FAU College of Medicine Support Center

Outlook: How rules help you manage email messages

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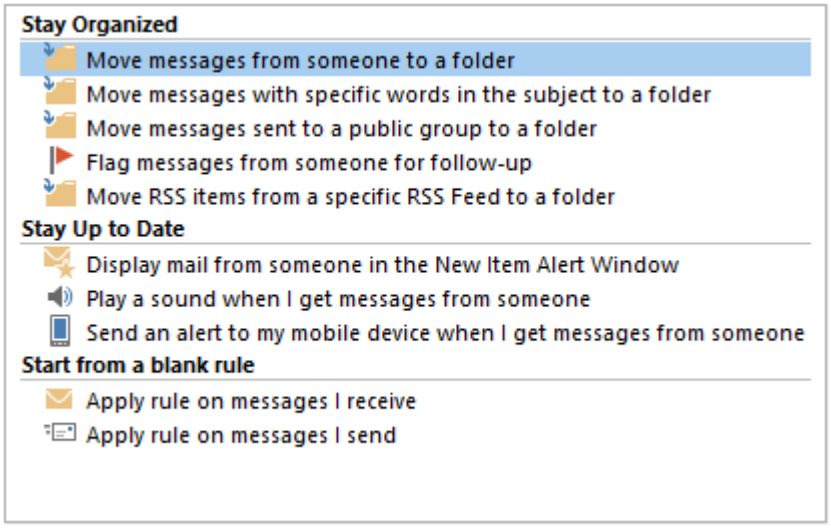
How rules help you manage email messages

By using rules, you can reduce manual and repetitive actions needed to manage your email messages. When you turn on rules, they run continuously and automatically.

Rules generally fall into one of two categories—organization or notification. You can use the Rules Wizard to help you design rules to manage your messages.

The Rules Wizard includes templates for the most frequently used rules.



Stay Organized
These rules help you not only to file messages, but also to follow-up with messages. You can create a rule for messages from a specific sender. So you could set a rule, for example, that messages received from Keri Mills with the word "sales" in the **Subject** box are to be flagged for follow-up, categorized as Sales, and moved to a folder named Keri's Sales.

Stay Up to Date
These rules notify you—based on choices you make—when you receive a particular message. You can create a rule, for example, that automatically sends a message to a mobile device when you receive a message from a family member.

Start from a blank rule
These are rules that you can create and customize without a rule template.

For more information:

https://support.office.com/en-us/article/manage-email-messages-by-using-rules-c24f5dea-9465-4df4-ad17-a50704d66c59