

## Create a rule

1) Select the "Settings" icon and then "Mail"

d then "Mail"	Settings icon
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Settings	×
Search all settings	P
Automatic replies Create an automatic reply (Out of office) message.	
Display settings Choose how your Inbox should be organiz	zed.
Offline settings Use this computer when you're not conne to a network.	cted
Manage add-ins Turn add-ins on or off, install new ones, or uninstall others.	r
Theme Default theme	~
Notifications On	~
My app settings Office 365 Mail Calendar People	
	^



2) Select "Inbox and sweep rules" of the left and under "Mail / Automatic processing" select the "+" sign to create a new rule

⊖ Options		
Shortcuts ▶ General ▲ Mail	∎ Save × Discard Inbox rules	
Automatic processing	Choose how email will be handled. Rules will be applied in the order shown. If you	
Automatic replies		
Clutter		
Inbox and sweep rules	On Name	
Junk email reporting		
Mark as read		
Message options		
Read receipts		
Reply settings		

3) A pop-up will appear, enter the name of the rule in the filed titled "Name" and then select the options available in the remaining fields and complete as needed. Once all information has been entered, select "Save" to save the rule.

Outlook	Cleveland State Un engog
R OK X Cancel	
New inbox rule	
Name	
When the message arrives, and it matches all of these co	onditions
Select one	<b>•</b>
Add condition	
Do all of the following	
Select one	•
Add action	
Except if it matches any of these conditions	
Add exception	
Stop processing more rules (What does this mean?)	)



4) Once saved, the rule will appear in the list and automatically be enabled. To disable the rule simply uncheck the box next to it. To delete and remove the rule from the list, select the rule and then select the trash can icon

