Setting Rules for Your Outlook Mailbox



5. Choose names from your Contacts list or Global Address List 🗙. You can also type an email address in the bottommost box 🖈. Then hit OK.

search: Name only Name only 		BOOK		
	Go Contacts		•	Advanced Find
Name	Display Name		E-mail Address	
💈 Albert, Sarah	Sarah Albert (Sara	h.Albert@aic07.on.	Sarah.Albert@aic0	7.onmicrosoft.
8 Anderson, Jon	janderson@nhunit	ed.com	janderson@nhunit	ed.com
Bates, Sandra	Sandra Bates		sandra.bates@aicl	06.onmicrosoft.
Brink, Steve	Steve.brink@alcu6	o.onmicrosoft.com	Steve.brink@aicu6	.onmicrosoft.co
© Edwards Shirley	Shirley Edwards (s	hirley edwards@ai	shirley_edwards@a	aic07 opmicroso
& Ellis, Mary	mellis@nhunited.co	om	mellis@nhunited.co	om
ЯП	п		-	
& Kline, Howard	Howard Kline (How	vard.Kline@aic07.o.	Howard.Kline@aic(7.onmicrosoft.
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From -> Sarah Albert Callie Dudley At Step 2, click the Specif 2: Edit the rule description (dick an underline by this rule after the message arrives of Sarah Albert (Sarah. Albert@aic07.onmicros e it to the specified folder d stop processing more rules mple: Move mail from my manager to III Cancel < Back	(Callie .Dudley @aic07.onmicr (Callie .Dudley @aic07.onmicr fied hyperlink d value) soft.com) or Calle Dudley (C my High Importance fol Next > Fir	8. Choose	e the desired fold se a folder:	er. Cancel
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From -> Sarah Albert Callie Dudley	(Callie Dudley @aic07.onmicr (Callie Dudley @aic07.onmicr (Callie Dudley @aic07.onmicr soft.com) or Calle Dudley (C on w High Importance fol Next > Fir	8. Choose	e the desired fold se a folder: Consu Cons	cancel Cancel er. A ltants ed Items (1) (140) tion (3) older eedback (17) uling (3) ng team (1) ns (9) tems (37)

 Once the rule is set x, hit Next three times unless you want to add aditional conditions.

from Sa	arah Alber	t (Sarah Albert@	the local second second second second		
move it and st	to the <u>Tra</u> top proces	aining team folde ssing more rules	r r	rt.com) or Callie Du	<u>udley (Cal</u>
Examı 4	ole: Move	e mail from my	manager to n	ny High Importa	ince fold
		Cancel	< Back	Next >	Finish

 Finally, under Finish rule setup, name to the rule and click Finish.

Finish rule setup.	
Step 1: Specify a name for this rule	
Move to Training Team	