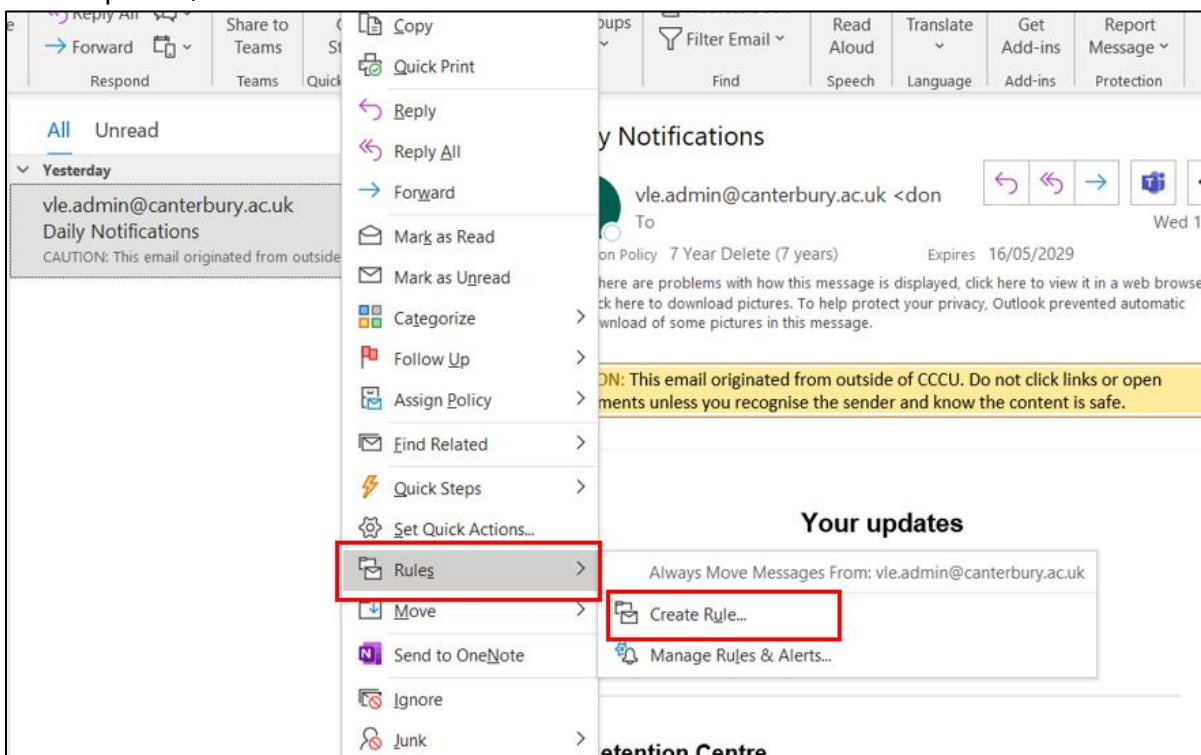


Create a 'move message' rule in Outlook

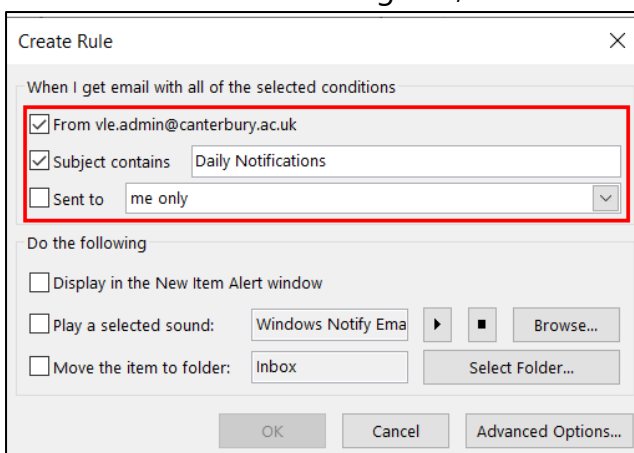
Rules allow you to move, flag, and respond to email messages automatically. You can also use rules to play sounds, move messages to folders, or display new item alerts.

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).

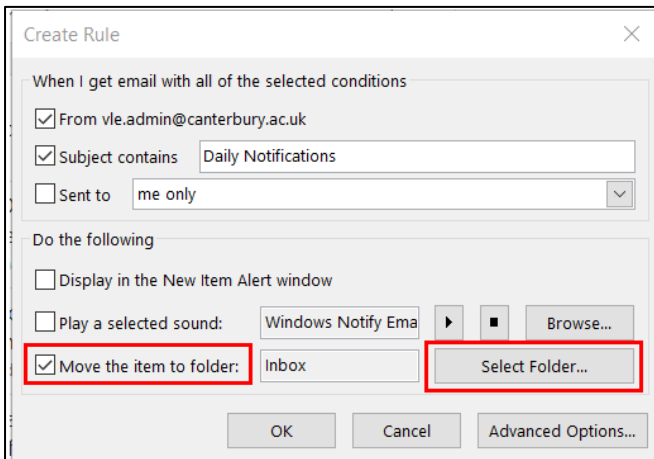
1. Right-click on a message in your inbox (or another email folder) and select **Rules**.
2. Outlook automatically suggests creating a rule based on the sender and the recipients. To view more options, select **Create Rule**.



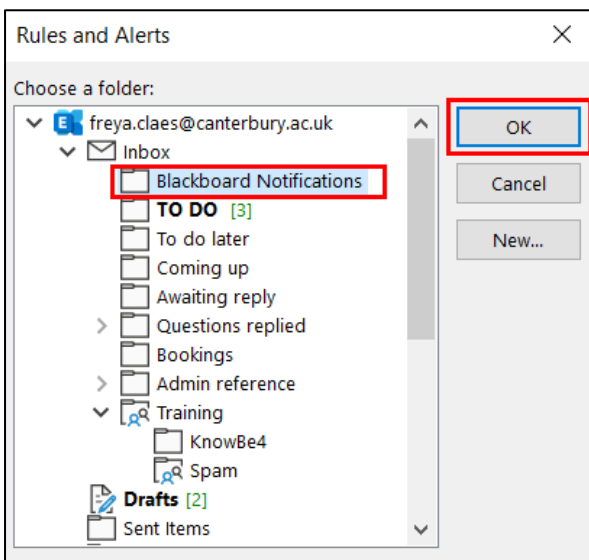
3. In the **Create Rule** dialog box, select one or more of the first three checkboxes.



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**.



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**.

