TRU Outlook

Rules #4 – Additional Information

Move

Move

To display the Rules and Alerts window

• On the File tab, select Info and click on Rules and Alerts OR...

when displaying your mail folders, on the HOME tab, click on Rules and

Manage Rules and Alerts

Turning Rules On / Off

• Display the Rules and Alerts window.



Rules and Alerts		X
E-mail Rules Manage Alerts		
New Rule Change Rule + 🗈 Copy 🗙	🖉 Delete 🔺 🔻 Run Rules Now Options	
Rule (applied in the order shown)	Actions	~
Move cc: email to CC folder	<u><u>N</u></u>	
Copy email to Mgr to folder	<u><u>N</u></u>	
Turn rules on	o/off by selecting / deslecting the checkbox	*

Deleting a Rule

- Display the Rules and Alerts window.
- Highlight the rule and click on the **Delete** button.

Running a Rule Now

- Display the Rules and Alerts window.
- Click on the Run Rules Now button.
- Select the rule(s) to run by selecting the check box next to the rule(s).
- Select the folder to run the rule against (default is Inbox). Click on **Browse** to change the folder.
- Select the **Include subfolders** checkbox to also process the rule on subfolders.
- Click on Run Now.

Rules #4 – Additional Information

Changing the Execution Order of Rules

- Rules are executed in the order listed in the Rules and Alerts Window.
- To change the order, display the Rules and Alerts Window.
- To change the order, highlight the rule and click on the up / down arrows ^ *.

Rules and Alerts	×
E-mail Rules Manage Alerts	
New Rule Change Rule - 🖹 Copy 🗙 Delete OR Rules Now Option	ns
Rule (applied in the order shown) Actions	~
Move cc: email to CC folder	<u>~~</u>
Copy email to Mgr to folder	*
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