Creating an Email Rule in Office 365 Web Email

You can create custom rules in Outlook that will automatically filter email based on your criteria. For instance, any email coming from your co-workers can be sent to a new folder.

1. In the upper right corner of your web access email, click the gear, then click Options.

2. In the Options area on the left, expand the Mail category and click Inbox and sweep rules.
3. Click the plus sign to create a new rule.
4. Create a **Name** for the inbox rule.
5. Change "**When the message arrives..**” to **It was sent or received > Received from...**

6. Find the person in the Address Book, click the **plus sign** next to their name and click **OK**.

7. Change “**Do all the following**” to **Move, copy, or delete > Move the message to folder...**
8. A folder structure for your Inbox will appear. Right click on your **Inbox** and click **Create new subfolder**.

![Select folder](image1.png)

9. Type in the name for the folder and press Enter. Select the folder (it will highlight in blue) and click **OK**.

![Select folder](image2.png)
10. The inbox rule is now complete. Any incoming message from the sender you chose will be moved to the subfolder in your inbox. Click **OK**.

![New inbox rule](image)

11. Below is a preview of the rule. You can remove the rule at any point by clicking the trash can.

![Inbox rules](image)