

CREATING RULES IN OUTLOOK

SETTINGS ICON

Click the gear shape icon



02



OUTLOOK SETTINGS

Click View all Outlook settings

03

RULES

Under the Mail settings, click Rules



04



ADD NEW RULE

Click + Add new rule

05

NAME

Type in the NAME of the rule



06



CONDITION

Click down arrow and then condition

CREATING RULES IN OUTLOOK

CONDITION TYPE

Add the condition needed



ACTION

Click down arrow and then action

ACTION TYPE

Add the action needed



RUN RULE

Click the Run rule now box

SAVE

Click Save Button



CONGRATULATIONS

The new rule has been added