By using rules in Microsoft Outlook, you can reduce manual and repetitive actions needed to manage your email messages. When you turn on rules, they run continuously and automatically.

1. In your Inbox, choose the message you want to create a rule for, and then on the Home tab, in the Move group, choose Rules.

   ![Rules Icon]

   In the Rules list, suggested rules appear based on the message sender and recipients.

2. Do one of the following:

   ➢ Choose a suggested rule, choose a destination folder, and then choose Ok to complete the assignment of a rule.
   
   OR
   
   ➢ Choose Create Rule and go to the next step.

3. In the Create Rule dialog box, under When I get email with all of the selected conditions, select none, or one or more, of the available check boxes.
4. Under Do the following, select the check boxes for the action you want the rule to take when the specified conditions (criteria) are met.

5. Select the Move the item to folder check box.

6. Do one of the following:

   ➢ Choose Select Folder... and pick an existing folder.
   OR
   ➢ Choose New... to create a folder.

To add more conditions, actions, or exceptions to the rule, choose Advanced Options, and then follow the rest of the instructions in the Rules Wizard. See Design a Custom Rule for more information.
7. Choose Ok.

8. In the notification box, do one of the following:

   - Choose Ok.
   - OR
   - Select the Run this rule now on messages already in the current folder check box, and then choose Ok.