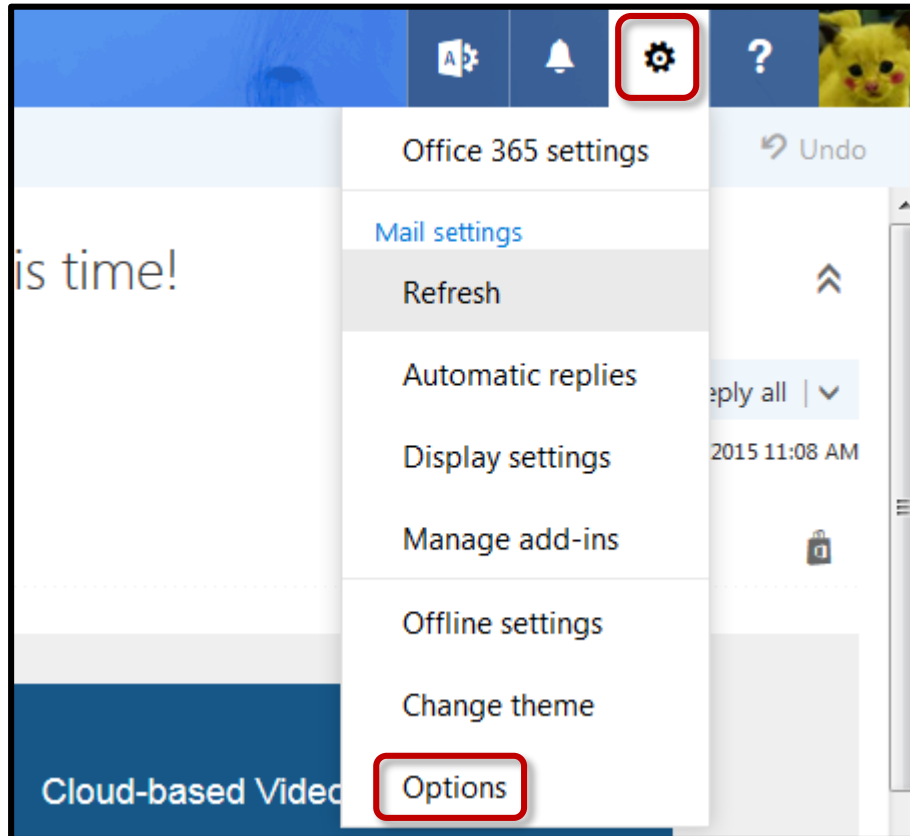


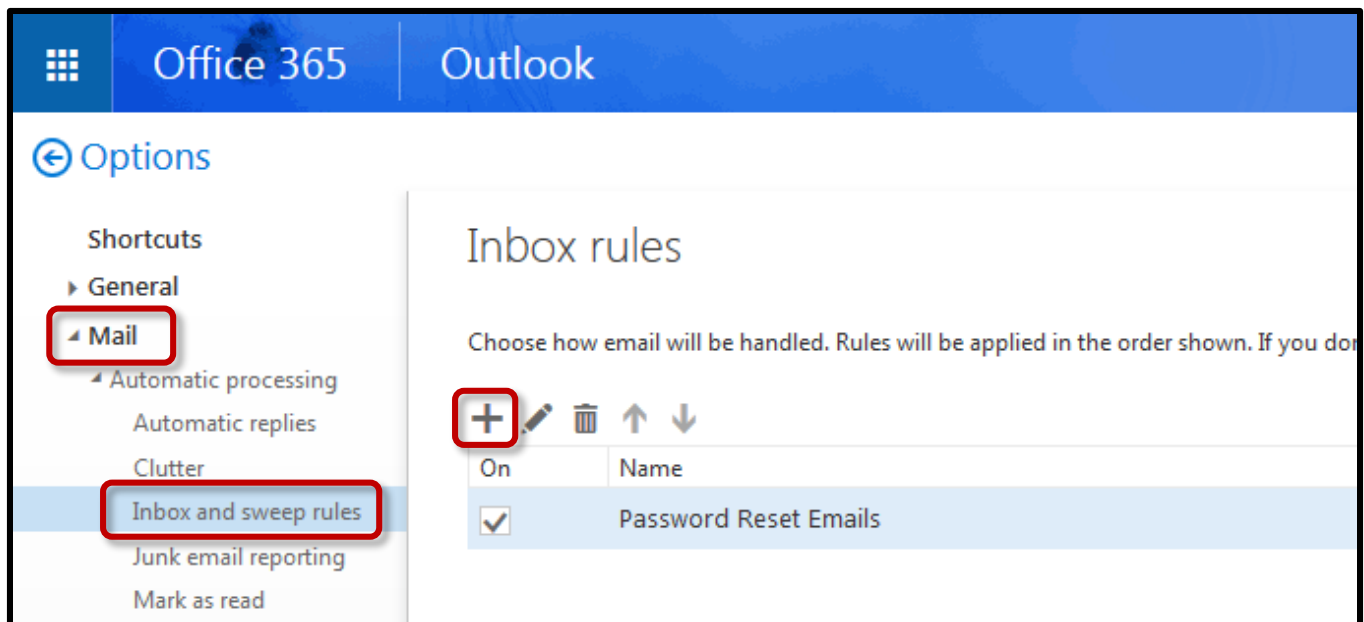
## Creating an Email Rule in Office 365 Web Email

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.

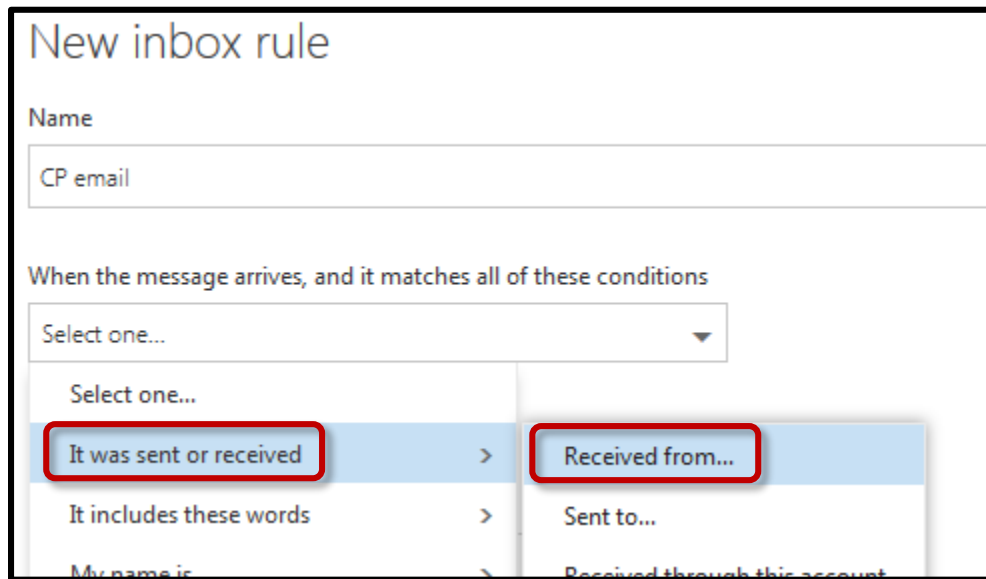
1. In the upper right corner of your web access email, click the **gear**, then click **Options**.



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.



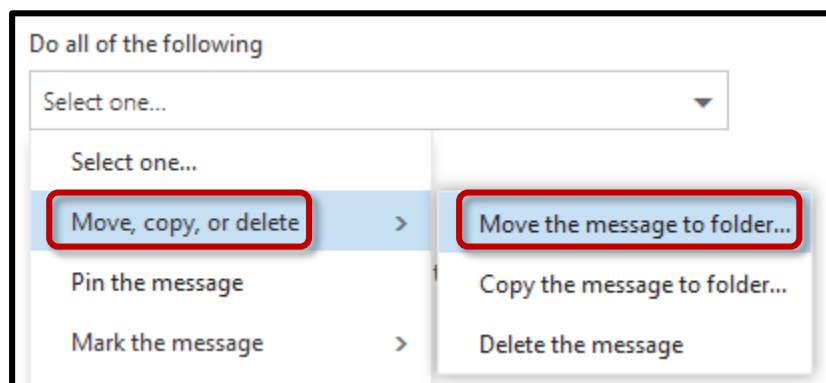
4. Create a **Name** for the inbox rule.
5. Change “**When the message arrives..**” to **It was sent or received > Received from...**



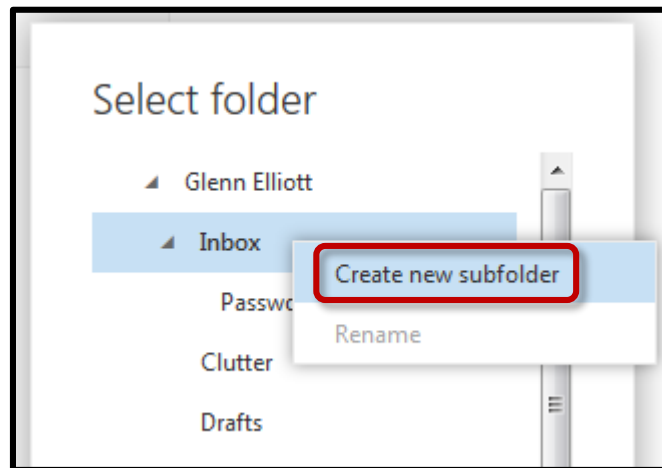
6. Find the person in the Address Book, click the **plus sign** next to their name and click **OK**.



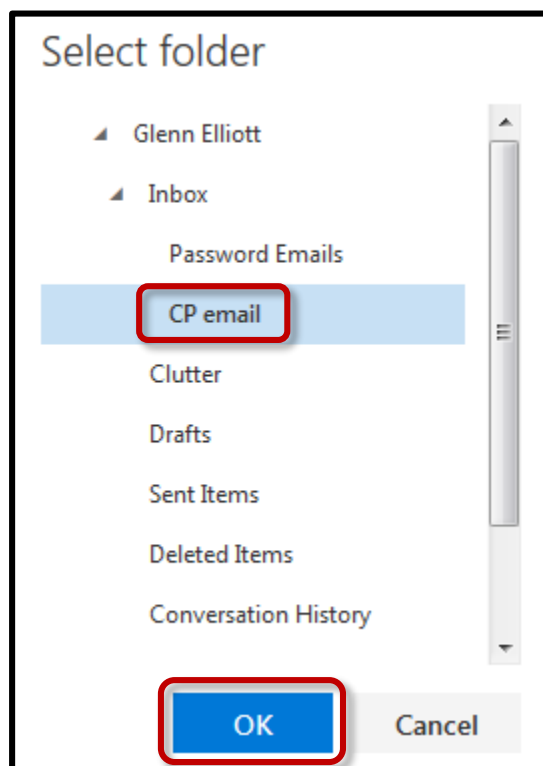
7. Change “Do all the following” to **Move, copy, or delete > Move the message to folder...**



8. A folder structure for your Inbox will appear. Right click on your **Inbox** and click **Create new subfolder**.



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



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**.

**OK** Cancel

### New inbox rule

Name

CP email

When the message arrives, and it matches all of these conditions

and it was received from... **Charlene Pipito**

Add condition

Do all of the following

and move the message to folder... **CP email**

Add action

Except if it matches any of these conditions

Add exception

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

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

### Inbox rules

Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off

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On	Name	Rule: CP email
<input checked="" type="checkbox"/>	CP email	After the message arrives and... the message was received from 'Charlene.Pipito@bucks.edu'
<input checked="" type="checkbox"/>	Password Reset Emails	Do the following... move the message to folder 'CP email' and stop processing more rules on this message

This rule is: On