



## Creating an Inbox Rule in Outlook 2010 / 2013 (Windows)

Use the following instructions to create an Inbox rule on the Outlook 2010 or Outlook 2013 client for Windows.

1. Click the **File** tab.
2. Click **Manage Rules & Alerts**.
3. In the **Rules and Alerts** dialog box, on the **E-mail Rules** tab, click **New Rule**.
4. Under **Step 1: Select a template**, select the template that you want from the **Stay Organized** or **Stay Up to Date** collection of templates.
5. Under **Step 2: Edit the rule description**, click an underlined value. For example, if you click the **people or public group** link, the Address Book opens.
6. Click **Next**.
7. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply.
8. Under **Step 2: Edit the rule description**, click an underlined value for any condition that you added, and then specify the value.
9. Click **Next**.
10. Under **Step 1: Select action(s)**, select the action that you want the rule to take when the specified conditions are met.
11. Under **Step 2: Edit the rule description**, click an underlined value for any action that you added, and then specify the value.
12. Click **Next**.
13. Under **Step 1: Select exception(s)**, select any exceptions to the rule, and then click **Next**.
14. Under **Step 2: Edit the rule description**, click an underlined value for any exception that you added, and then specify the value.
15. Click **Next**.
16. Under **Step 1: Specify a name for this rule**, enter a name.
17. Under **Step 2: Setup rule options**, select the check boxes for the options that you want.
  - If you want to run this rule on messages that already are in the Inbox, select the **Run this rule now on messages already in "Inbox"** check box.
  - By default, the new rule is turned on. To turn off the rule, clear the **Turn on this rule** check box.
  - To apply this rule to all email accounts set up in Outlook, select the **Create this rule on all accounts** check box.
18. Click **Finish**.