

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>

Microsoft®
Outlook™ Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

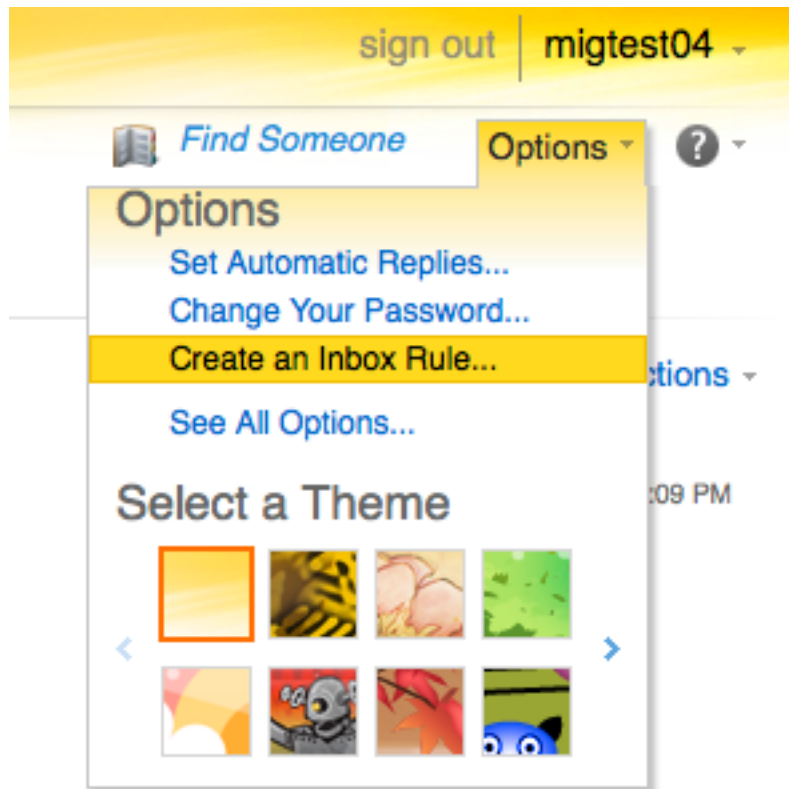
Domain\user name:

Password:

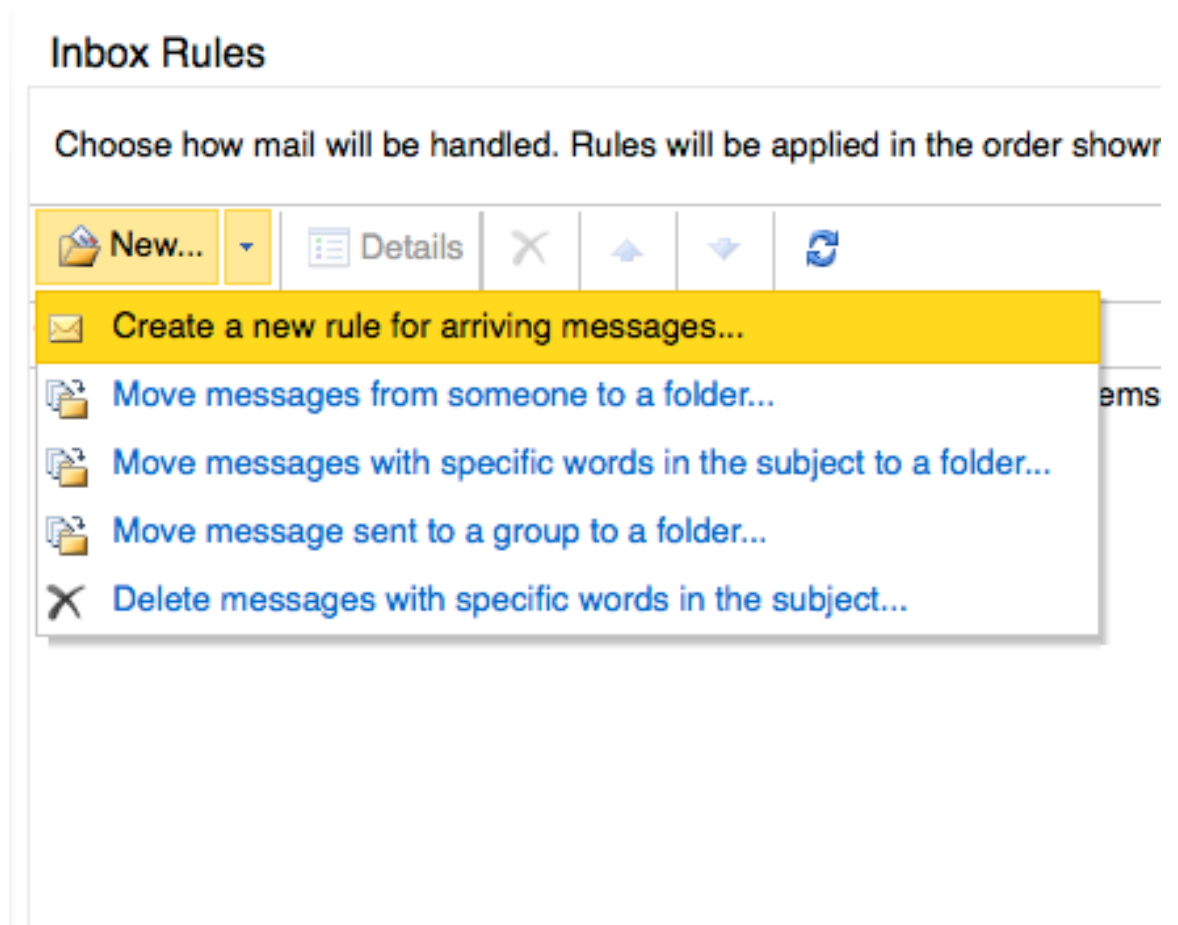
[Sign in](#)

Connected to Microsoft Exchange
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2. At the top right hand corner of the Outlook Web App window, click 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...”



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

The screenshot shows a browser window titled "New Inbox Rule" with the URL <https://mail.anl.gov/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=2&ReturnObjectType=1>. The page content includes a "New Inbox Rule" header, a "Required fields" section, and an "Apply this rule..." section. Under "Apply this rule...", there are two dropdown menus: "When the message arrives, and:" and "Do the following:", both currently set to "Select one". A blue link "More Options..." is visible below the dropdowns. At the bottom right, there are "Save" and "Cancel" buttons.

ADVANCED RULE CREATION WINDOW

The screenshot shows the same "New Inbox Rule" window but in advanced mode. The "Apply this rule..." section now includes an "Add Condition" button below the "When the message arrives, and:" dropdown. Below the "Do the following:" dropdown, there is an "Add Action" button. Below the "Except if:" section, there is an "Add Exception" button. At the bottom, there is a checkbox labeled "Stop processing more rules (What does this mean?)" and a text input field for "Name of rule:". The "Save" and "Cancel" buttons remain at the bottom right.

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

New Inbox Rule

https://mail.anl.gov/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=2&ReturnObjectType=1

***Required fields**

Apply this rule...

* When the message arrives, and:

It's marked with an importance... [Low](#)

[Add Condition](#)

Do the following:

Mark the message with a category... [Blue Category](#)

[Add Action](#)

Except if:

[Add Exception](#)

Stop processing more rules ([What does this mean?](#))

Name of rule:

Importance is Low

[Save](#) [Cancel](#)

- 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.

Microsoft
Outlook Web App

Mail > Options

Account

Organize E-Mail

Groups

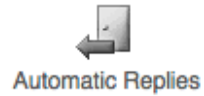
Settings

Phone

Block or Allow



Inbox Rules



Automatic Replies



Delivery Reports

Inbox Rules

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



On

Rule



Importance is Low