

RULES AND ALERTS

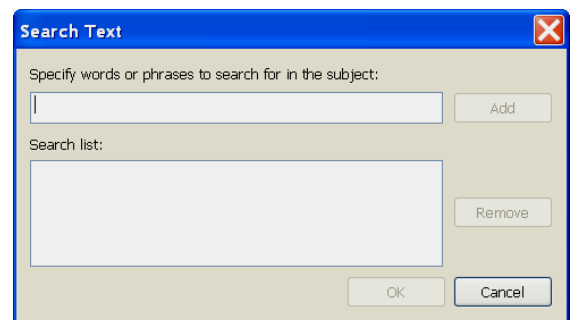
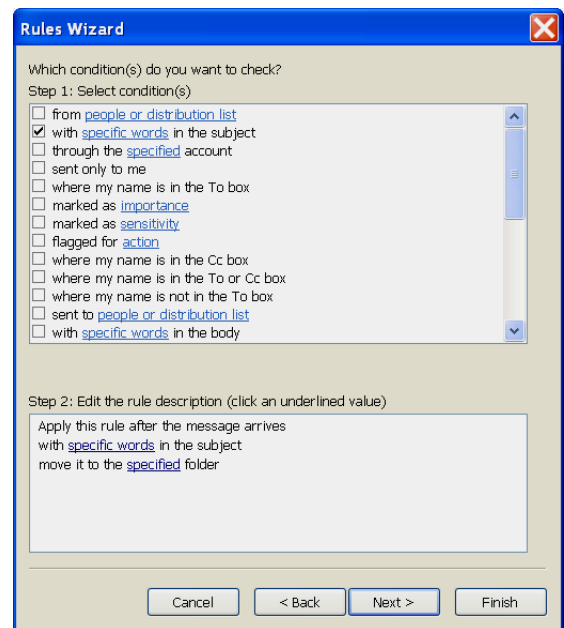
It is possible to instruct Outlook to evaluate a message and to make a decision about what to do with the message. Rules can be created that process messages as they arrive or as they are sent. This can be done by checking names, word, attachments, categories, or other message conditions. After the message has been evaluated, Outlook can automatically move the message, copy the message, delete the message, forward the message, redirect the message, reply to the message, or process the message in some other way. This is accomplished by using the Rules Wizard. All rules are summarized in a list. They are differentiated by icons that indicate what they do. To create a rule using the Rules Wizard:

STARTING THE RULES WIZARD

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click the **Rules and Alerts** option.
- ✦ The **Rules and Alerts** dialog box will appear.
- ✦ Click the **New Rule** button.
- ✦ The first page of the **Rules Wizard** will appear.
- ✦ The option **Start creating a rule form a template** will be selected.
- ✦ Take a moment to look over the types of rules that can be created from a template.
- ✦ In the **Select a template list**, click **Move Messages from someone to a folder**.
- ✦ Click **Next**.

SPECIFYING CONDITIONS

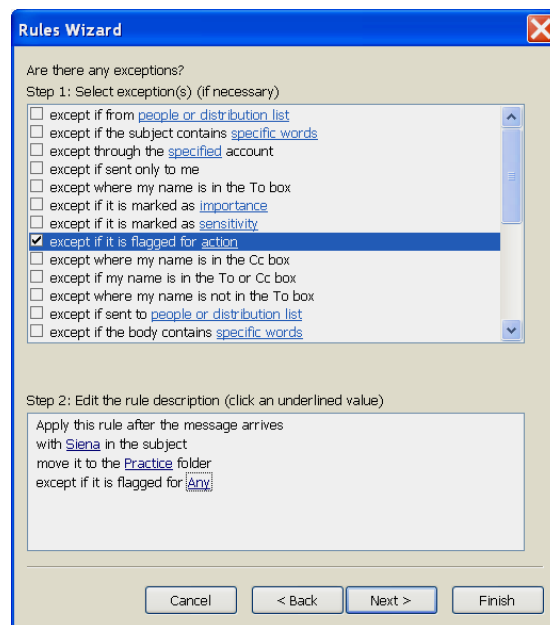
- ✦ In the **Step 1: Select Conditions** list, click the different check boxes to see what each condition does (see illustration).
- ✦ It is possible to check more than one check box while working in this area. Check and uncheck each box as you go down the list.
- ✦ For this lesson, select the option **with specific words in the subject**.
- ✦ Make sure that all other check boxes are unchecked.
- ✦ The **Edit the rule description** box is updated to reflect the change.
- ✦ The underlined words in the description are values that must be specified to complete the rule.
- ✦ Click on the **specific words** link in the **Edit the rule description** box.
- ✦ The **Search Text** dialog box will appear.
- ✦ In the **Specify words or phrases to search for in the subject** box, input a word that is in one of your messages.
- ✦ Click the **Add** button.
- ✦ The word will appear in the **Search list**.
- ✦ Specify another word or phrase, if desired, and the click the **Add** button again.



- ✦ When all the words or phrases have been added, click **OK**.
- ✦ The word or words that were specified will appear in the **Edit the rule description** area in place of the **specified words**.
- ✦ In the **Edit the rule description** box, click the underlined word **specified**.
- ✦ The **Rules and Alerts** dialog box will appear.
- ✦ A list of folders to choose from will appear under **Choose a folder**.
- ✦ Click the **New** button.
- ✦ The **Create New Folder** dialog box will appear.
- ✦ In the **Name** box, input a name for the new folder.
- ✦ In the **Select where to place the folder** list, select the **Inbox** folder.
- ✦ Once all the selections have been made, click the **OK** button.
- ✦ A new folder will appear as a subfolder of the **Inbox**.
- ✦ In the **Rules and Alerts** dialog box, click **OK**.
- ✦ The **Rules and Alerts** dialog box will close.
- ✦ The **Rule Description** box should be updated to reflect the folder selection.
- ✦ Click the **Next** button.
- ✦ Review the possible actions that may be taken in Outlook rules.
- ✦ Notice that the **move it to the specified folder** option is checked.
- ✦ Select any additional options that might apply to this rule.
- ✦ Click the **Next** button.

SPECIFYING EXCEPTIONS TO THE RULE

- ✦ The **Exceptions** window of the **Rules Wizard** will display.
- ✦ In the **Select Exception(s)** list, look at the different options that are available.
- ✦ Select the option **except if it is flagged for action** check box.
- ✦ In the **Edit the rule description** box, click the underlined word **Action**.
- ✦ The **Flagged Message** dialog box will appear.
- ✦ Click the down arrow to the right of the **Flag** box to display the available actions.
- ✦ Click **any** in the list of actions.
- ✦ The **Edit the rule description** box will be updated to reflect the selection.
- ✦ Click the **Next** button.



FINISHING RULE SETUP

- ✦ The **Final Page** of the **Rules Wizard** will display.
- ✦ Specify a name for the rule or accept the default name.
- ✦ Select the **Run this rule now on messages already in "Inbox"** check box.
- ✦ Make sure the **Turn on this rule** box is selected.
- ✦ Click the **Finish** button.
- ✦ The **New Rule** will appear in the **Rules and Alerts** dialog box.