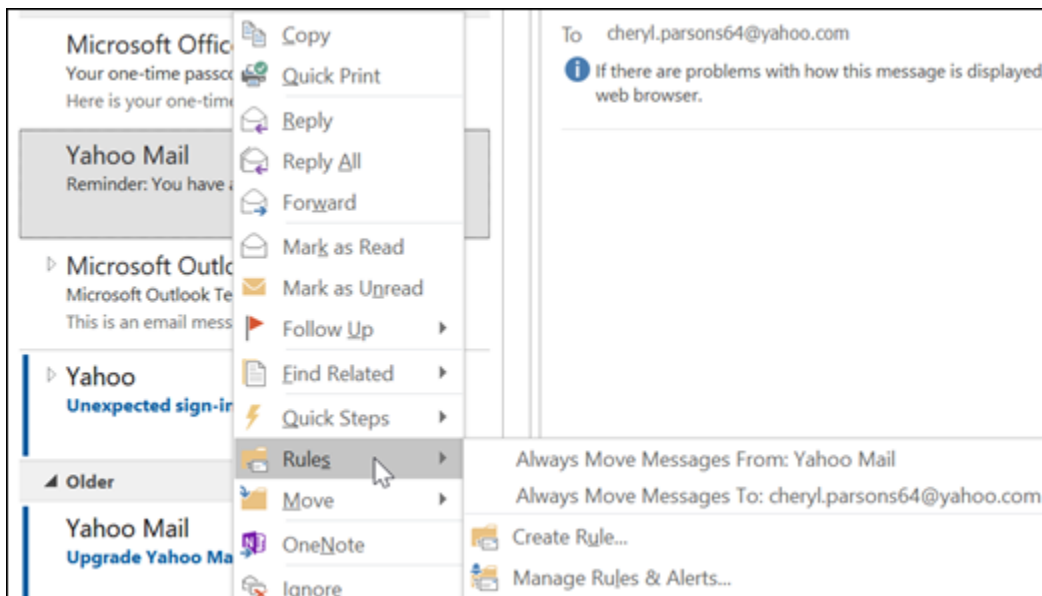


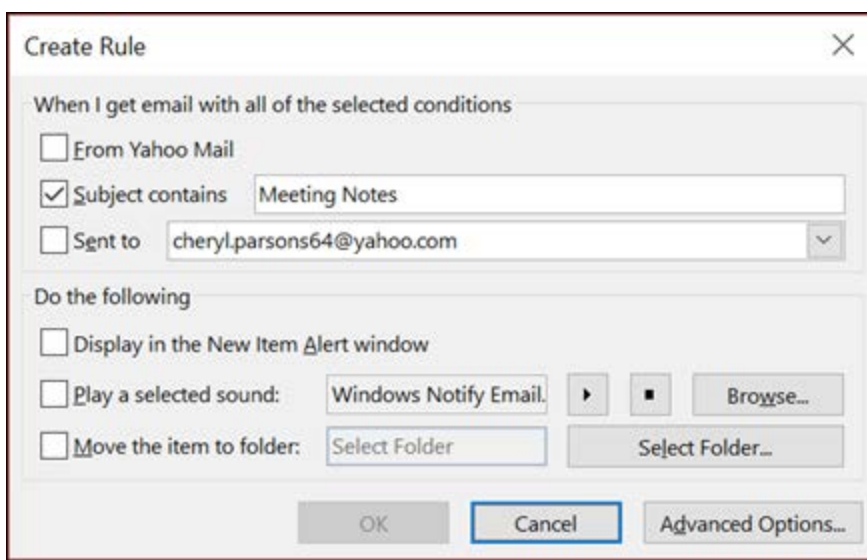
Manage email messages by using rules

Rules allow you to move, flag, and respond to email messages automatically. You can also use rules to play sounds, move messages to folders, or display new item alerts.

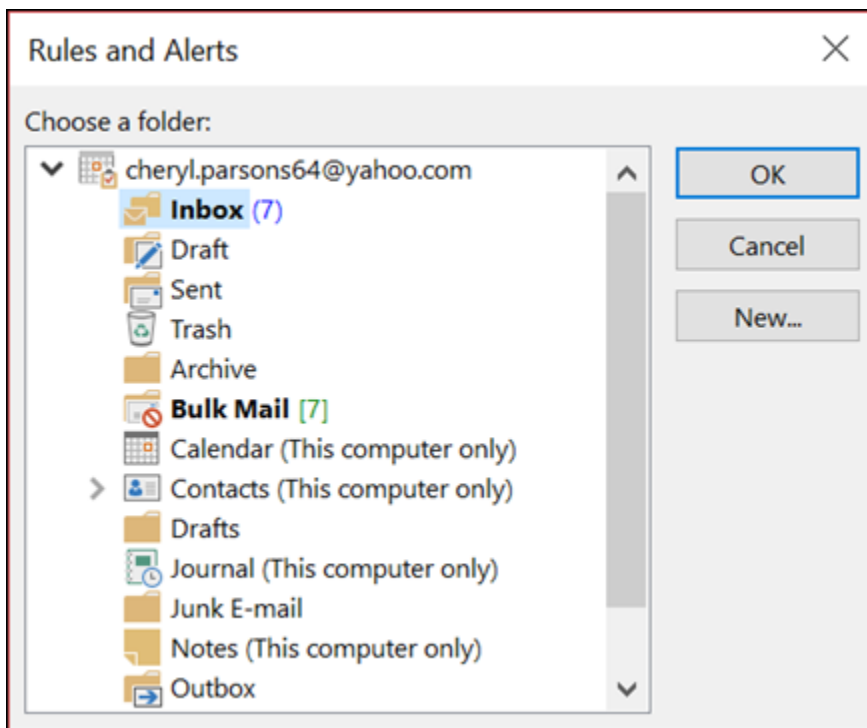
1. Right-click a message in your inbox or another email folder and select **Rules**.



2. Select one of the options. Outlook automatically suggests creating a rule based on the sender and the recipients. To view more options, select **Create Rule**.
3. In the **Create Rule** dialog box, select one or more of the first three checkboxes.



4. In the **Do the following** section, if you want the rule to move a message to a folder, check the **Move item to folder** box, then select the folder from the **Select Folder** dialog that pops up, and then click **OK**.



5. Click **OK** to save your rule.

Note: If you want to run the rule on messages you've already received, check the box on the confirmation dialog that pops up and then click **OK**.