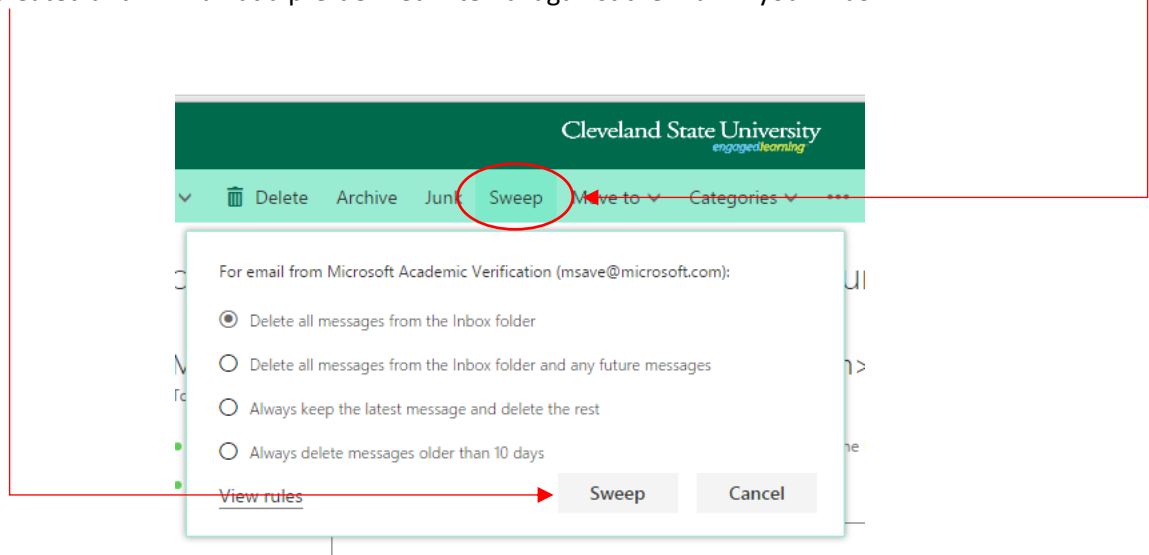




Sweep Rules

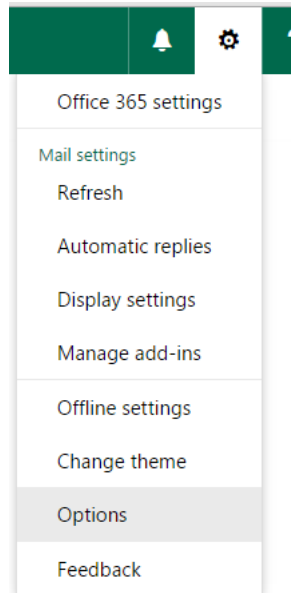
Sweep rules are special rules that run at regular intervals against specific addresses on mail that resides within the Inbox and assist in the management of your Inbox.

- 1) To define a sweep rule, while in your Inbox open an email, who's "from" address is one you wish to have the sweep rule run against, and then select "Sweep" locate at the top.
- 2) This will produce a drop down of 4 options, select the one that you wish to run against the address in the future, and select the "Sweep" button in the box. The sweep rule has been created and will run at a pre-defined interval against the mail in your Inbox.





- 1) To manage existing sweep rules, select the settings icon, the “gear” icon” and then select Options





- 2) Select “Inbox and sweep rules” and under the heading of “Sweep rules” will be a list of rules. If there is a check mark next to a rule, it is enabled. To disable an individual rule, un-check the rule. To delete a rule, select the rule to be deleted and select the “trash can” icon. To change the settings on a sweep rule, delete the sweep rule and recreate it with the new settings

Clutter

Inbox and sweep rules

Junk email reporting

Mark as read

Message options

Read receipts

Reply settings

Retention policies

Accounts

Block or allow

Connected accounts

POP and IMAP

Layout

Conversations

Email signature

Message format

Message list

Reading pane

Link preview

Calendar

People

Other

On Name

If your rules aren't working, click here to report the problem.

Sweep rules

These rules run at regular intervals to keep your inbox clean.

On	Name
<input type="checkbox"/>	Messages from Microsoft Academic Verificati...

Rule: Messages from Microsoft Academic Verification

For messages received from msave@microsoft.com

Do the following...
Delete all emails older than 10 days

This rule is: Off