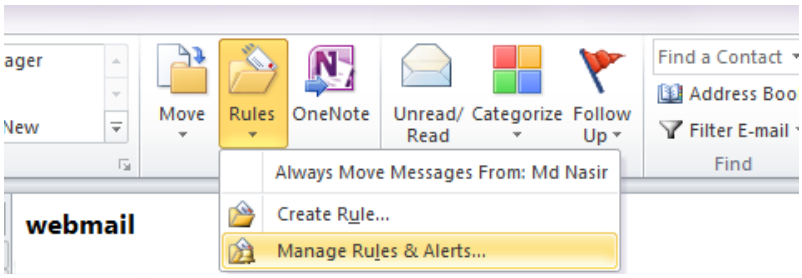
Rules and Alerts in Outlook 2010

Rules and Alerts

Rules help you manage your e-mail messages by performing actions on messages that match a specific set of conditions. After you create a rule, Microsoft Outlook applies the rule when a message arrives in your **Inbox** or when you send a message.

Setting up 'Rules and Alerts'

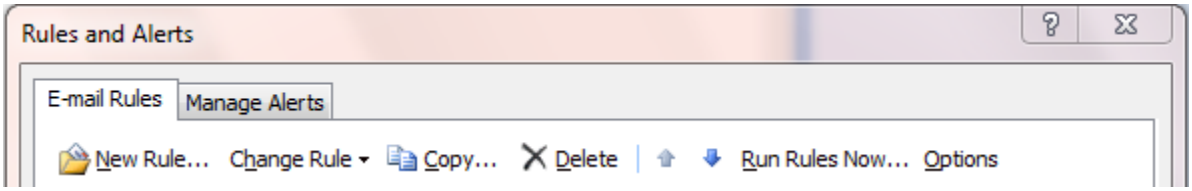
1. From the Ribbon: Click on **Rules** under the "Move" section and select **Manage Rules and Alerts**



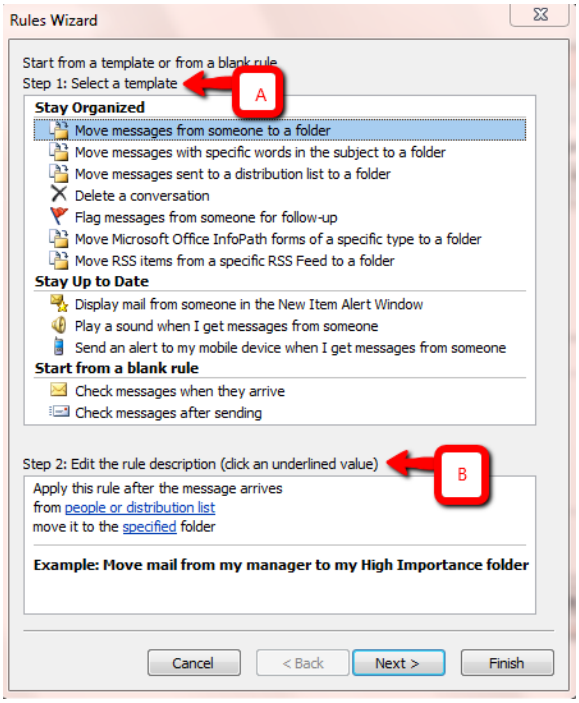
2. A prompt will appear giving you the options to create a new rule or edit an existing rule.

Creating a New Rule from Template

1. Click on **New Rule.** And a "Rules Wizard" prompt will appear.
   a) Step 1: Select a Template – Here you can create filters for your emails by selecting the proper template. The templates are organized in the following manner.



- **Stay organized:** These are rules that help you to file and follow up on messages.
- **Stay up-to-date:** These are rules that notify you in some way when you receive a particular message.
- **Start from a blank rule:** These are rules that you create from scratch.



b) Step 2: Edit the Rule Description – Here you can specify the details of the template you chose. If you click the **people or distribution list** link, the Address Book opens. If you click **specified** folder link, a prompt will appear asking you to specify the folder. Click on **Next.**

Note: If you want the email to be moved to a specific folder, you will need to create that folder (Refer to document "**Creating a New Folder**").

2. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply. Under **Step 2: Edit the rule description**, click an underlined value if you have not done so already, and then click **Next**.

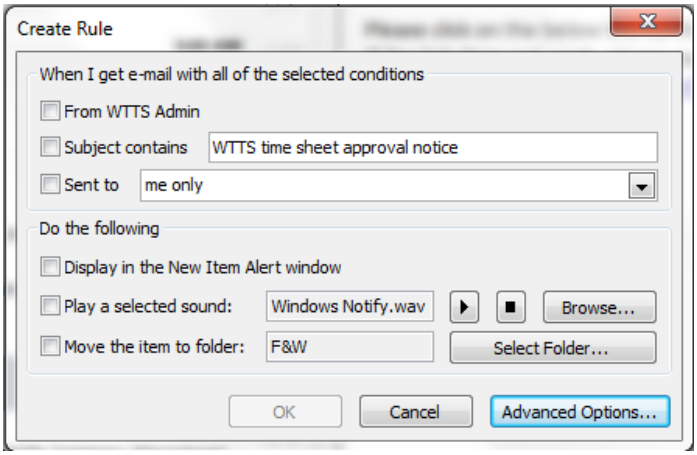
3. Under **Step 1: Select action(s)**, select the action that you want the rule to take when the specified conditions are met. Under **Step 2: Edit the rule description**, click an underlined value if you have not done so already, and then click **Next**.

4. Under **Step 1: Select exception(s)**, select any exceptions to the rule, and then click **Next**.

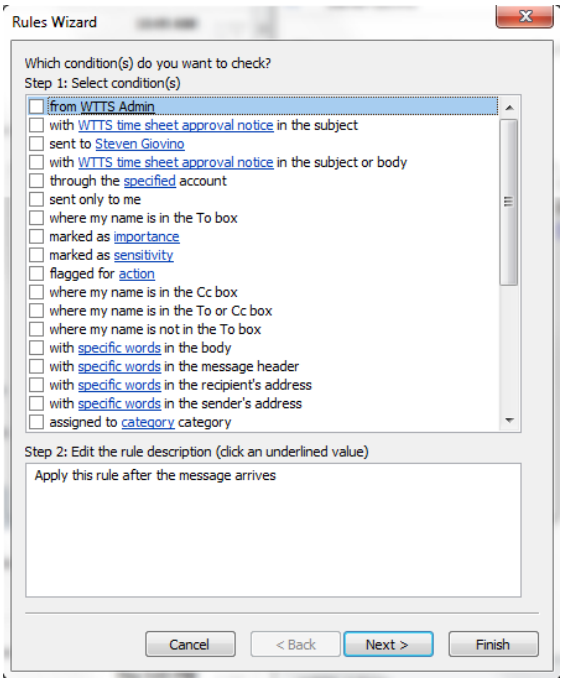
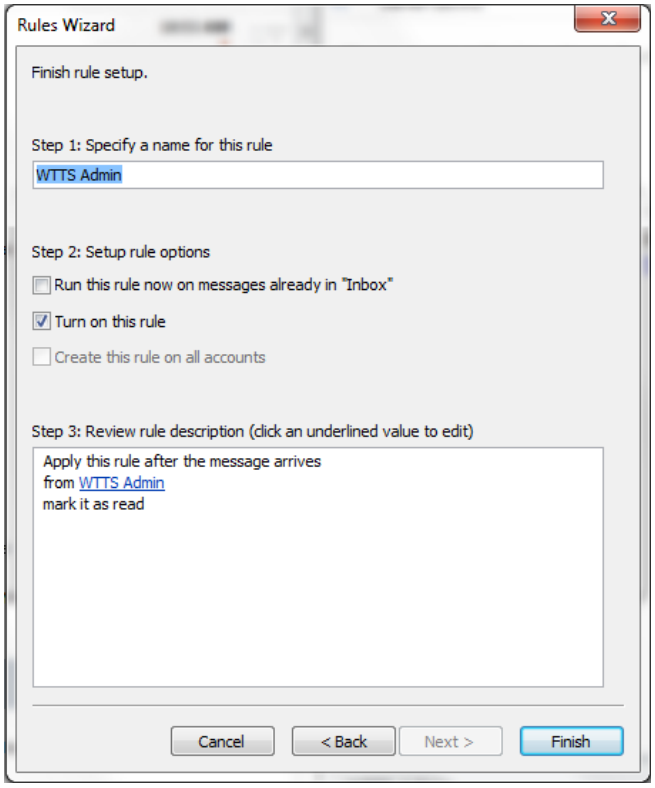
5. To finish creating the rule, enter a name for the rule, and then select any other options that you want. Click **Finish**.

Create New Rule from Scratch

1. From Ribbon: Home Tab → **Rules**
2. Click **Create Rule**.
3. Click on **Advanced Settings**



4. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply. Under **Step 2: Edit the rule description**, click an underlined value if you have not done so already, and then click **Next**.



1. Under **Step 1: Select action(s)**, select the action that you want the rule to take when the specified conditions are met. Under **Step 2: Edit the rule description**, click an underlined value if you have not done so already, and then click **Next**.
2. Under **Step 1: Select exception(s)**, select any exceptions to the rule, and then click **Next**.
3. To finish creating the rule, enter a name for the rule, and then select any other options that you want.
4. Click **Finish**.