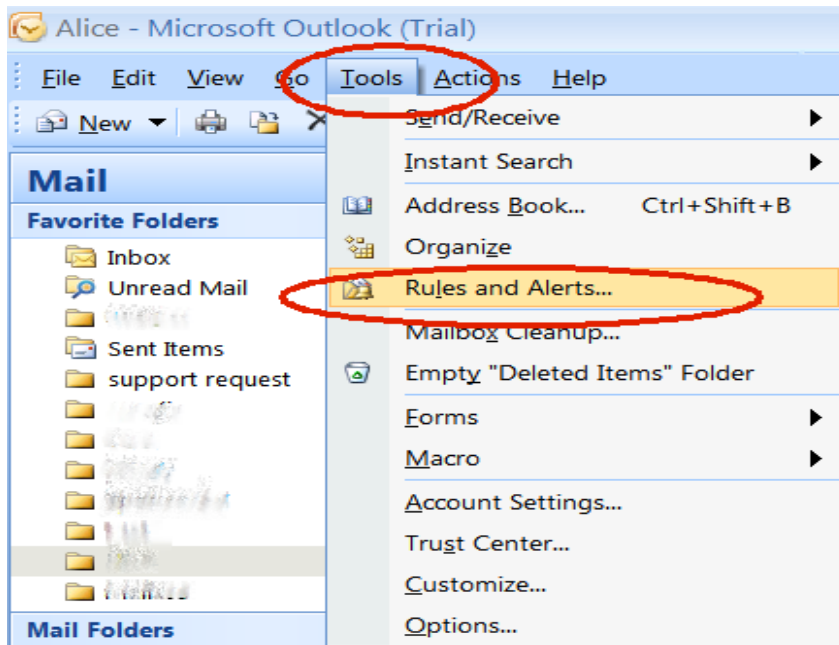


How to Filter E-mail to Folders in Outlook

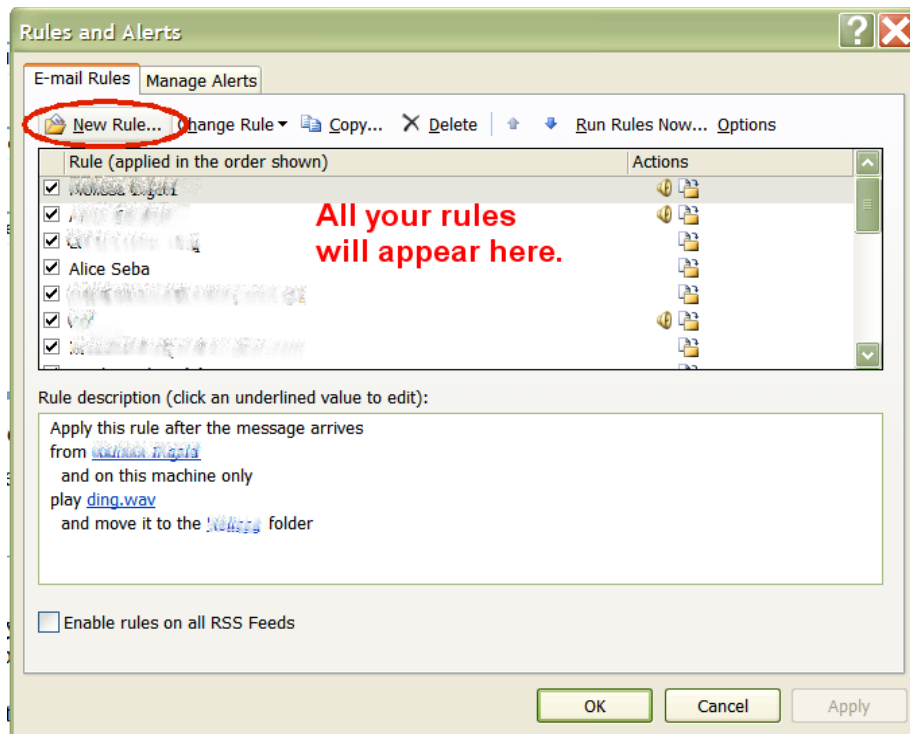
Objective: Learn to filter emails to designated folders

- **Step 1: Open Outlook**
 - Double Click On Outlook

- **Step 2: Open Tools**
 - Select tools
 - Select Rules and Alerts...

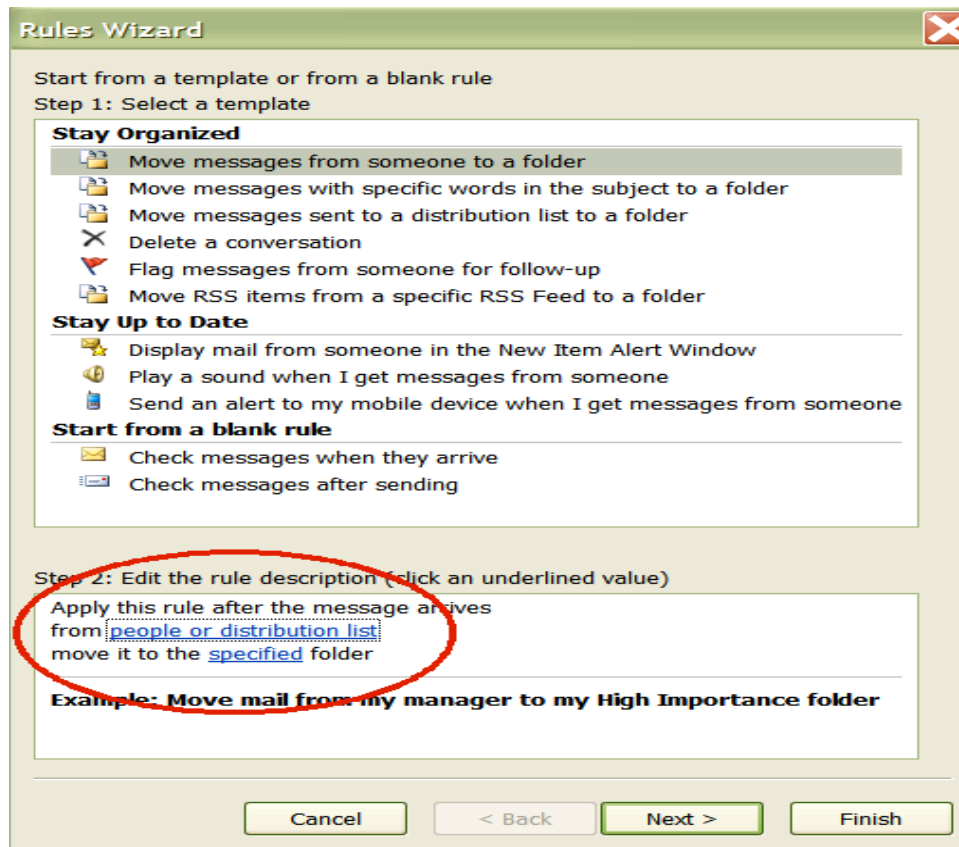


- **Step 3: Rules and Alerts Window**
 - All your rules will appear in the window below
 - Click on New Rules Button



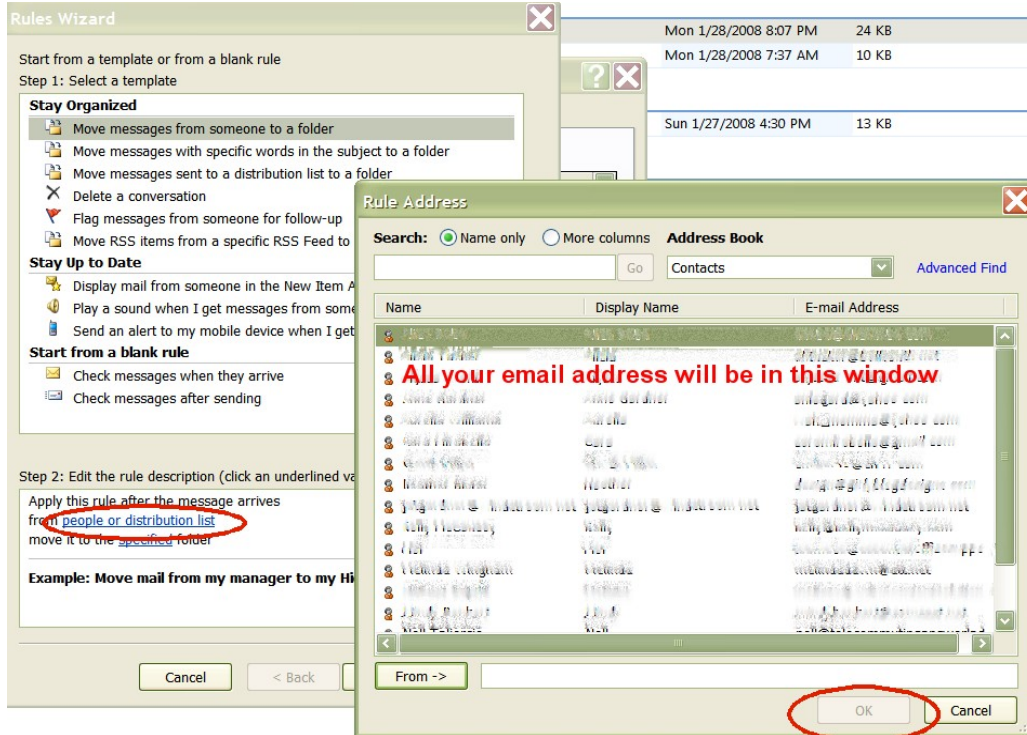
▪ **Step 4: Select Template**

- Out of the list pick which template you want for this rule
- Click on [people or distribution list](#)



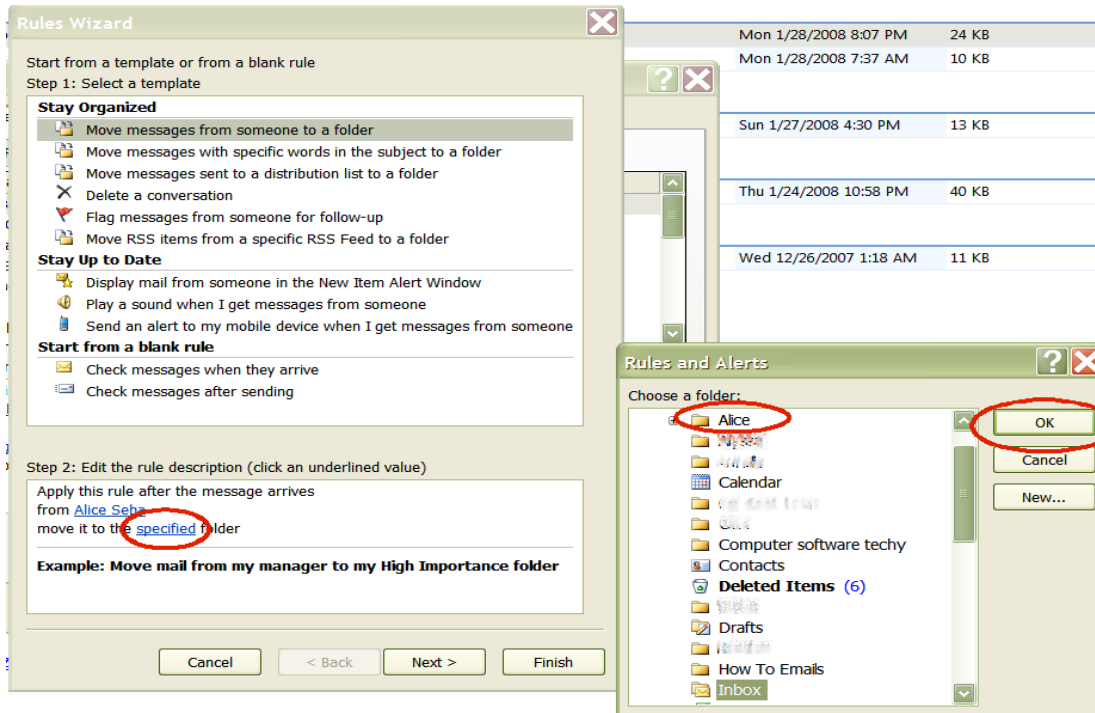
▪ Step 5: Rule Address

- Choose an email you want to use for this rule
- Double click on that email address
- Once it shows up in the from section at the bottom
- Click Ok



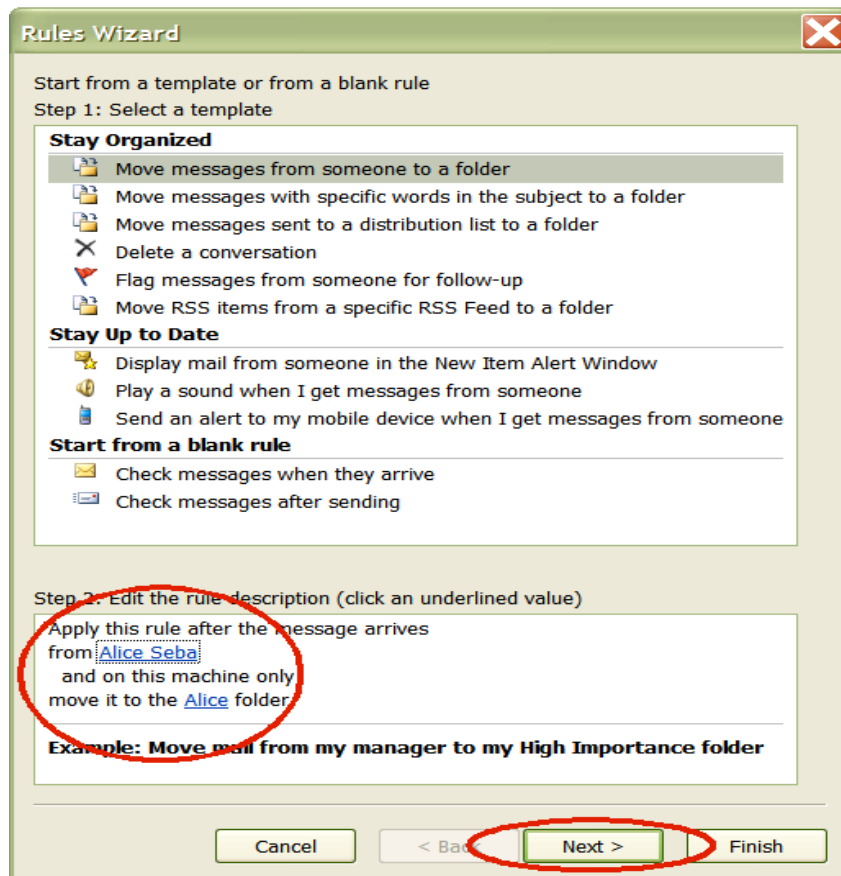
▪ **Step 6: Select Folder**

- Click on **specified** (circled in red)
- Choose which folder you want these emails to go into
- Click Ok



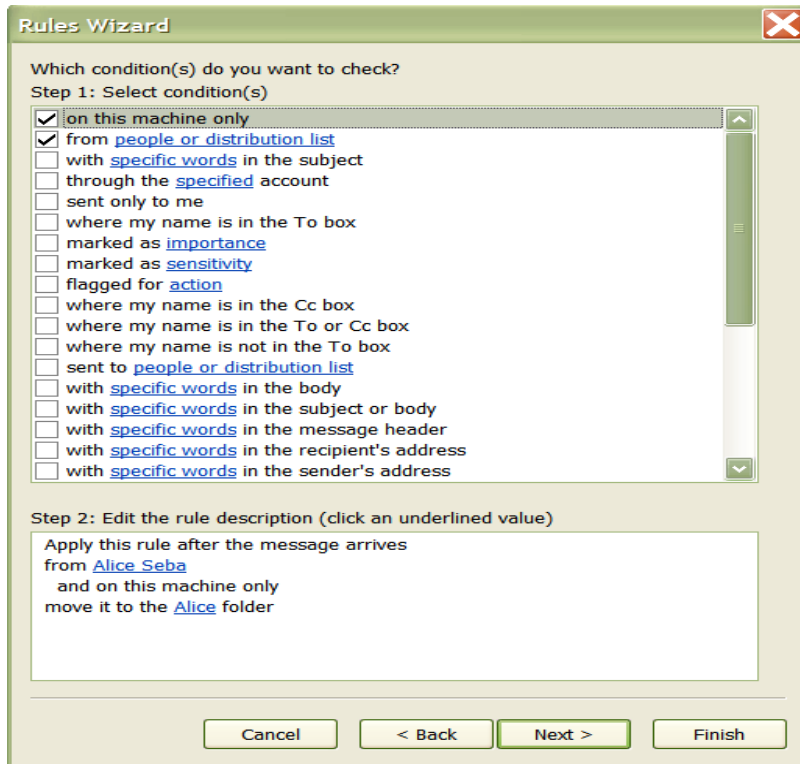
▪ **Step 7: Double check**

- Double check that you are applying this rule to messages from
- And that these messages will go into the correct folder
- Click Ok



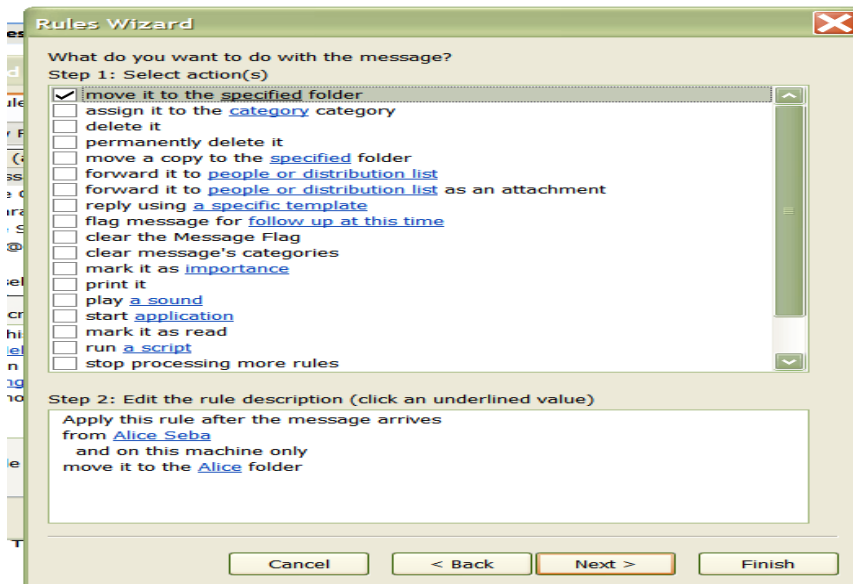
▪ **Step 8: Select Conditions**

- Condition window appears
- Check which conditions you want to apply to this rule
- Click Next

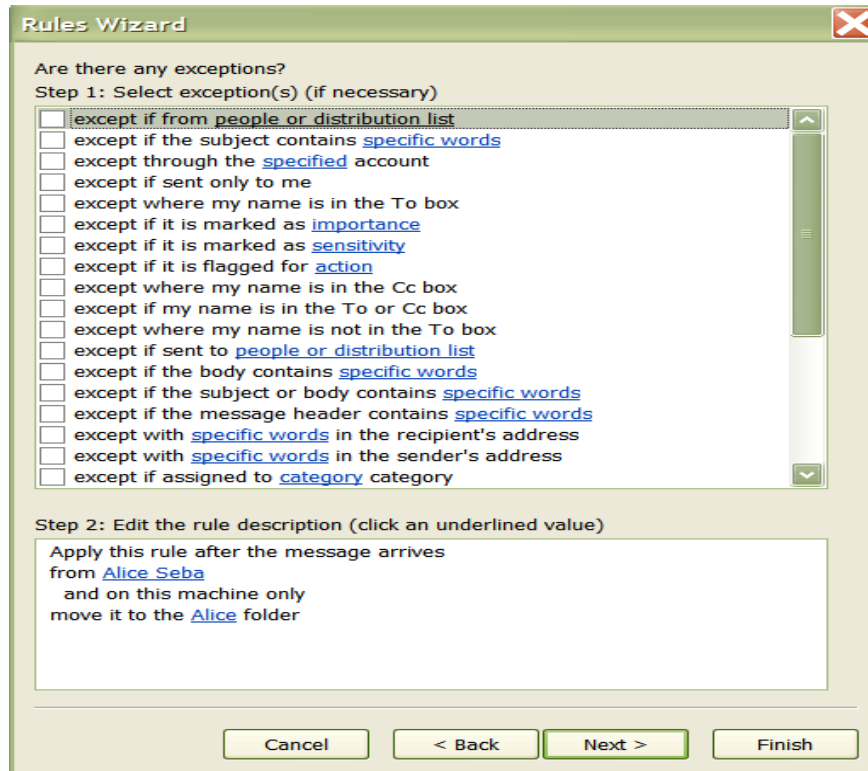


▪ **Step 9: Select action**

- Put a check mark in all actions you want to happen to this email when it comes into your email account
- Click Next



- **Step 10: Exceptions**
 - Select any exceptions you want for this rule
 - Click Next



The screenshot shows the 'Rules Wizard' dialog box in Outlook. The title bar reads 'Rules Wizard' with a close button. The main text asks 'Are there any exceptions?' and 'Step 1: Select exception(s) (if necessary)'. A list of 18 exceptions is shown, each with an unchecked checkbox. The first exception, 'except if from people or distribution list', is selected. Below the list, 'Step 2: Edit the rule description (click an underlined value)' is shown with a text area containing: 'Apply this rule after the message arrives from Alice Seba and on this machine only move it to the Alice folder'. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

Rules Wizard

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

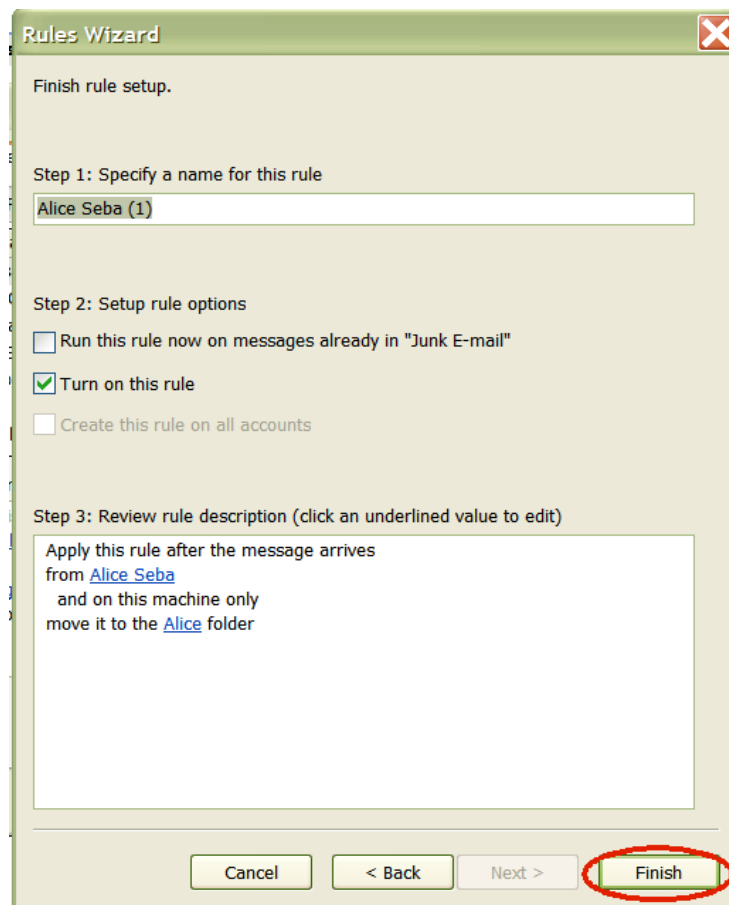
- except if from people or distribution list
- except if the subject contains specific words
- except through the specified account
- except if sent only to me
- except where my name is in the To box
- except if it is marked as importance
- except if it is marked as sensitivity
- except if it is flagged for action
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To box
- except if sent to people or distribution list
- except if the body contains specific words
- except if the subject or body contains specific words
- except if the message header contains specific words
- except with specific words in the recipient's address
- except with specific words in the sender's address
- except if assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from Alice Seba
and on this machine only
move it to the Alice folder

Cancel < Back Next > Finish

- **Step 11: Finish Rule**
 - Give your rule a name
 - Make sure turn on this rule is checked
 - Click Finished



Now that you have this done all emails coming in from that email address will go straight to the designated folder therefore not cluttering up your inbox and keeping your emails much more organized.

Terms of use

- Give it away to your blog/website readers
- Give it away as a freebie to those who sign up for your mailing list
- Give it away as a free bonus to your paid products
- Give it away to members of your membership site as a free bonus
- Give it away to your customers or clients as a gift
- Give it away during a webinar as a learning tool
- This checklist is not be sold
- This checklist is not to be altered or edited in any way.

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