

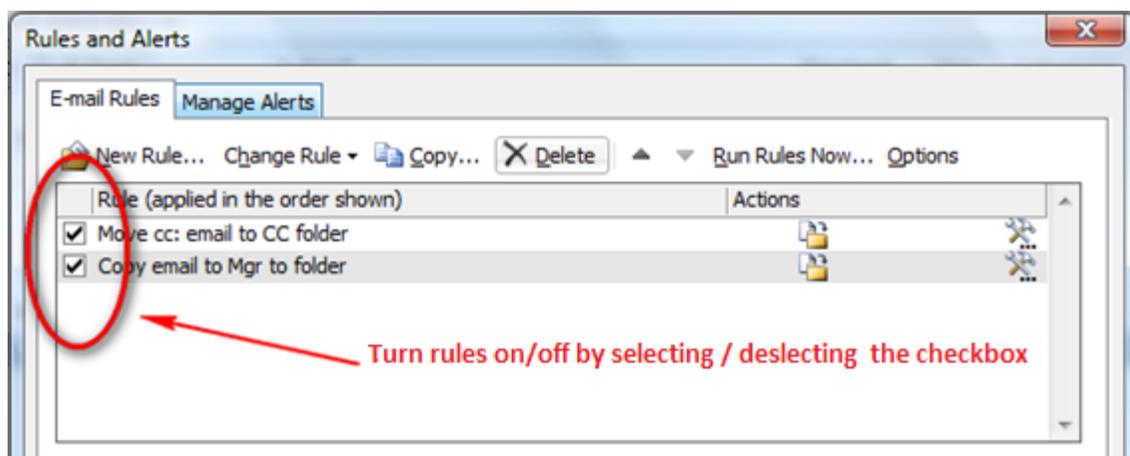
To display the Rules and Alerts window

- 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.
- Turn the processing of a rule on/off by selecting/deselecting the check box next to the rule.



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.

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  .

