edu.au	Advanced Find	Book to select
Name Title 2265_Absences 2265_Accounts 2265_ActiveNonTeachers 2265_ActiveStaff 2265_ActiveStaff 2265_ActiveTeachers 2265_ActiveNonTeachers 2265_ActiveStaff 2265_ActiveStaff 2265_ActiveStaff 2265_ActiveStaff 2265_ActiveStaff 2265_Admin 2265_AllUsers 2265_App.Deploy 2265_App.Deploy 2265_Central_Park 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralSain 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark 2265_CentralPark	mjobr0@eq.edu.au Contacts 2265_Staff_GAL Global Address List 2265_Tamborine Mountain SHS Rooms and Equipment 2265_Tamborine Mountain SHS Students 2265_Tamborine Mountain SHS Teaching Staff All Groups All Non Dept All Resources and Shared All Staff	Departmer	CONTACTS. There is where any mailing lists for your classes of students or parents that you will have already created will be stored.
From ->			
	ОК	Cancel	

Next select which contact list you want to add, you may chose two if you like. Keep in mind this wil mean that ANY emai from any person on this list will be transferred to the designated folder. So if you have students in multiple classes or parents of multiple students thi may affect where the emails go.

	Go Contacts - mjobr0@	@eq.edu.au	 Advanced
Name	Display Name	E-mail Address	
& HIS081B_PARENTS	HIS081B_PARENTS		
A HIS081B_STUDENTS	HIS081B_STUDENTS		

Where rules conflict,

ie One rule says send emails from Tracey to the TRACEY Folder, but the newest rule has her email address in it that rule will trump the others, emails from Tracey will now go to the parent email for that subject.

Select the list or lists by highlighting them in blue by clicking once and then selecting FROM. Once you have the list or lists you want in the FROM field select OK.

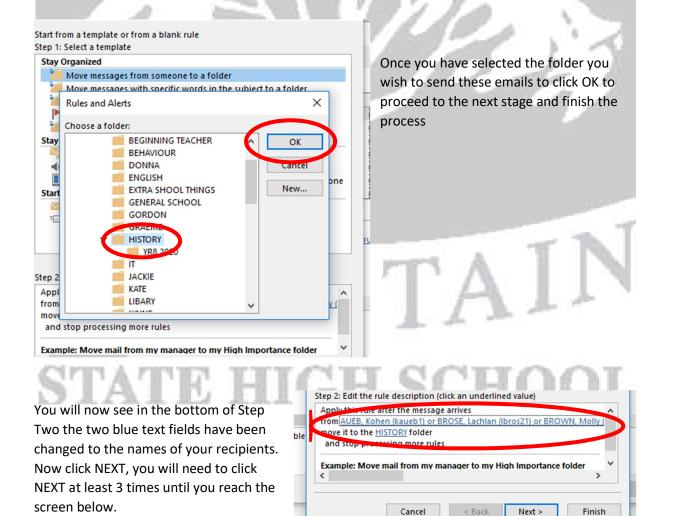
< From -> HIS081B STUDENTS	>
OK	Cancel
Once you have selected OK you will get the following "Error Message" this is normal! Simply select YES to continue.	N
Automatic R V TECH Stay Up to Date	

matic	Microsoft Outlook X		
olies	'HIS081B_STUDENTS' instead?	is a contact group that may not be used with this feature. Would you like to use the individual members of 'HIS081B_STUDENTS'	
N	wanage the size of	Yes No Step 2: Edit the rule description (click an underlined value)	
anup ols *	4.13 GB free of	Apply this rule after the message arrives from people or public group able move it to the specified folder	

You will now see the names and addresses of all of your class are all listed in the FROM section of Step 2. If you would like to make an exception to this rule now, ie if you do not want this rule to apply to anyone from the list, simply click the list of highlight names. It will open a window that lists all the names, click the one you want to remove, select delete and they will not apply to this rule.

	Apply this rule after the message arrives		
<	from AUEB, Kanen (kaoch1) or BROSE, Lachlan (lbros21) or BROWN, Molly (
Enable	move it to the <u>specified</u> foller		
	and stop processing more rules		
	Example: Move mail from my manager to my High Importance folder		
	< >>	Apply	
	< >>	Apply	

If you are happy with the list you can now click on the blue "SPECIFIED" folder text. Here you can now select the folder you would like all emails from these senders to be sent to.



You do not need to do **Rules Wizard** \times anything to the other screens Rules and A Finish rule setup. × until you reach FINISH SETUP E-mail Rule RULE Screen to the right. ep 1: Specify a name for this rule New C I, Charlotte (cguer10) or GUYMER, Kira (kguym7) or HALDANE, Ethan (ehald2) [...] Now you simply need to Rule (^ YEAR Create name for your RULE BUTTL 2: Setup rule options under Step One, simply delete LEG Run this rule now on messages already in "Inbox" SEP the email address/names EXTRA ✓ Turn on this rule there (This will not affect the ✓ TECH Create this rule on all accounts ENGLI rule at all) and Type in a NAME for the RULE ie YEAR 8 Rule descr Apply th Step 3: Review rule description (click an underlined value to edit) HISTORY STUDENTS. from bra rucebrov Apply this rule after the message arrives move it t from AUEB, Kohen (kaueb1) or BROSE, Lachlan (lbros21) or BROWN, Molly (mb and sto Underneath this tick the move it to the HISTORY folder and stop processing more rules option beside "RUN THIS RULE < > NOW ON MESSAGES ALREADY Enable IN INBOX" – This will move all previous messages received < > from the recipient/s to the Apply folder selected. Cancel < Back Next Finish d-ins

Your final screen should look like the below screenshot, you can now click FINISH to set up your rule!

Rules Wizard	×
Finish rule setup.	
atep 1: Specify a nome for this rule	
YEAR 8 HISTORY	
Step 2: Setup rule options	
Runthis rule now on messages already in "Inbox"	
arr on this rule	A PTS A
Create this rule on all accounts	
Step 3: Bostew rule description (click an underlined value to edit) Apply this rule after the message arrives	
from AUEB, Kohen (kaueb1) or BROSE, Lachlan (lbros21) or BROWN move it to the HISTORY folder	L Molly (mb
and stop processing more rules	
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<	
	>
Cancel < Back Next >	Finish