Setting Rules for Your Outlook Mailbox

These are steps for routing messages to personal folders.
Outlook rules perform a variety of tasks. Routing messages is just one example.
Follow the general steps below to set other rules.

1. Under the **File** tab, in **Info** section, choose **Manage Rules and Alerts**.
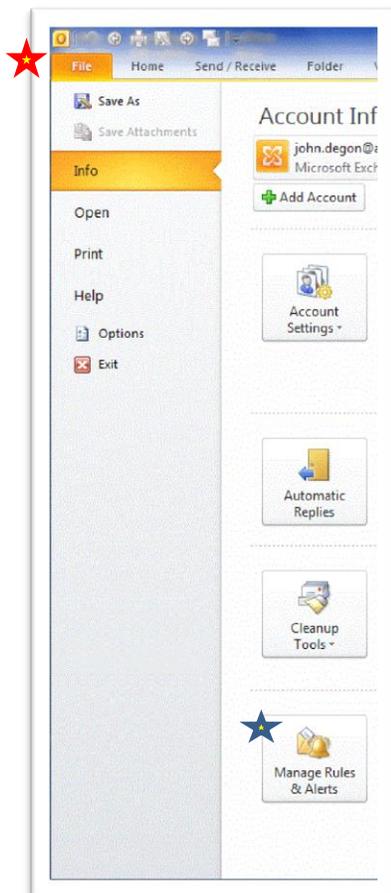
2. In the **Rules and Alerts** dialog box click on **New Rule**.
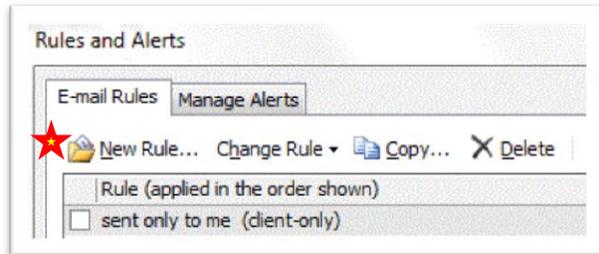
3. In the **Rules Wizard** dialog box, under the **Stay Organized** section choose **Move messages from someone to a folder**.

4. Under **Step 2: Edit the rule description** click the **people or public group** hyperlink.
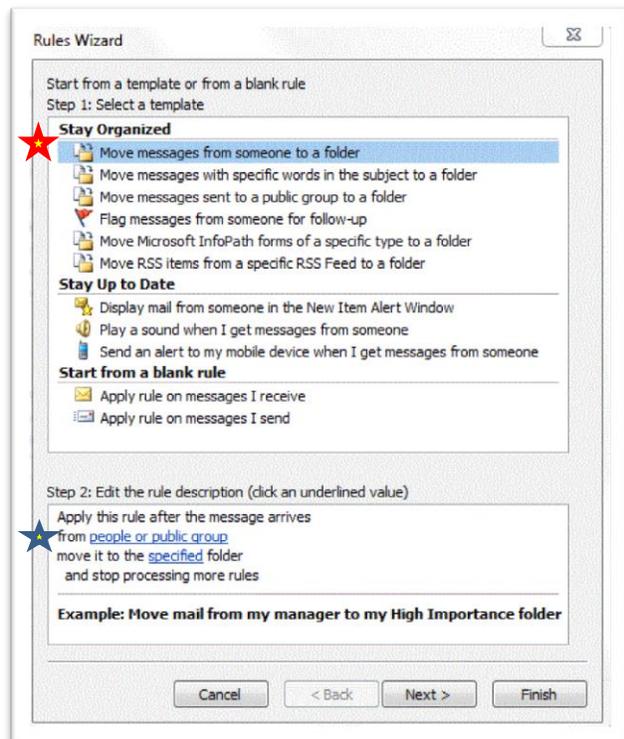
5. Choose names from your Contacts list or Global Address List ⭐. You can also type an email address in the bottommost box ⭐. Then hit OK.
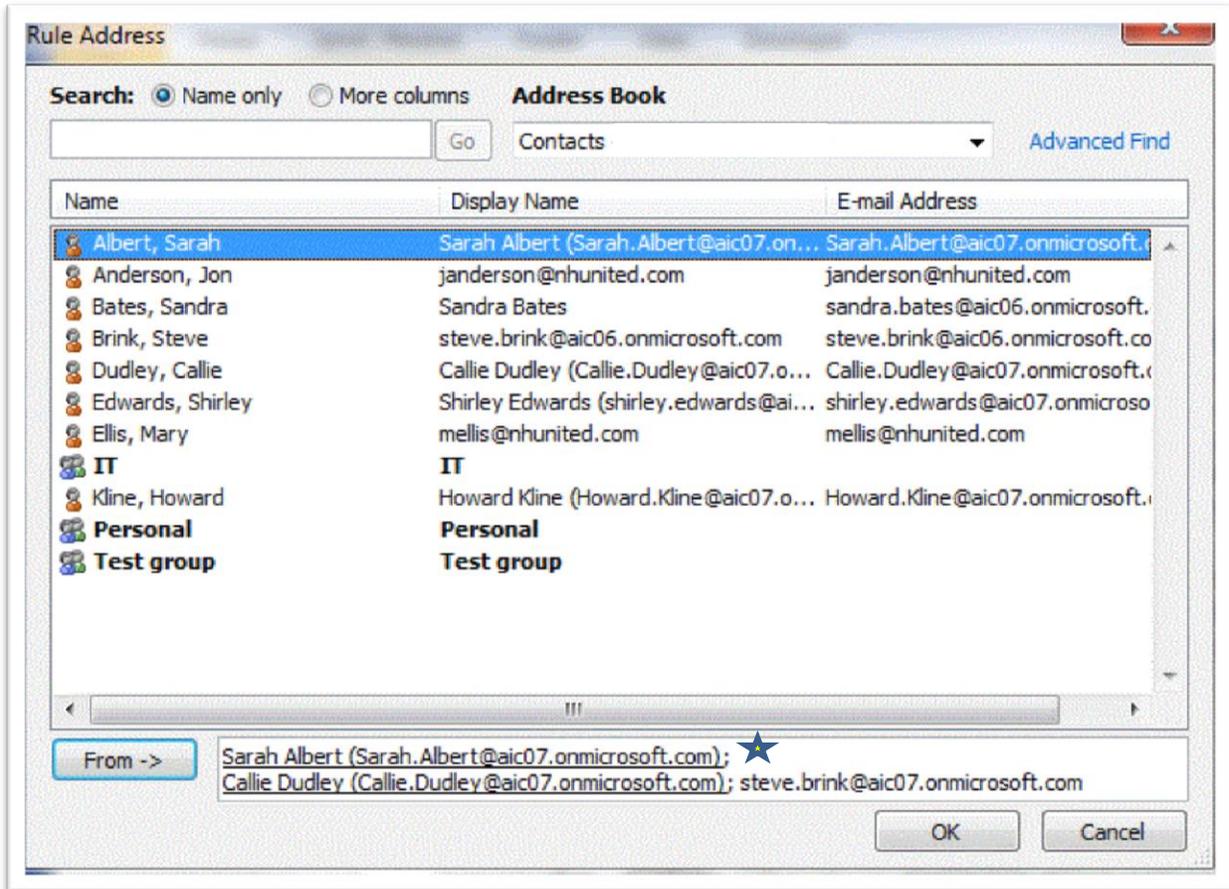
7. Back at **Step 2**, click the **Specified** hyperlink.
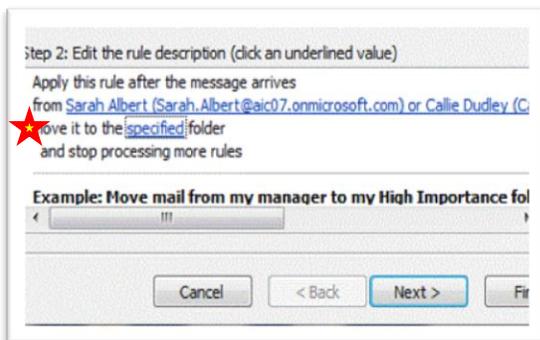
8. Choose the desired folder. ⭐
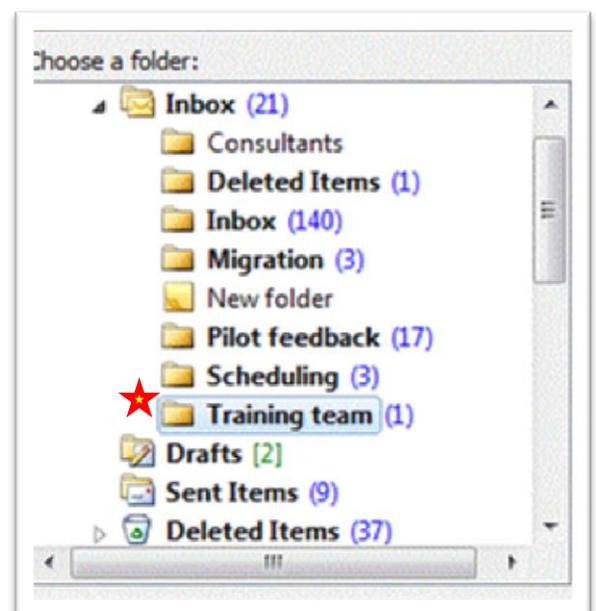
9. Once the rule is set ⭐, hit **Next** three times unless you want to add aditional conditions.

Step 2: Edit the rule description (click an underlined value)
⭐
Apply this rule after the message arrives
from Sarah Albert (Sarah.Albert@aic07.onmicrosoft.com) or Callie Dudley (Cal
move it to the Training team folder
  and stop processing more rules

Example: Move mail from my manager to my High Importance fold

Cancel   < Back   Next >   Finish
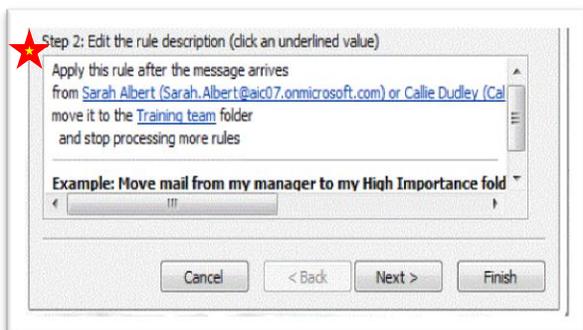
10. Finally, under **Finish rule setup**, name to the rule ⭐ and click **Finish**.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Move to Training Team