

Create and modify Outlook rules ^[1]

June 18, 2020 by [UIS Communications](#) ^[2]

In a time when we are relying on electronic communications more than ever, it can often feel overwhelming with how many emails hit our inbox each day. Outlook makes it easy for users to manage and organize their inbox and allow you to teach Outlook how you want specific messages handled automatically.

Interested in finding out more? Check out the step-by-step instructions in Microsoft Office's walkthrough on [managing email messages by using rules](#) ^[3].

[Microsoft](#) ^[4], [Outlook email](#) ^[5]

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