

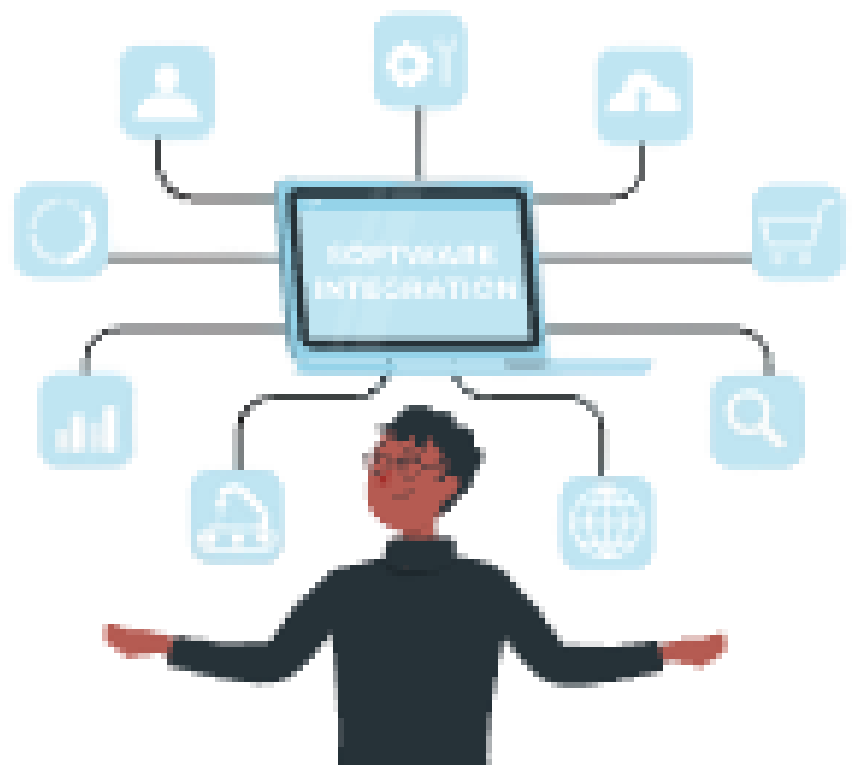
Inbox Rules in Outlook

Helping customers organize their Outlook Inbox

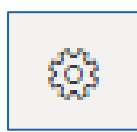


WHY?

- Organization
- Productivity
- Prioritization
- Peace of Mind



WHERE?



Click on Settings cogwheel



View all Outlook settings

Scroll down to 'View all Outlook settings'



Rules

To the left, click on 'Rules'



+ Add new rule

Click on 'Add new rule'

HOW?

➤ 'If this, then that, unless'

Condition

Action

Exception

From...

Move...

To ...

Unless ...

DON'T FORGET!

- The order of the rules is important.
- Multiple rules can apply to one email.
- A rule can have multiple conditions and/or actions.

