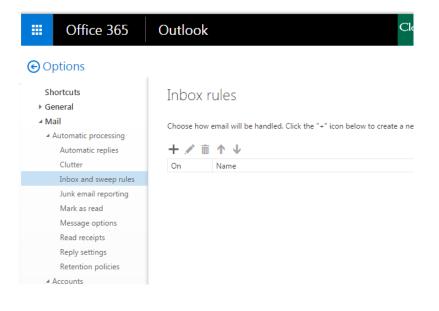


## Create a rule

- 1) Select the "Settings" icon and then "Options" Settings icon
- 2) Select "Inbox and sweep rules" on the left and under "inbox rules" expand the "+" sign to create a new rule. Note: sweep rules are not rules for managing incoming mail and are addressed under different documentation.





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 "OK" to save the rule.

Office 365	Outlook	
€ Options	R OK X Cancel	
Shortcuts General	New inbox rule	
⊿ Mail	Name	
Automatic processing		
Automatic replies		
Clutter		
Inbox and sweep rule	When the message arrives, and it matches all of these conditions *	
Junk email reporting	Select one 🔻	
Mark as read	Add condition	
Message options	Add condition	
Read receipts	Do all of the following *	
Reply settings	Reply settings	
Retention policies	Select one 🔻	
✓ Accounts	Add action	
Block or allow		
Connected accounts	Except if it matches any of these conditions	
POP and IMAP	Add exception	
∡ Layout	And exception	
Conversations	<ul> <li>Stop processing more rules (What does this mean?)</li> </ul>	
Email signature		
Message format		
Message list		



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

III Office 365	Outlook	Cleveland State University
⊖ Options		
Shortcuts  General  Mail  Automatic processing  Automatic replies	Inbox rules Choose how email will be handled. Rules will be ap + $\checkmark$ $\equiv$ $\uparrow$ $\checkmark$	plied in the order shown. If you don't want a rule to run, you can turn it off or delete i
Clutter Inbox and sweep rules	On Name v my rule	Rule: my rule
Junk email reporting	· · · · · · · · · · · · · · · · · · ·	After the message arrives and the message was received from 'anywhere@dot.com'
Mark as read Message options Read receipts		Do the following mark the message as Read And stop processing more rules on this message
Reply settings Retention policies		This rule is: On
<ul> <li>Accounts</li> </ul>		
Block or allow Connected accounts		