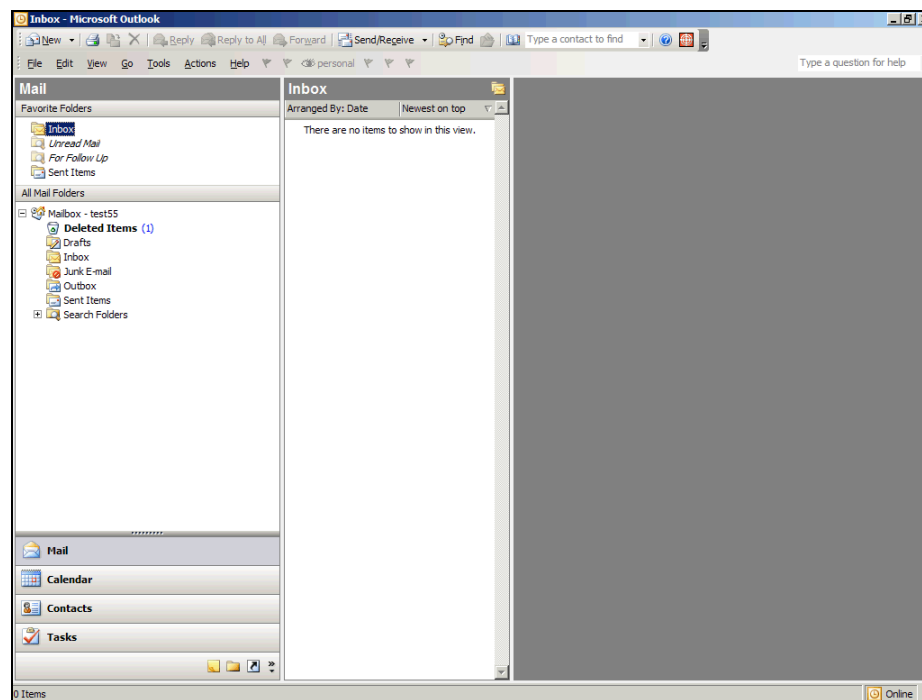


## Inbox Tools

### Creating Rules

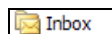
#### Procedure

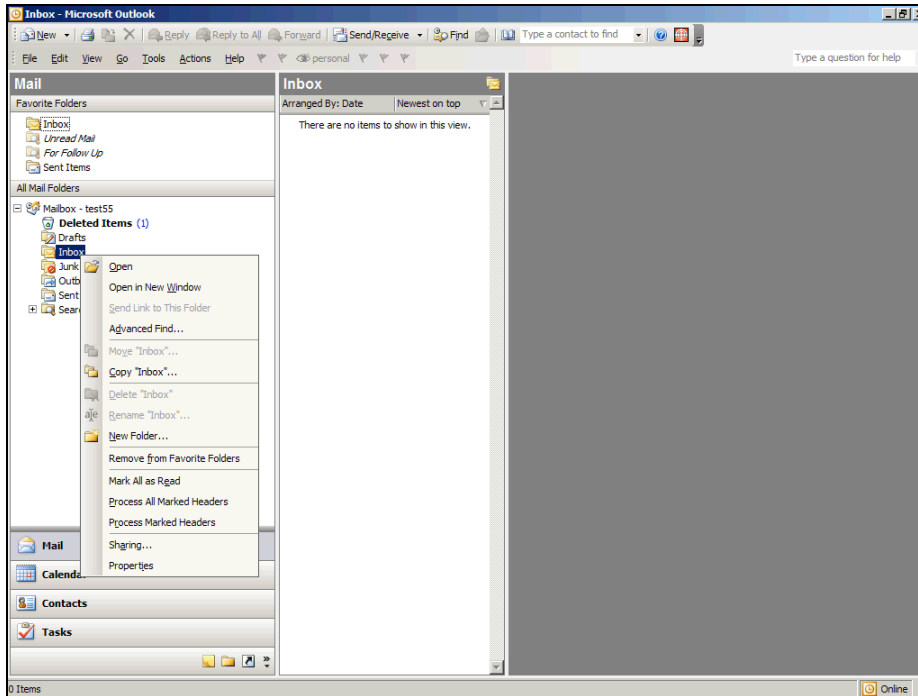
In this topic you will learn how to create rules in Outlook. There are many different types of rules you can create. In this topic you will create a rule that directs all mail from a specific person to a specific Inbox folder.



Step	Action
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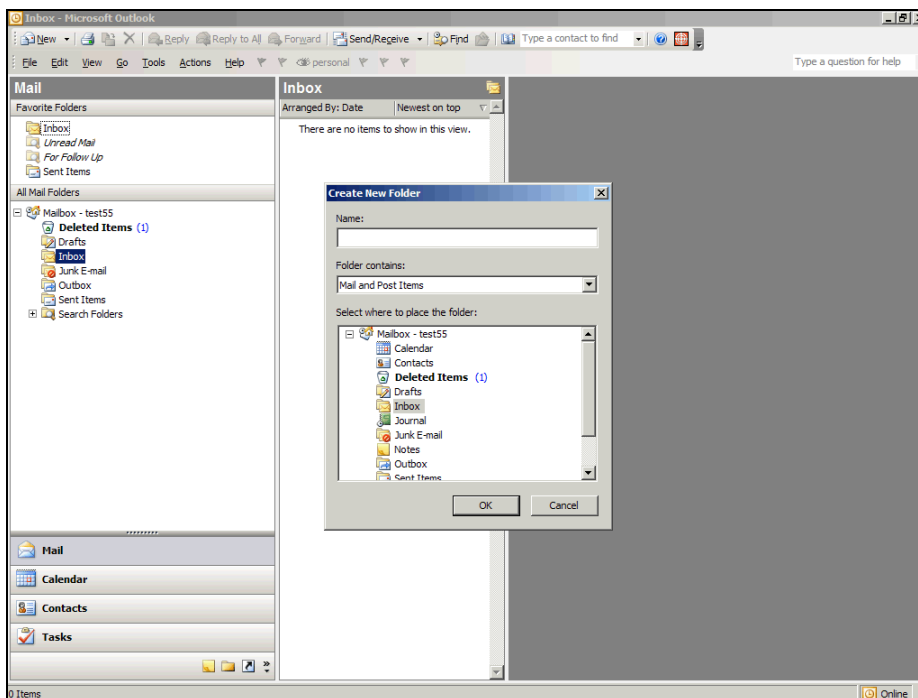
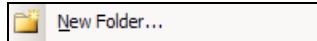
- To begin, Right-click on the Inbox.





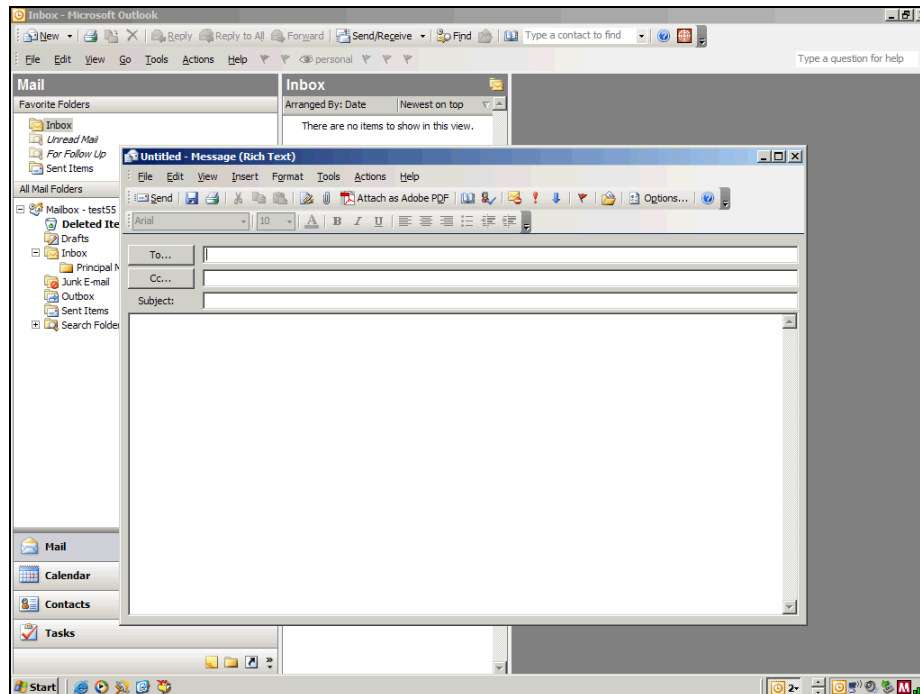
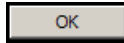
### Step Action

2. Select **New Folder**.



Step	Action
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3. Enter the desired information into the **Name** field. Enter "**Principal Mail**".
4. Click the **OK** button.

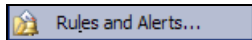


Step	Action
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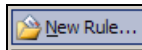
5. Click the **Tools** object.

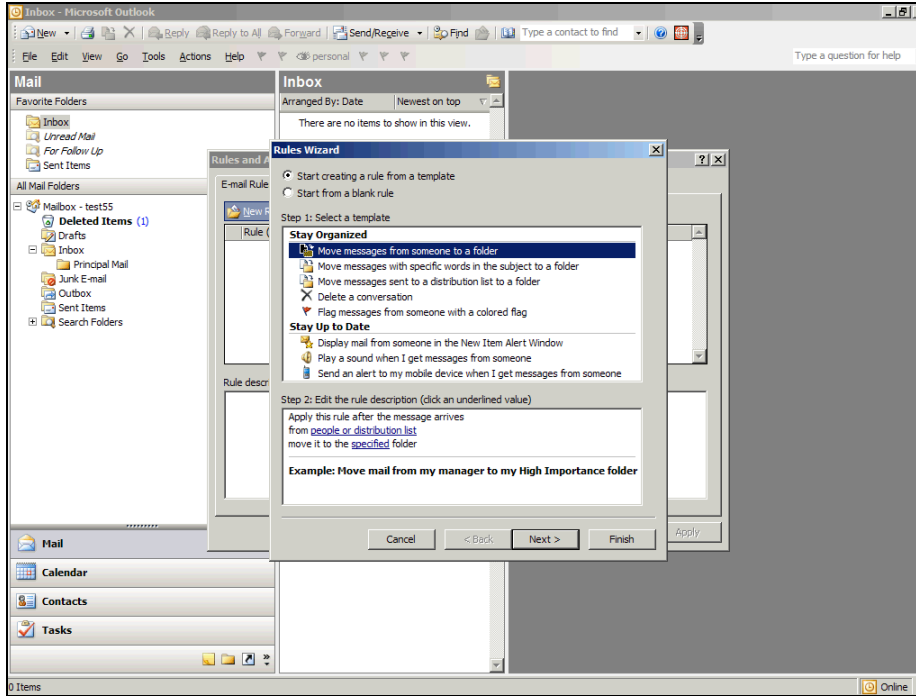


6. Select **Rules and Alerts**.



7. Select **New Rule**.

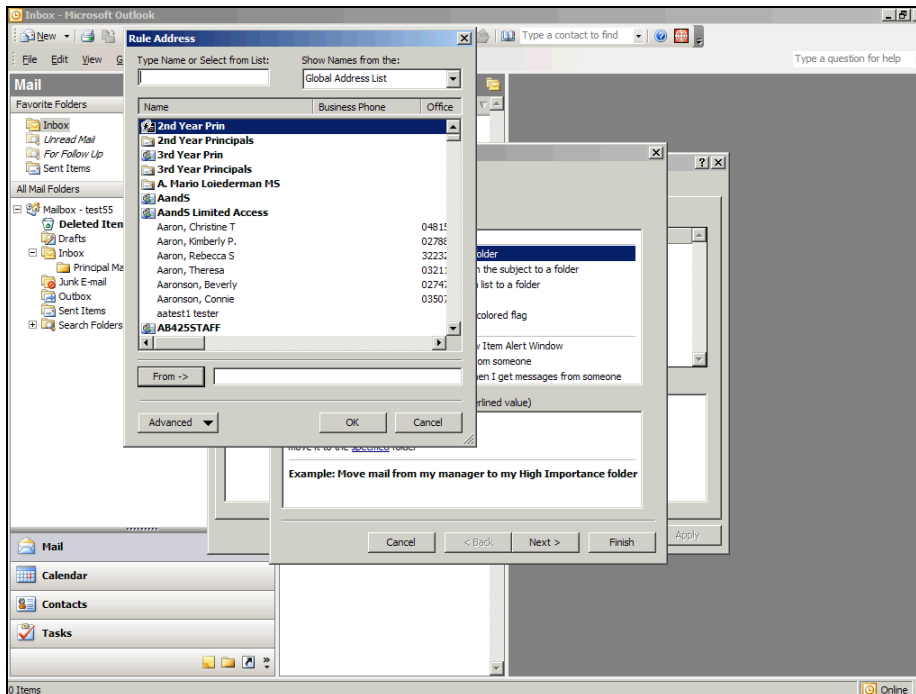




### Step Action

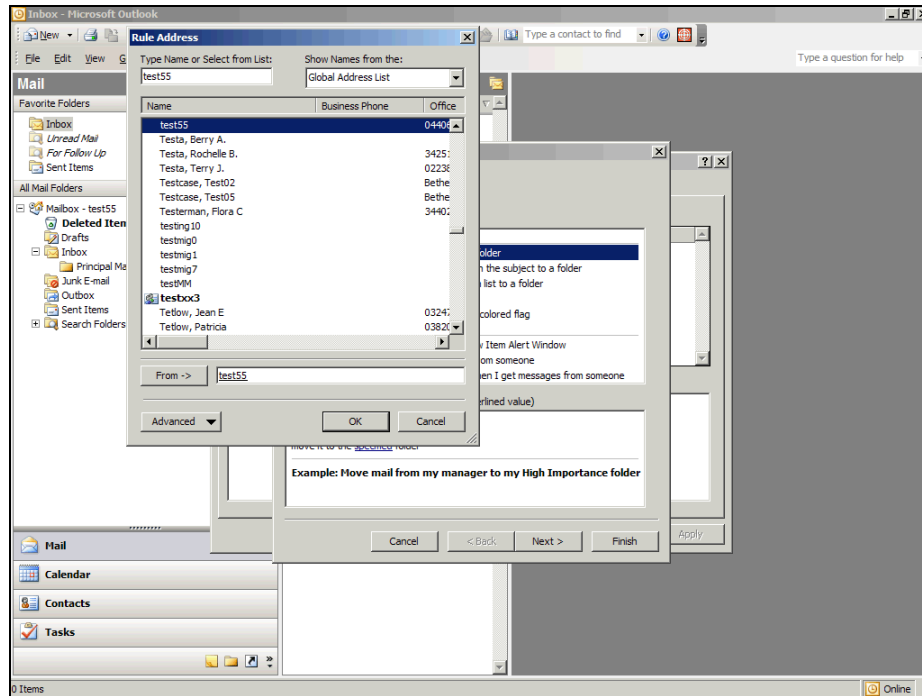
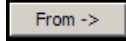
- Click the **Rule description**. For this topic select **People or Distribution List**.

people or distribution list



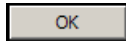
**Step Action**

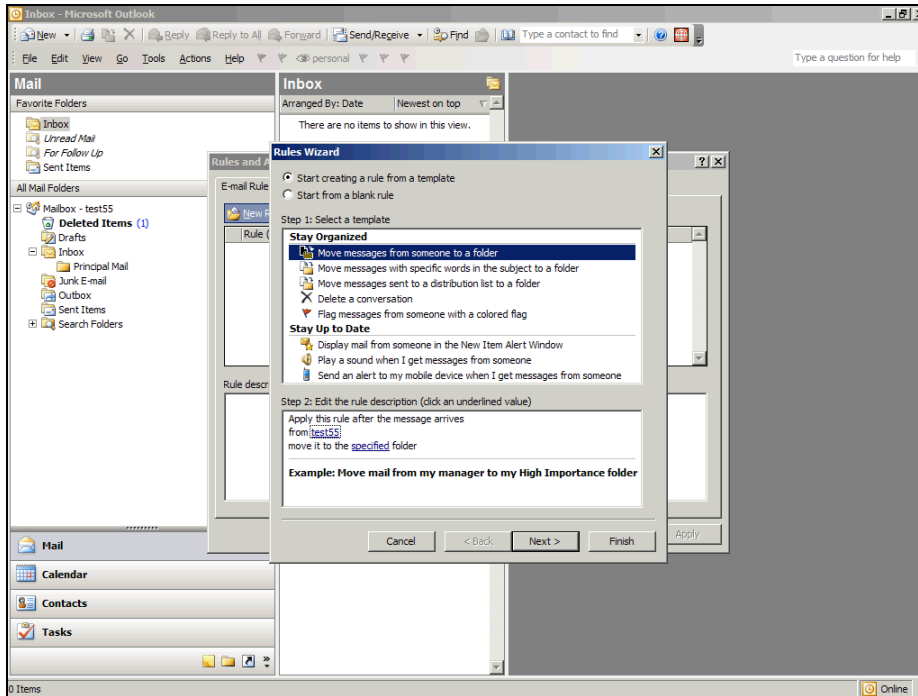
9. Enter the desired information into the **Type Name or Select from List** field. Enter **"test55"**.
10. Click the **From ->** button.



**Step Action**

11. Notice Test55 is now in the from row and it is underlined. Click the **OK** button.

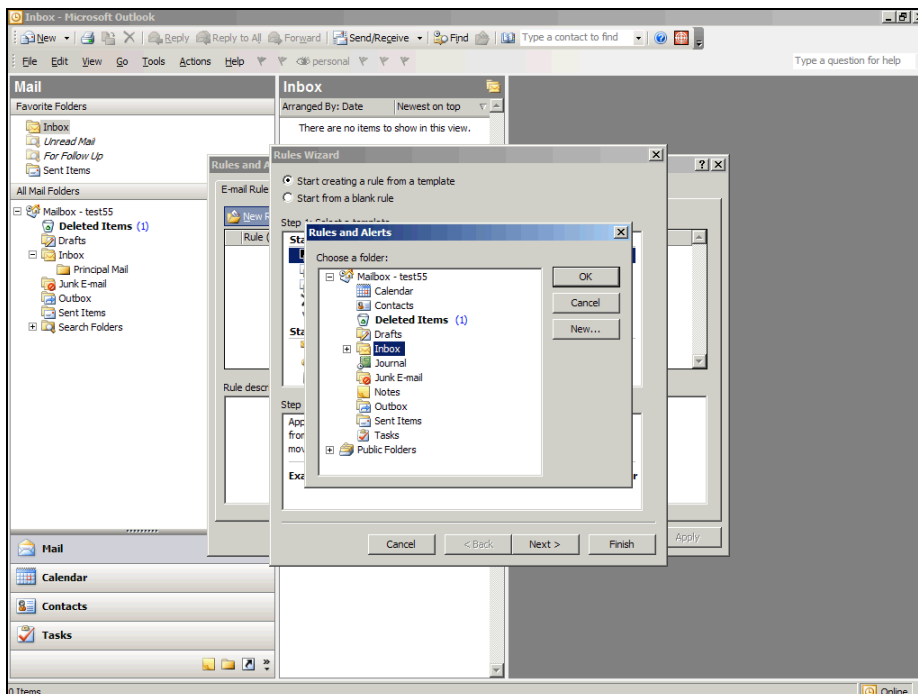




Step	Action
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- |     |  |
|-----|--|
| 12. | Click the <b>Rule description</b> and select <b>Specified Folder</b> . |
|-----|--|

specified

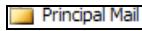


Step	Action
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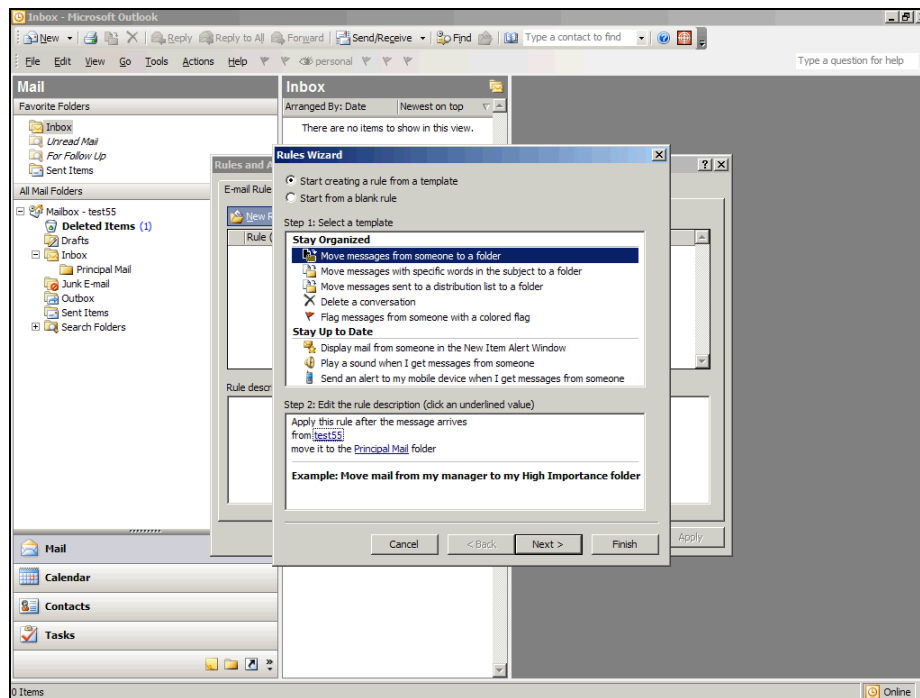
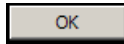
13. Click the plus sign to expand the **Inbox** folder.



14. Click on the **Principal Mail** folder to select this folder.

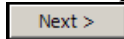


15. Click the **OK** button.

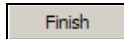


Step	Action
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16. Notice in Step 2 that test55 is who the message is from and the messages are moved to the Principal Mail folder. Click the **Next >** button.



17. Click the **Finish** button.



18. Congratulations, you have completed the topic on Creating Rules. There are many different types of rules you can create.

**End of Procedure.**