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"



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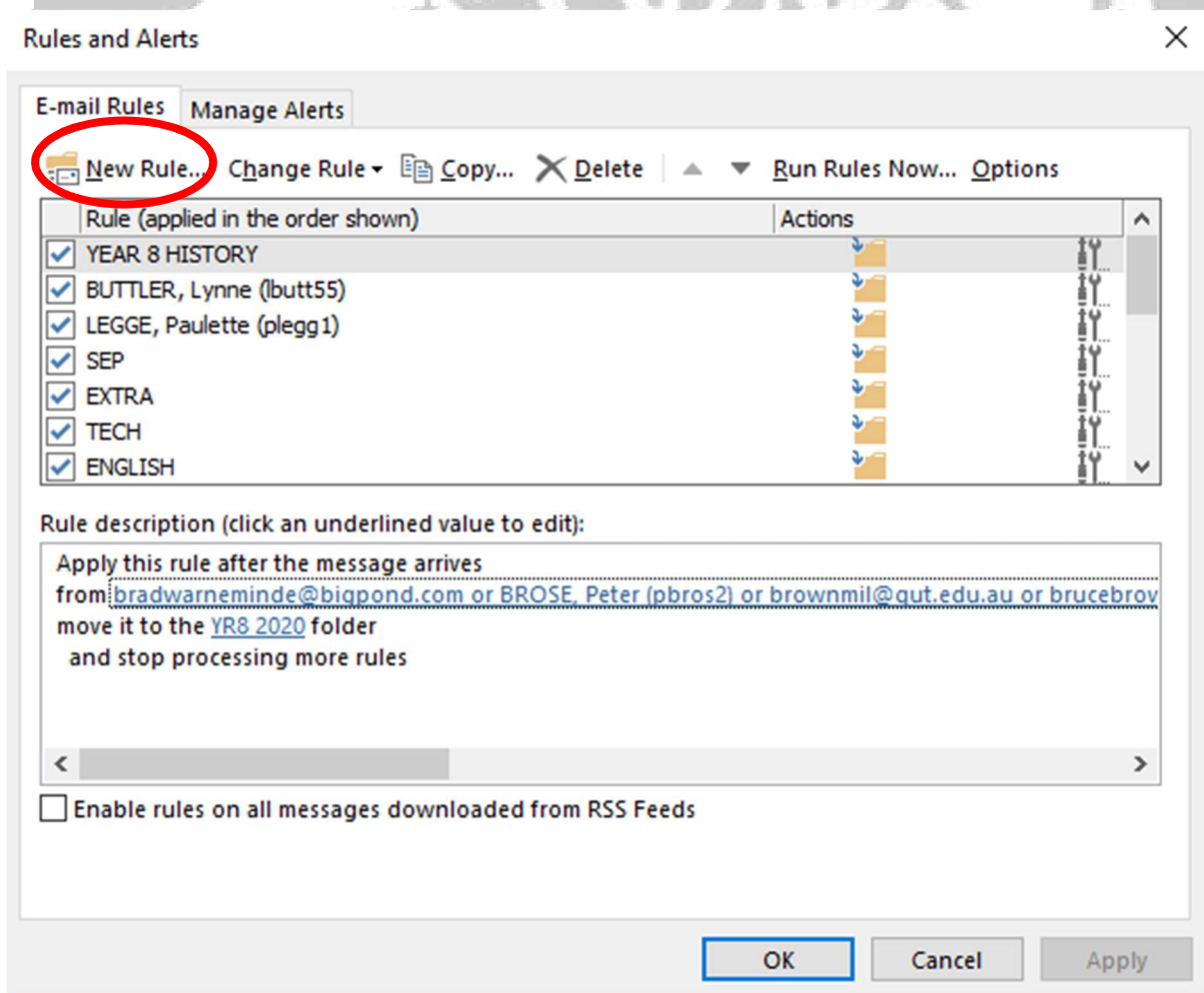
The rules Wizard will give you various options to create simple or complex rules.

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.
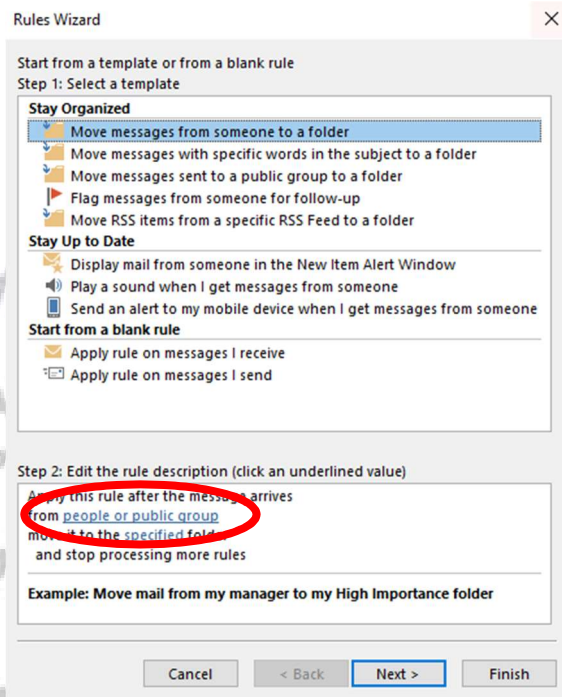
However if you wish to add a rule that applies to a whole class of students or their parents/a mailing list, follow these instructions.
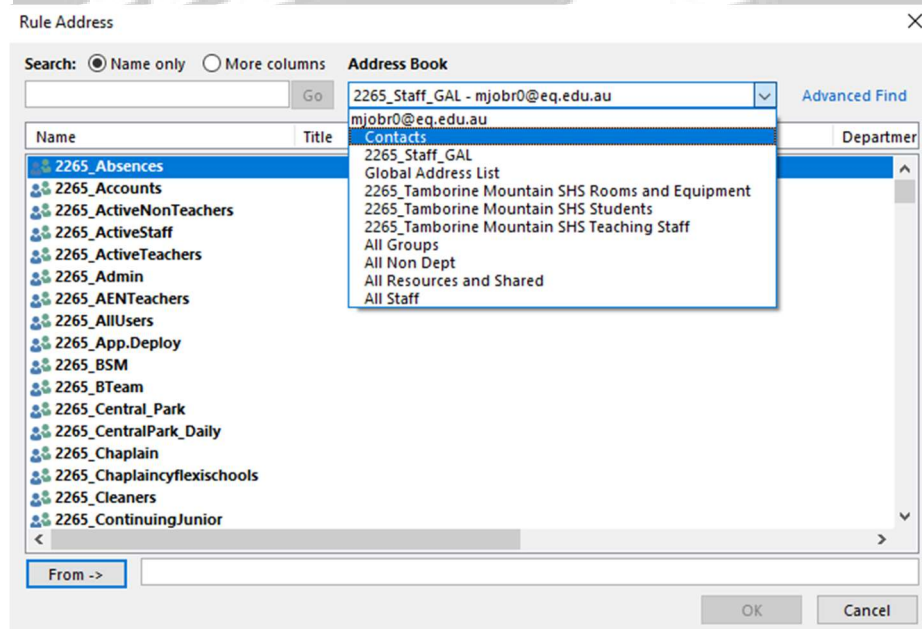
Click the drop down menu under Address Book to select CONTACTS.

There is where any mailing lists for your classes of students or parents that you will have already created will be stored.

Next select which contact list you want to add, you may chose two if you like. Keep in mind this will mean that ANY email 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 this may affect where the emails go.
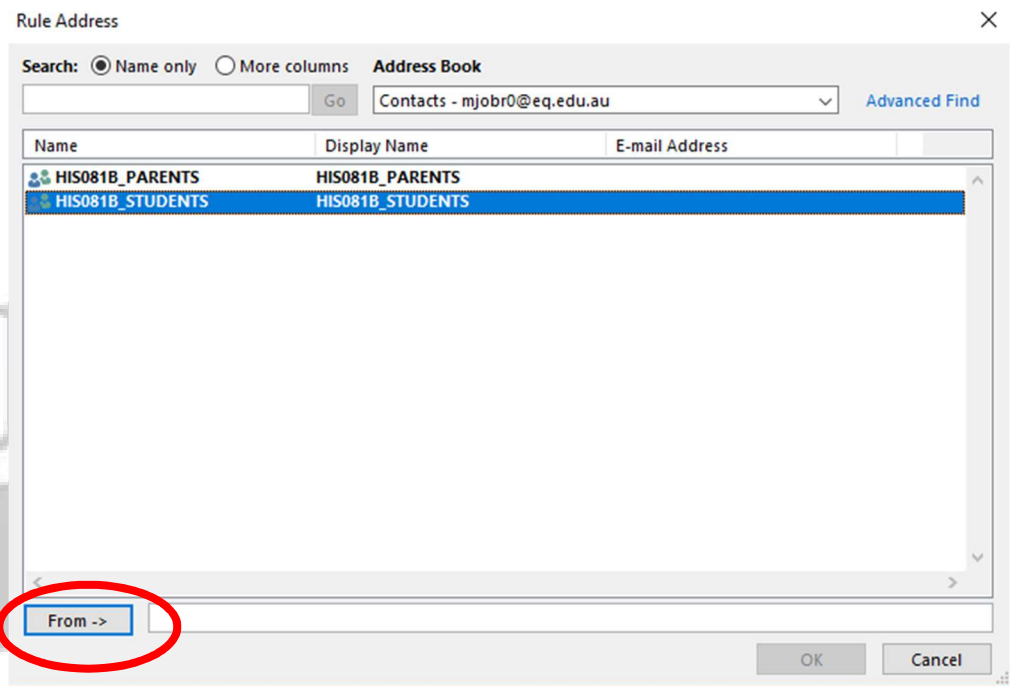
Where rules conflict, ie One rule says send emails from Tracey to the TRACEY Folder, but the newest rule has her email address in it that rule will trump the others, emails from Tracey will now go to the parent email for that subject.

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.
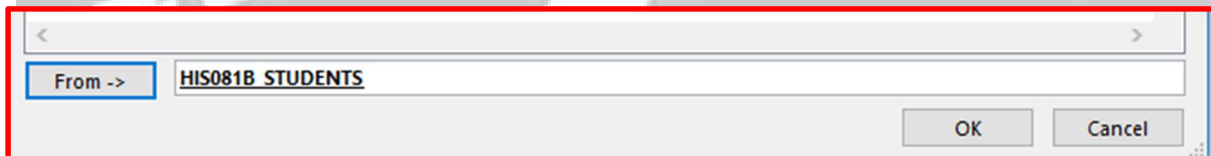
Once you have selected OK you will get the following "Error Message" this is normal!
Simply select YES to continue.
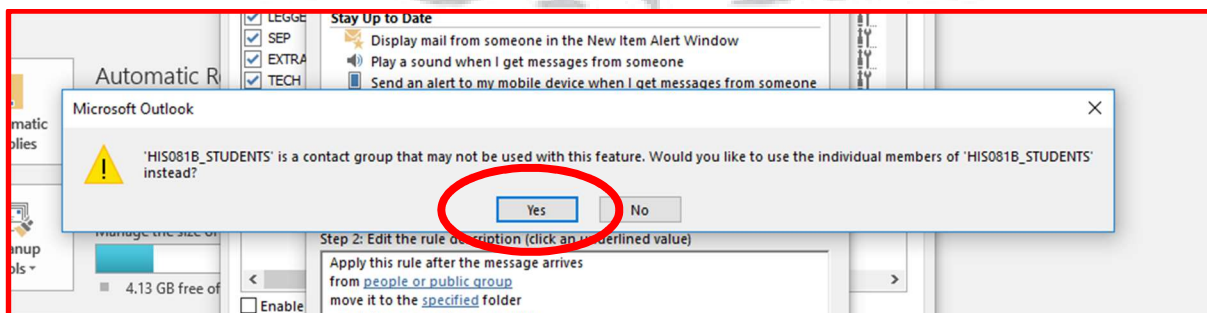
You will now see the names and addresses of all of your class are all listed in the FROM section of Step 2. If you would like to make an exception to this rule now, ie if you do not want this rule to apply to anyone from the list, simply click the list of highlight names. It will open a window that lists all the names, click the one you want to remove, select delete and they will not apply to this rule.
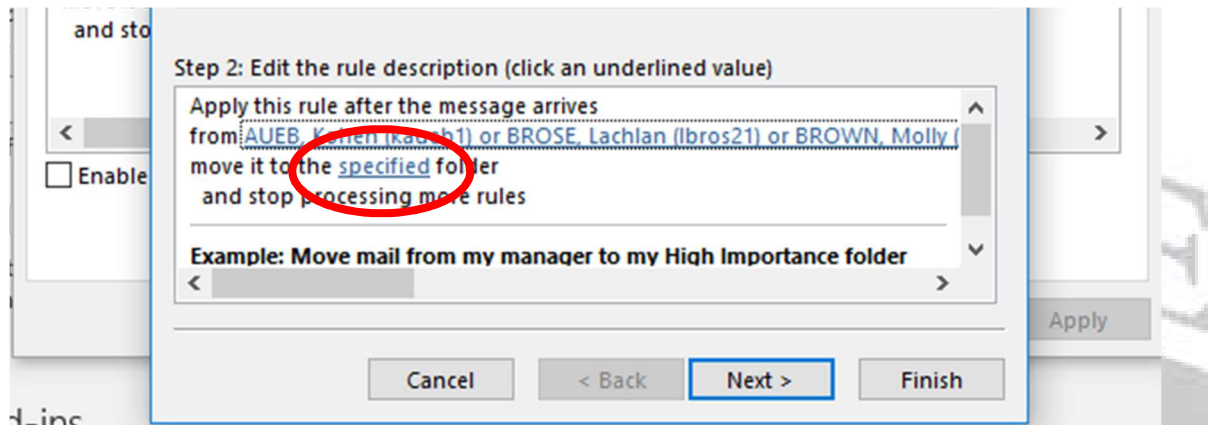


If you are happy with the list you can now click on the blue "SPECIFIED" folder text.
Here you can now select the folder you would like all emails from these senders to be sent to.
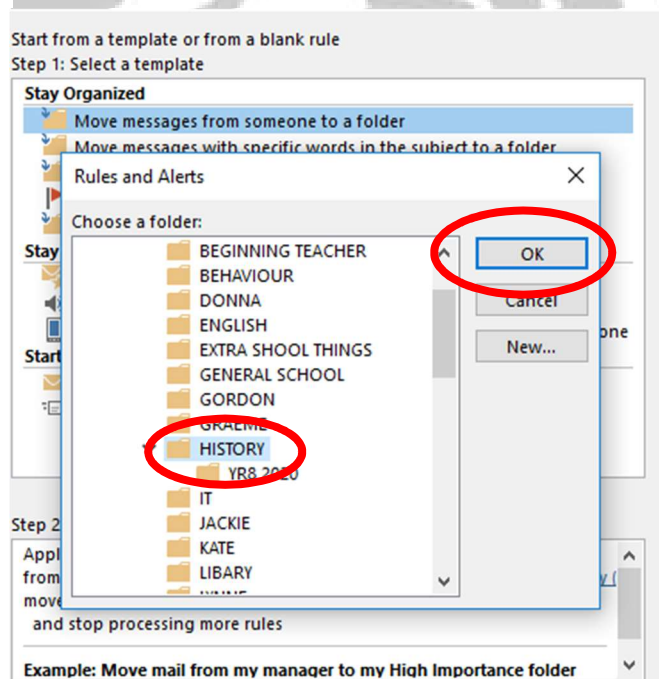


Once you have selected the folder you wish to send these emails to click OK to proceed to the next stage and finish the process

You will now see in the bottom of Step Two the two blue text fields have been changed to the names of your recipients. Now click NEXT, you will need to click NEXT at least 3 times until you reach the screen below.
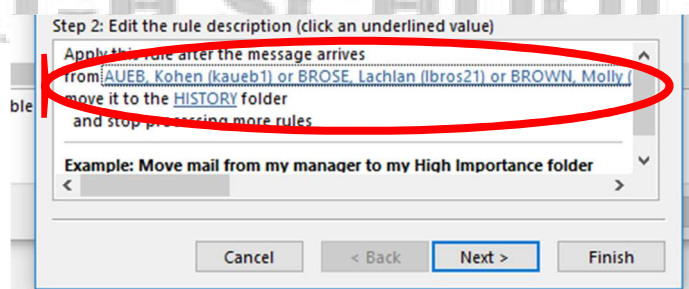
You do not need to do anything to the other screens until you reach FINISH SETUP RULE Screen to the right.

Now you simply need to Create name for your RULE under Step One, simply delete the email address/names there (This will not affect the rule at all) and Type in a NAME for the RULE ie YEAR 8 HISTORY STUDENTS.

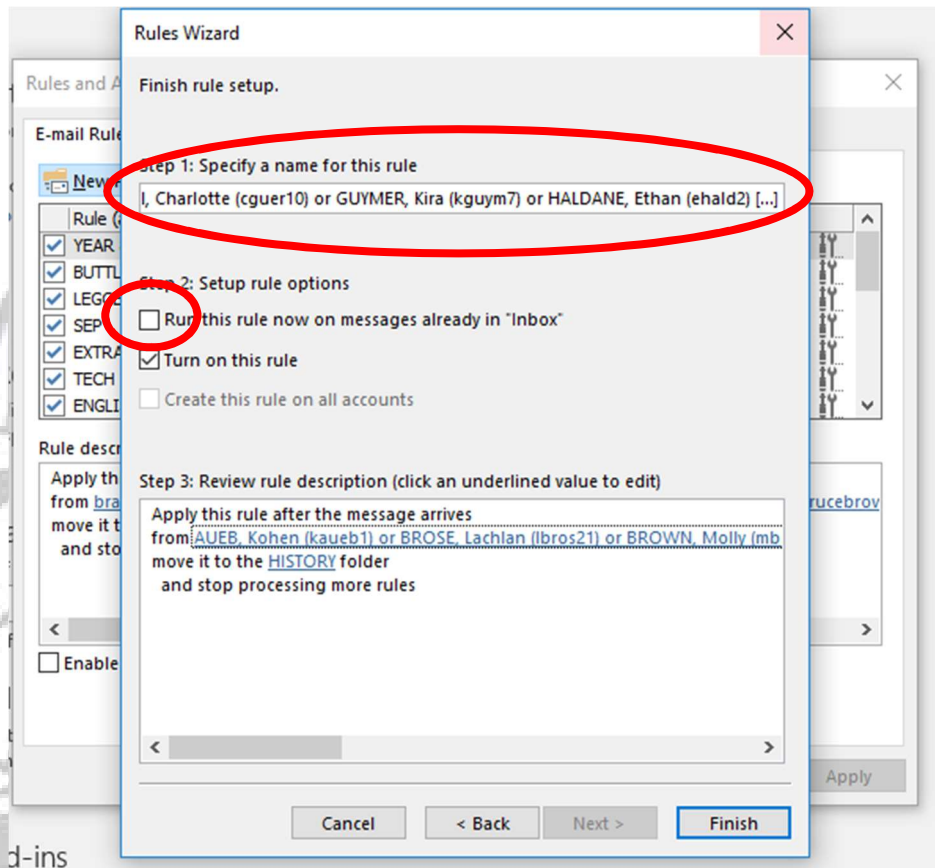Underneath this tick the option beside "RUN THIS RULE NOW ON MESSAGES ALREADY IN INBOX" – This will move all previous messages received from the recipient/s to the folder selected.

**Rules Wizard**

Finish rule setup.

Step 1: Specify a name for this rule

l, Charlotte (cguer10) or GUYMER, Kira (kguym7) or HALDANE, Ethan (ehald2) [...]

Step 2: Setup rule options

☐ Run this rule now on messages already in "Inbox"

☑ Turn on this rule

☐ Create this rule on all accounts

Step 3: Review 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, Molly (mb
move it to the HISTORY folder
and stop processing more rules

Cancel    < Back    Next >    **Finish**

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

**Rules Wizard**

Finish rule setup.

Step 1: Specify a name for this rule

YEAR 8 HISTORY

Step 2: Setup rule options

☑ Run this rule now on messages already in "Inbox"

☑ Turn on this rule

☐ Create this rule on all accounts

Step 3: Review 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, Molly (mb
move it to the HISTORY folder
and stop processing more rules

Cancel    < Back    Next >    **Finish**