Rules can be used to automatically process incoming (when it arrives in the Inbox) or outgoing (when it is sent) email based on conditions you set.

There are 4 basic steps to creating a rule:

1) Select a blank rule
2) Select the conditions that must be met in order for the rule to be executed.
3) Select the actions to be taken if the conditions are met.
4) Select any exceptions.

There are other methods for creating rules:

- Rules can also be created starting from a template rule. Templates provide pre-selected, default conditions and actions. Please note that outgoing message rules cannot be created from a template.
- Rules can also be created directly from an incoming email message.
- Rules can also be applied to Automatic Replies (also known as away notifications or out-of-office notifications).

Please see the quick reference guides for help on these topics.

Create a New Rule- Starting from a blank rule

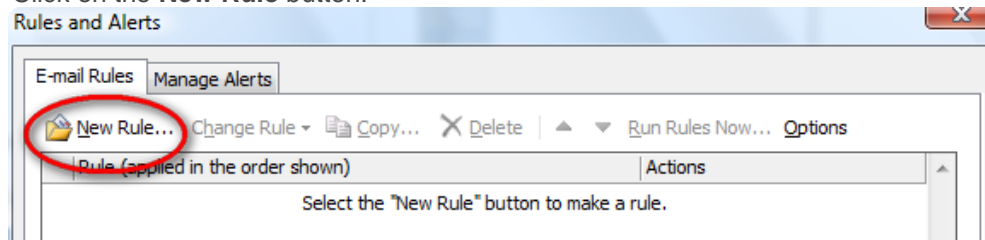- On the **File** tab, select **Info** and click on Rul**es and Alerts**
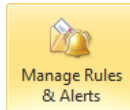
- OR… when displaying your mail folders, on the **HOME** tab, click on **Rules** and **Manage Rules and Alerts**
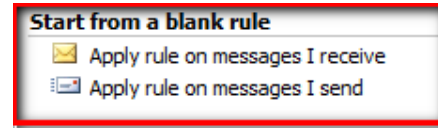

- The Rules and Alerts window will be displayed.

- Click on the **New Rule** button.

1. **Select a blank rule**

    *   The Rules wizard window will be displayed.

    *   Under **Step 1: Select a template** you will see the **Start from a blank rule** section.

    *   Select either:

        Apply rule on messages I receive (incoming email)

        Apply rule on message I send (outgoing email).

    *   Click on **Next**.

2. **Conditions**

    *   Under **Step 1: Select condition(s)** click on the condition(s) to add. Multiple conditions can be selected.

    *   Under **Step 2: Edit the rule description (click an underlined value)** complete the conditions by clicking on the underlined value and selecting/entering the value(s).

    *   Click on **Next**.

3. **Actions**

    *   Under **Step 1: Select action(s)** click on the action(s) to add. Multiple actions can be selected.

    *   Under **Step 2: Edit the rule description (click an underlined value),** complete the actions by clicking on the underlined value and selecting/entering the value(s).

    *   Click on **Next**.

4. **Exceptions**

*   If there are any exceptions to the rule, select the exception(s) (step 1) and edit the rule description(s) (step 2). Click on **Next**.

*   Finish Rule Setup:

    o   If desired, change the default name of the rule (optional).

    o   By default the rule is turned "on" and will start processing new email.

    o   If you want the rule to process email currently in your Inbox, select "**Run this rule" now on messages already in "Inbox".**

    o   Click on **Finish**.