Create a 'move message' rule in Outlook

Rules allow you to move, flag, and respond to email messages automatically. You can also use rules to play sounds, move messages to folders, or display new item alerts.

The easiest and most common rule to create is one that automatically moves a message from a certain sender or with certain words in the subject line to a different folder (if you want to create a new folder for this, do this first).

1. Right-click on a message in your inbox (or another email folder) and select Rules.

2. Outlook automatically suggests creating a rule based on the sender and the recipients. To view more options, select **Create Rule.**



3. In the **Create Rule** dialog box, select one or more of the first three checkboxes.



4. In the **Do the following** section, if you want to move the message to a folder, select the **Move the item to folder** box and choose **Select Folder**.

Create Rule			×	
When I get email with all of t	ne selected condit	ions		
From donotreply@blackboard.canterbury.ac.uk				
Subject contains Daily	Notifications			
Sent to me only			~	
Do the following				
Display in the New Item	Alert window			
Play a selected sound:	Windows Notif	y Email. 🕨	 Browse 	
Move the item to folder:	Inbox		Select Folder	
	ОК	Cancel	Advanced Options	

5. In the **Rules and Alerts** dialog box that pops up, select the folder you want the emails to be moved to from the list on the left and click **OK**.



6. Click **OK** again on the **Create Rules** dialog box and a message will pop up. If you want the messages that are already in the folder to be moved too, check the box, and then click **OK**.

Create Rule	\times		
When I get email with all of the selected conditions			
Success			
Image: The rule "donotreply@blackboard.canterbury.ac.uk" has been created. Do Image: The rule "donotreply@blackboard.canterbury.ac.uk" has been created. Image: The rule "donotreply@blackboard.canterbury.ac.uk" has been created.			
Move the item to folder: Blackboard Notification Select Folder			
OK Cancel Advanced Optic	ons		