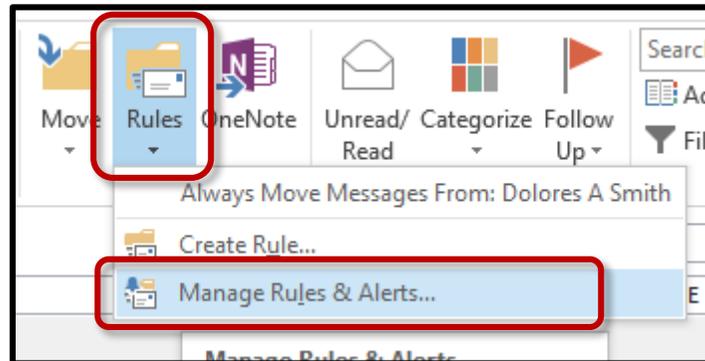


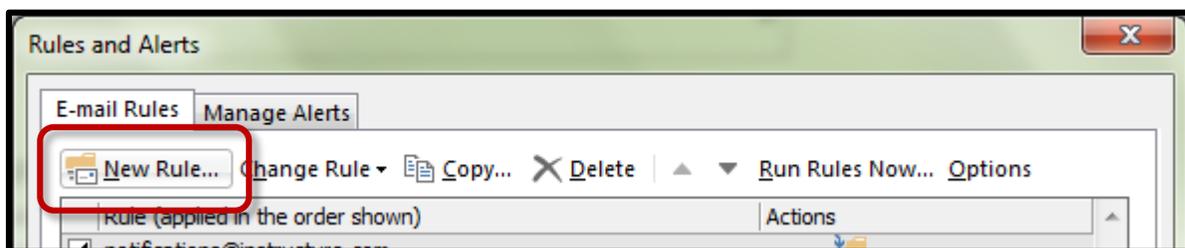
Using Rules in Outlook 2013 to Filter Email

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.

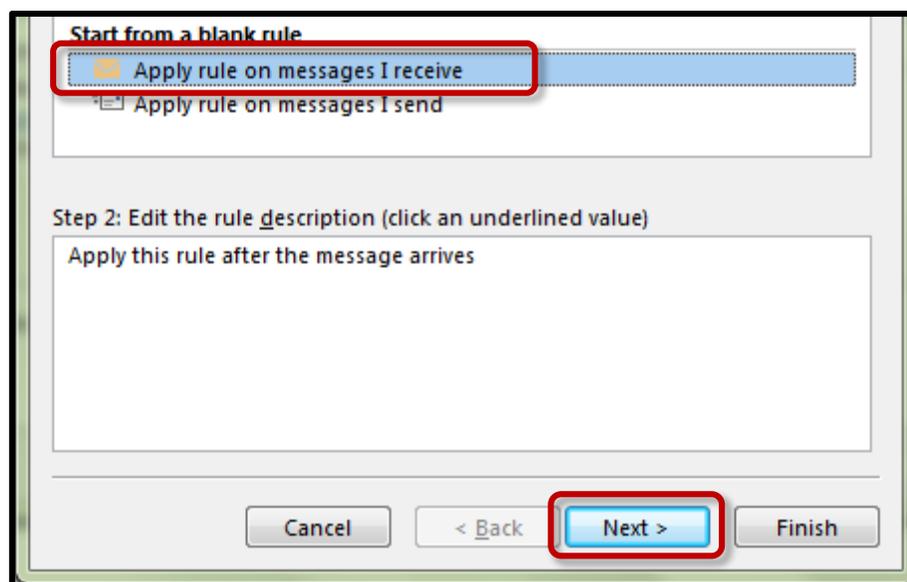
1. Open Outlook. In the Home ribbon, click **Rules** then click **Manage Rules & Alerts...**



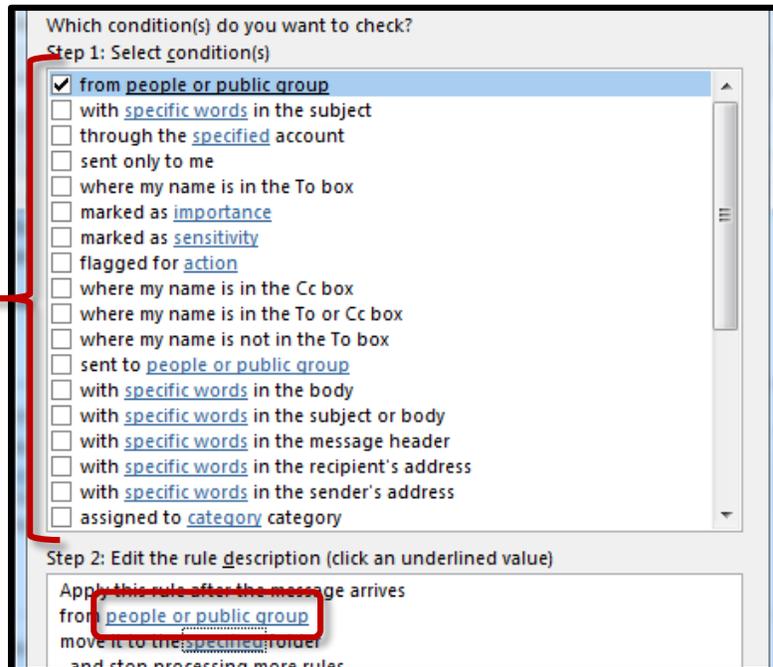
2. Click **New Rule**.



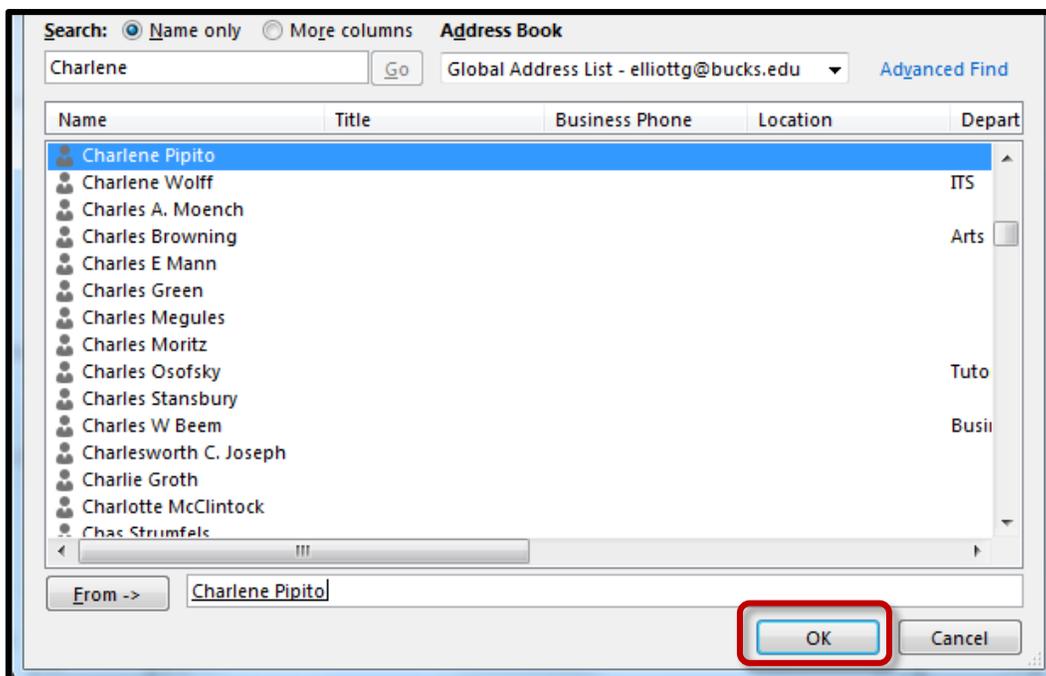
3. Choose **Apply rule on messages I receive** and click **Next**.



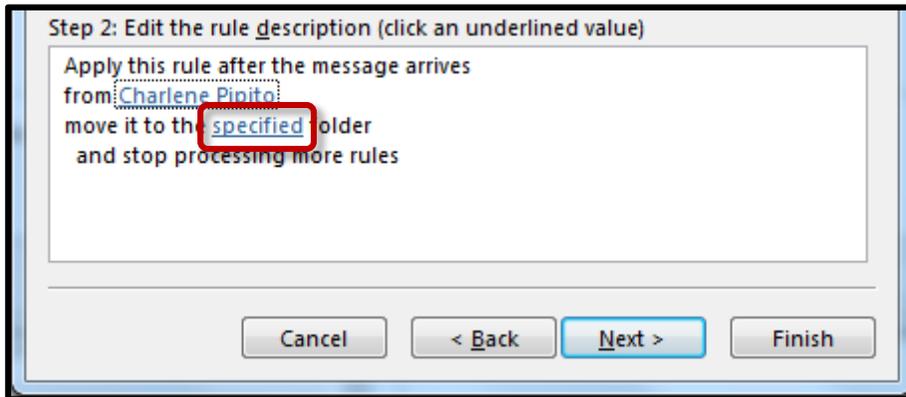
4. Decide which conditions must be met for the rule to process. For instance, the default option **from people or public group** will allow you to choose people in the Bucks faculty and staff or public email address. Another option is **with specific words in the subject** which will filter email based on keywords that you define. This tutorial will cover **people or public group**. Click the **people or public group** option in the bottom portion.



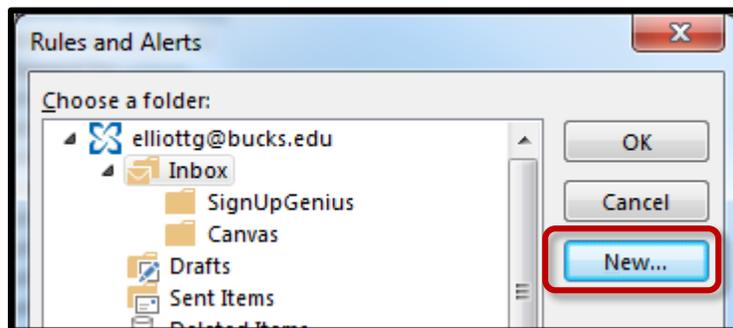
5. The Global Address List will be displayed. All Bucks employees are listed here. Find the name or names from the list and double click on them. The name(s) will appear in the From -> area at the bottom. You can also type the email addresses manually at the bottom. When you are finished, click **OK**.



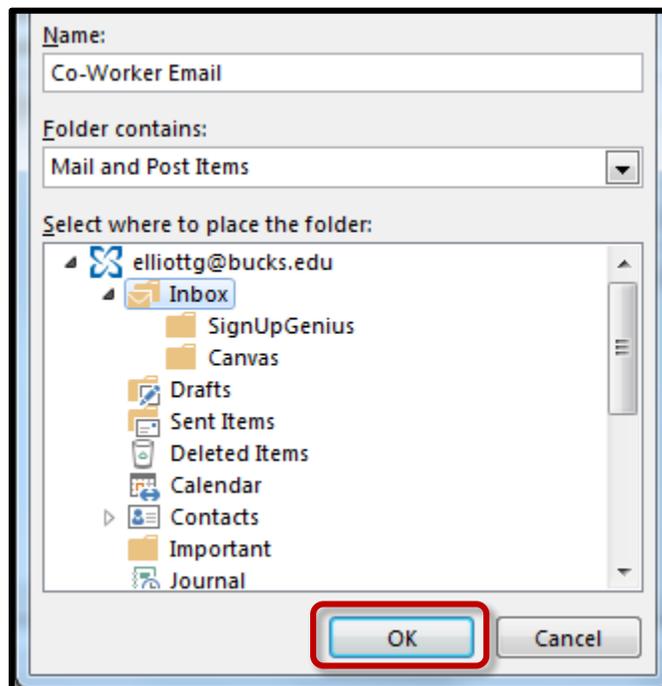
6. After entering the names or email address, click **specified** to choose the folder to filter the email into.



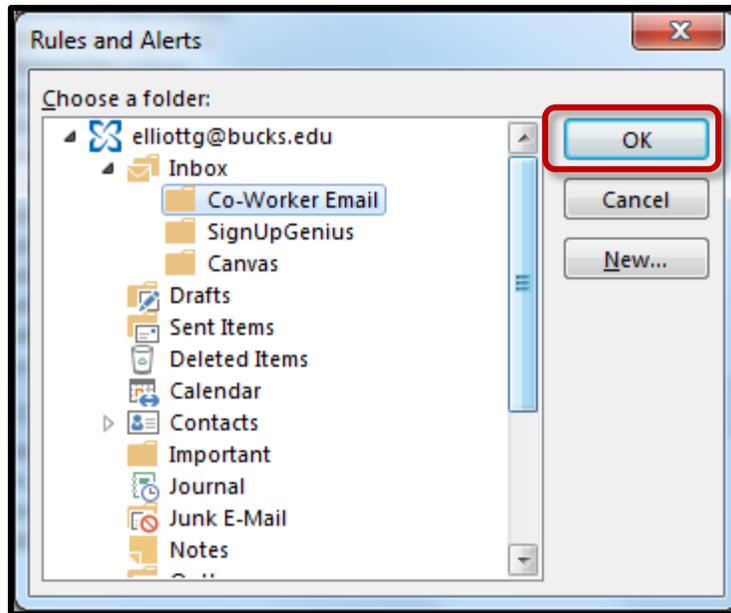
7. The structure of your Outlook email will appear. If you do not have the folder created, click the **New** button.



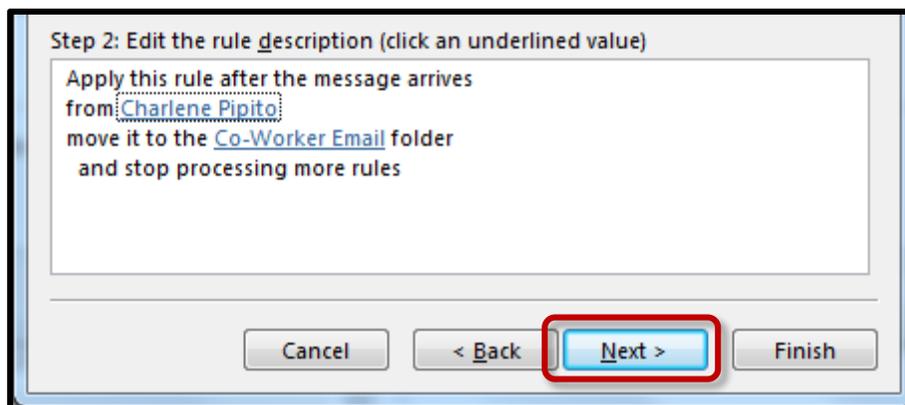
8. Choose where you want the folder to be located. You can make subfolders in your Inbox. Give the folder a name and click **OK**.



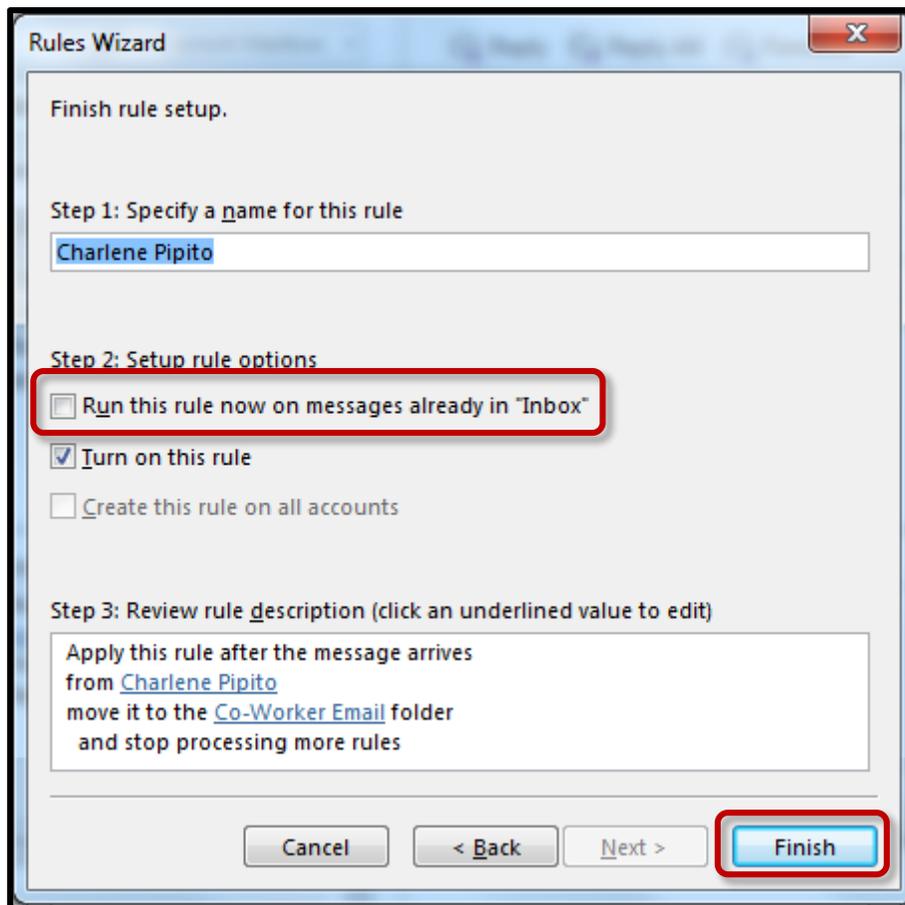
9. Click **OK** again.



10. Verify the rule description is accurate. In this example, any incoming email from **Charlene Pipito** will be moved to the **Co-Worker Email** folder. When you are satisfied with the rule, click the **Next** button **three** times.



11. You can give the rule a specific name if desired. This will help you identify the rule if you wish to make changes to it in the future. Click the box “**Run this rule now...**” to retroactively scan your Inbox and apply the rule to any that meet the filters. When you are done, click the **Finish** button.



12. If you chose to run the rule now on messages already in “Inbox” you will see a progress bar where the rule is running. Any new emails that arrive will automatically be sorted into the folder you have created. If you wish to remove this rule in the future, return to **Rules > Manage Rules & Alerts** from Step 1.

