

Sorting messages using message rules in Outlook

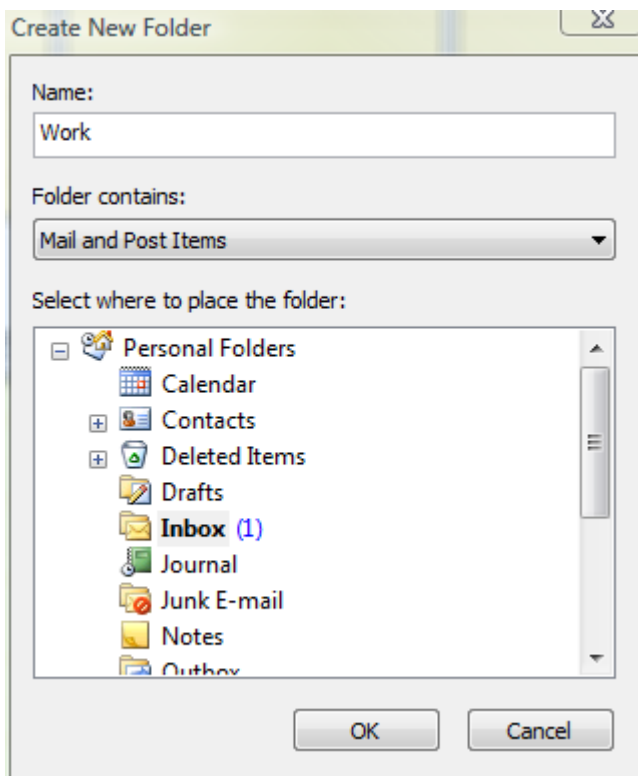
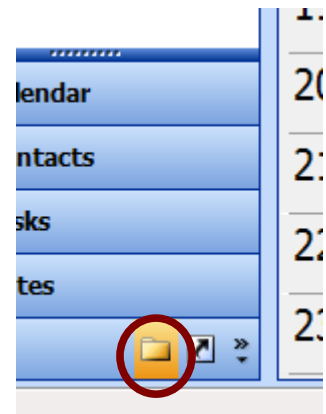
Introduction

This guide helps set up folders and rules to sort emails into folders when they arrive. You can use this with single and multiple email accounts.

These instructions use Outlook 2003, but should be similar for other versions

Adding a folder

Open the folder list by clicking the folder at the bottom of the left pane.



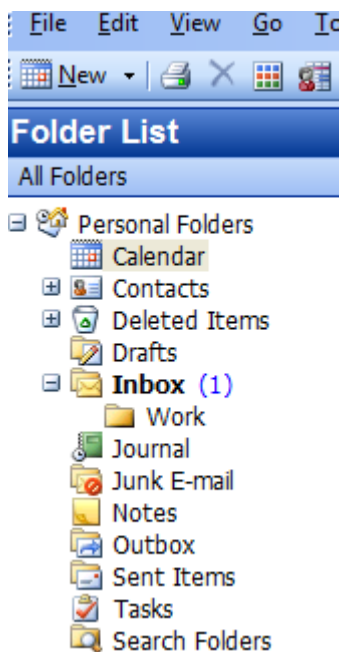
Then right-click on the inbox folder and select 'new folder'. This opens the create new folder window

Enter a name and place the folder in the inbox.

In this example we are creating the folder 'Work'



So our folder list now looks like this

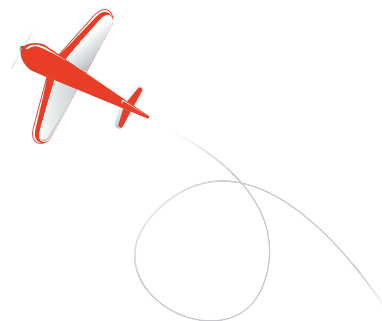
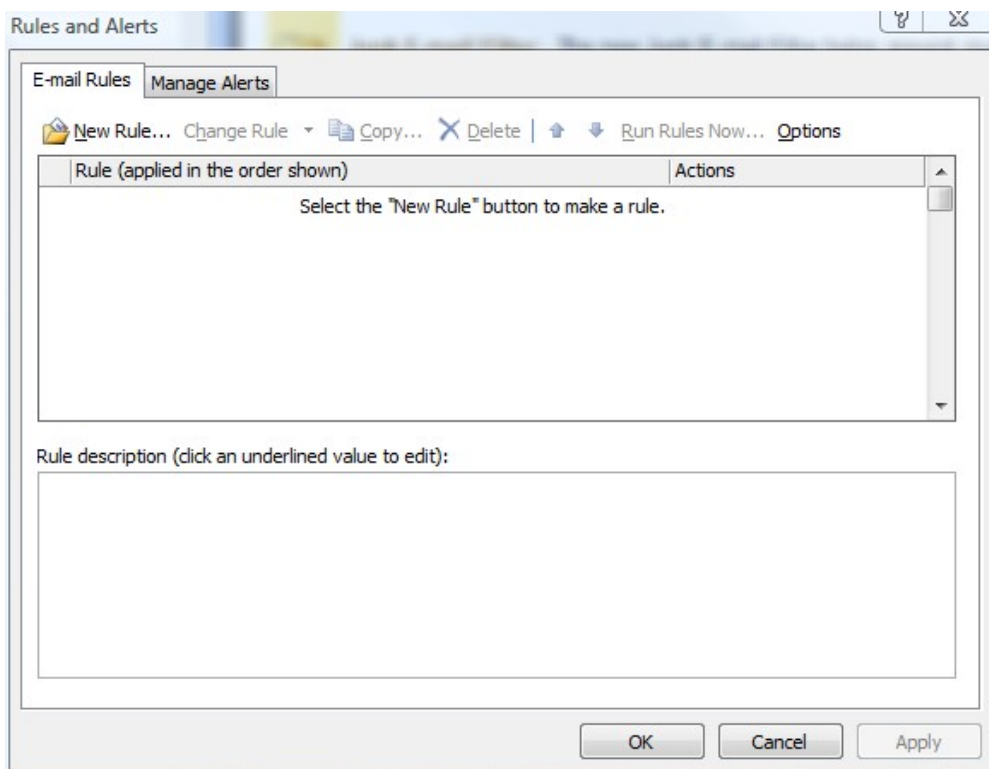


Creating a rule to sort mail into the folder

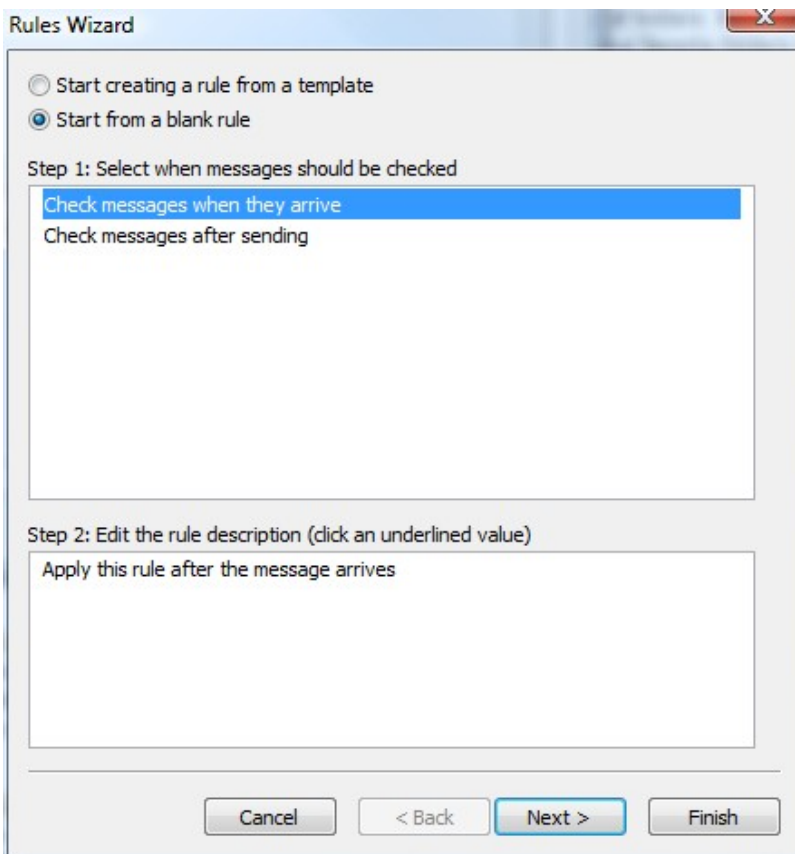
Here we will be sorting mail as it arrives based on the recipient's name to the 'work' folder

Complete folders (as above) for each rule you want.

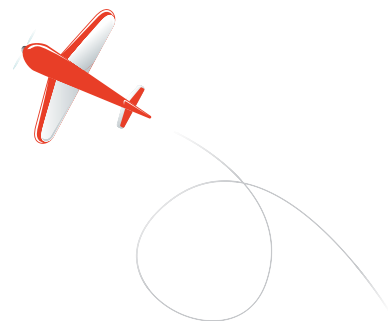
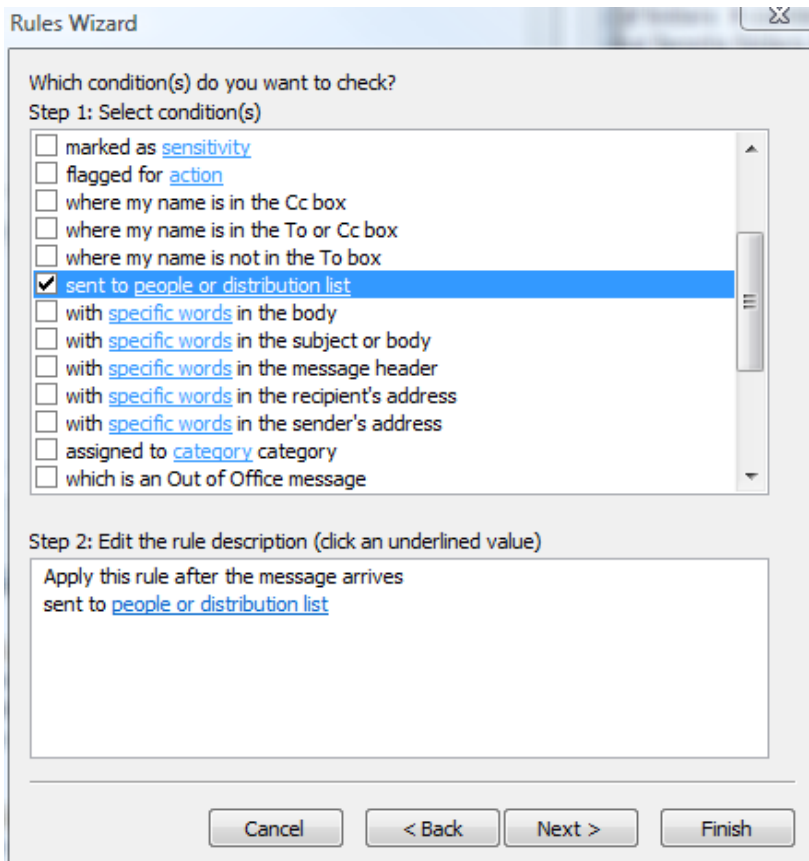
Click on the inbox folder in the folder list. Click 'rules and alerts' to open this window



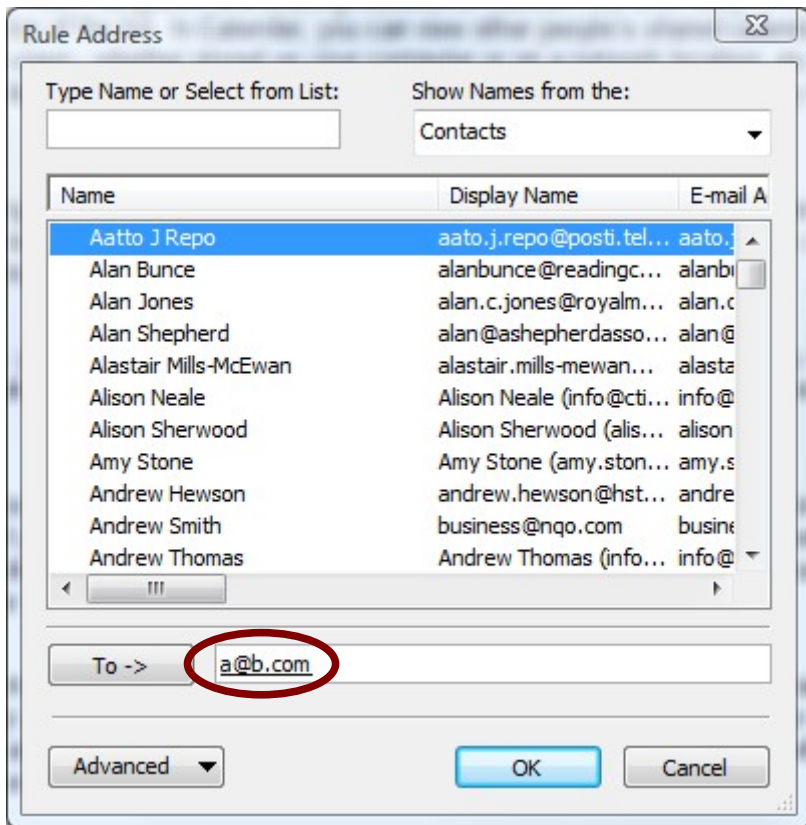
Now click 'New rule', then choose to start from a blank rule, keep 'check messages as they arrive' and finally press next:



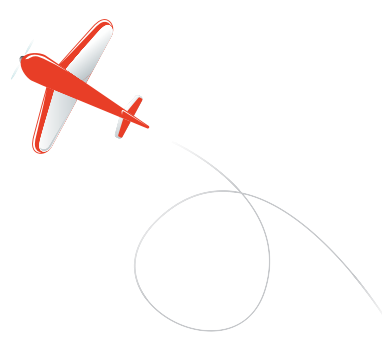
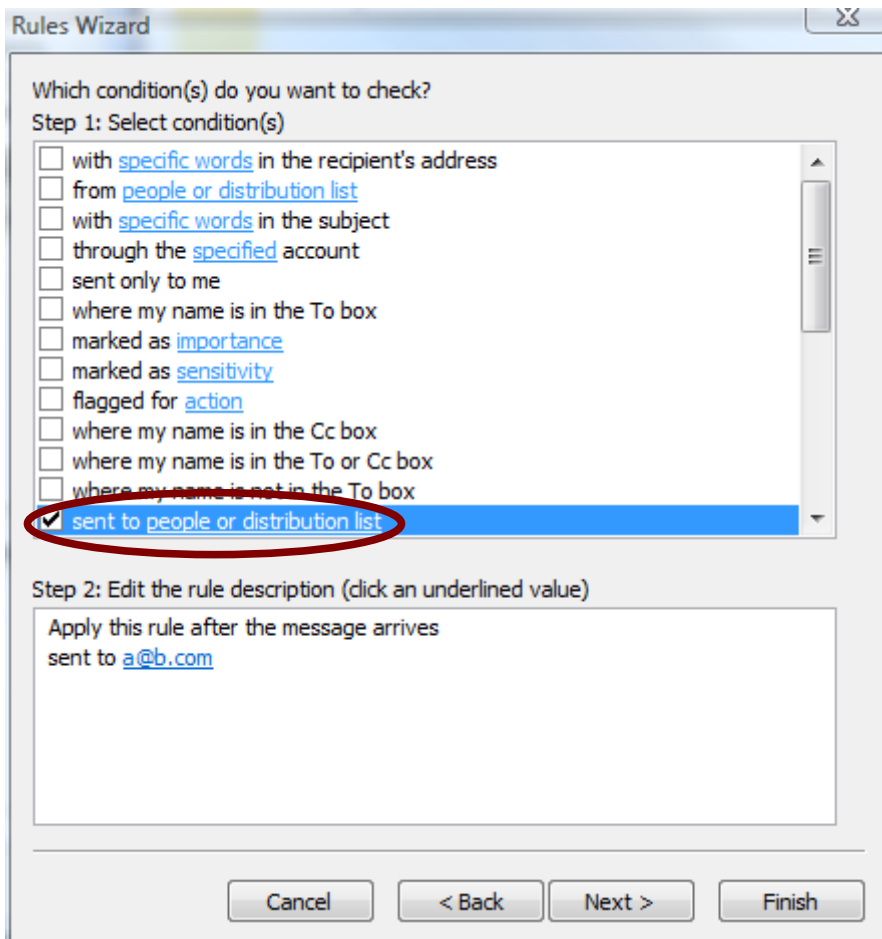
In the next window, scroll down and choose 'sent to people or distribution list'



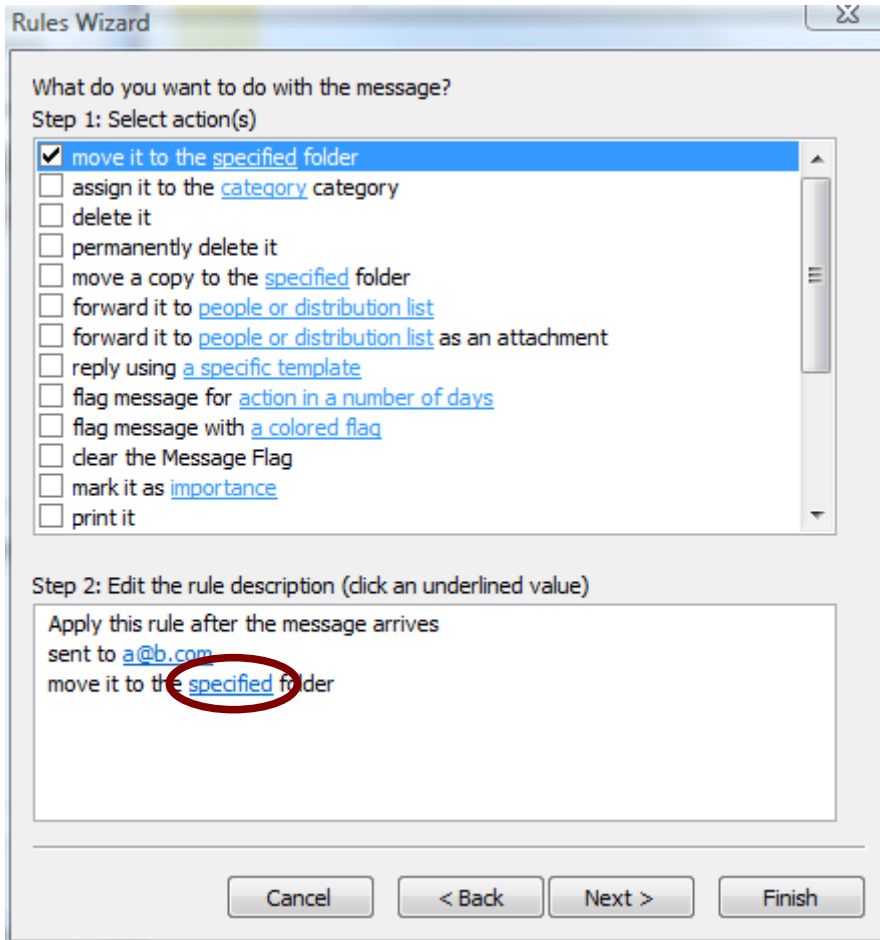
Now click on 'people or distribution list' in the Step 2 window.



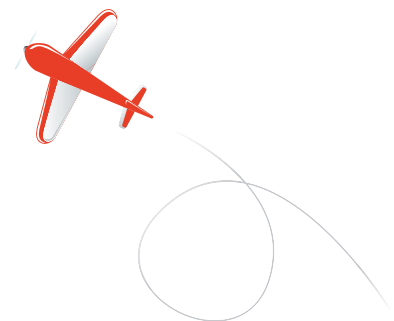
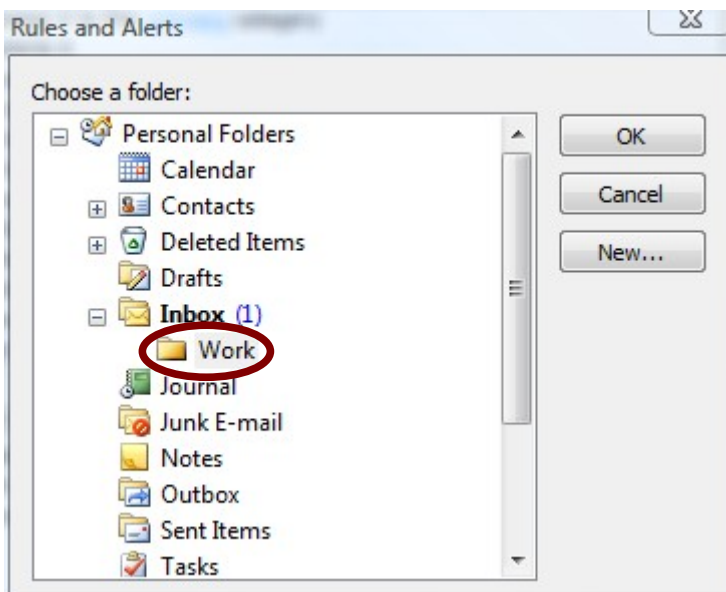
In this window, type the name for which you want emails to be sent to the 'work' folder. In this case we want emails addressed to a@b.com to be moved by this rule. OK this and the Rules Wizard window will look like this. Press Next



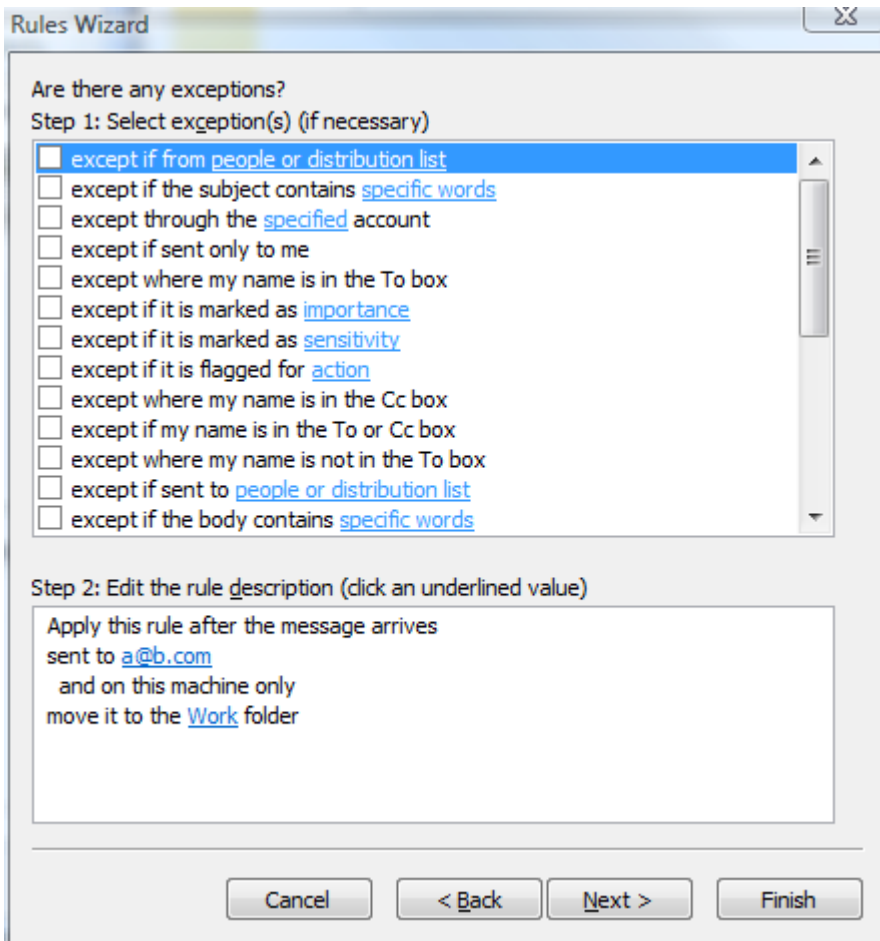
Now tick 'move to specified folder' and click on specified in the bottom window



Simply highlight the 'work' folder and click OK, followed by 'next' in the rules wizard



Now we can set up any exceptions in the same way



Now we simply give it a useful name and click 'finish'

