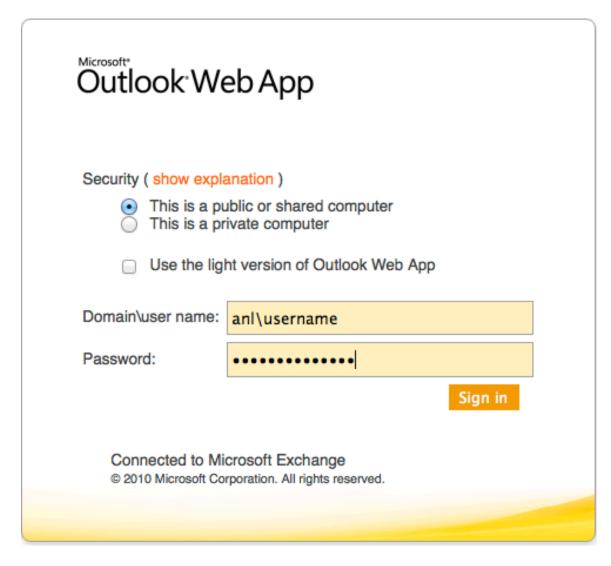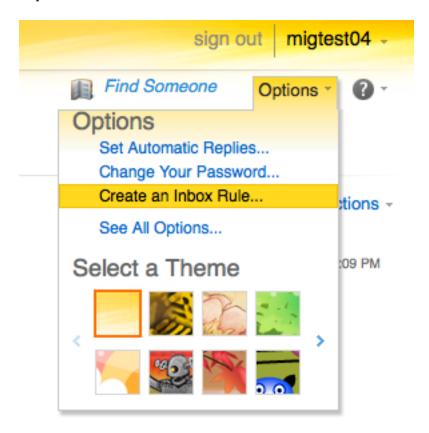# Creating a Mailbox Rule With the Outlook Web App

6/7/13

In order to more effectively manage and organize your E-Mail messages, the Outlook Web app offers the capability to create rules which automatically filter, delete, redirect, and move messages between mailbox folders. This document provide a basic description of how to access the rule creation wizard from the Outlook Web App.
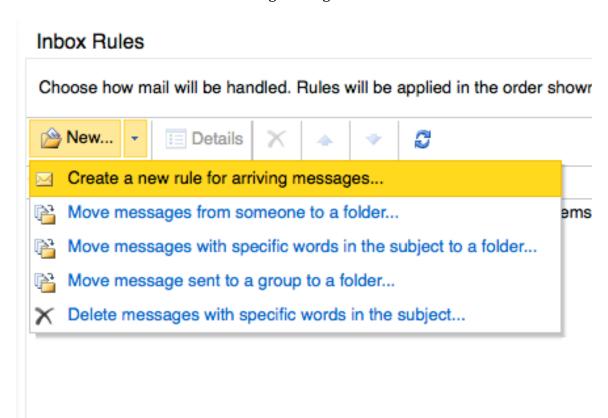
1. Log in to your mailbox through the web portal at http://mail.anl.gov

2. At the top right hand corner of the Outlook Web App window, clikc the "Options" menu and choose "Create an Inbox Rule…"
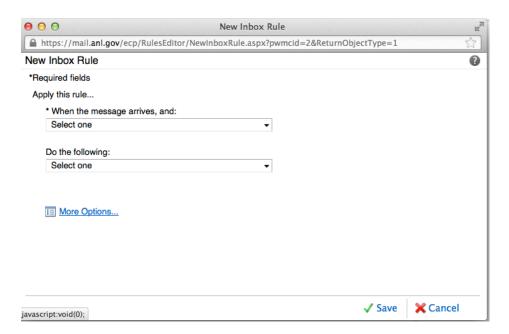
3. Under the "Inbox Rules" header, choose the "New" menu, then pick the appropriate rule template. If you are unsure which template to start with, choose "Create a New rule for arriving messages…"
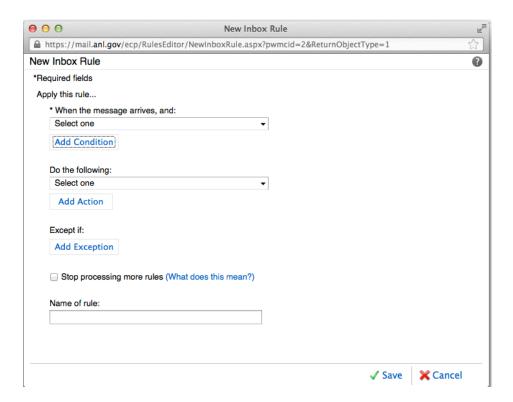
Inbox Rules

Choose how mail will be handled. Rules will be applied in the order shown

New… ▾ | Details | ✕ | ▲ | ▼ | ↻

✉ Create a new rule for arriving messages…

Move messages from someone to a folder…

Move messages with specific words in the subject to a folder…

Move message sent to a group to a folder…

✕ Delete messages with specific words in the subject…

4. In the "New Inbox Rule" choose the criteria for the rule. To display advanced rule creation options , click "More Options…"
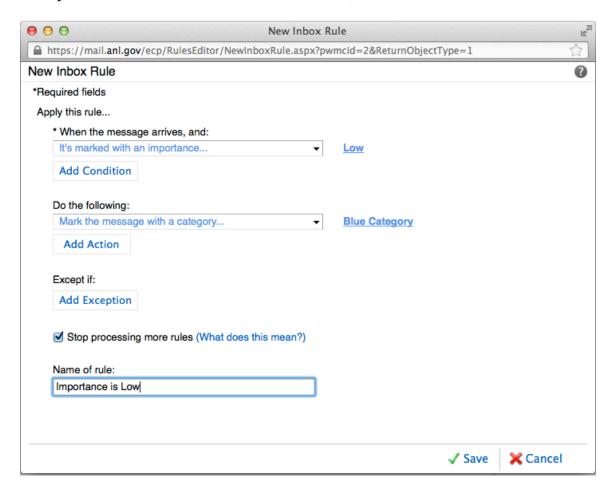
BASIC RULE CREATION WINDOW

ADVANCED RULE CREATION WINDOW

5. Once you have added all the desired rule criteria, click "Save".

6. The new rule will now appear in your "Inbox Rules" list. You can turn rules on or off by checking or unchecking the box in the "On" column.