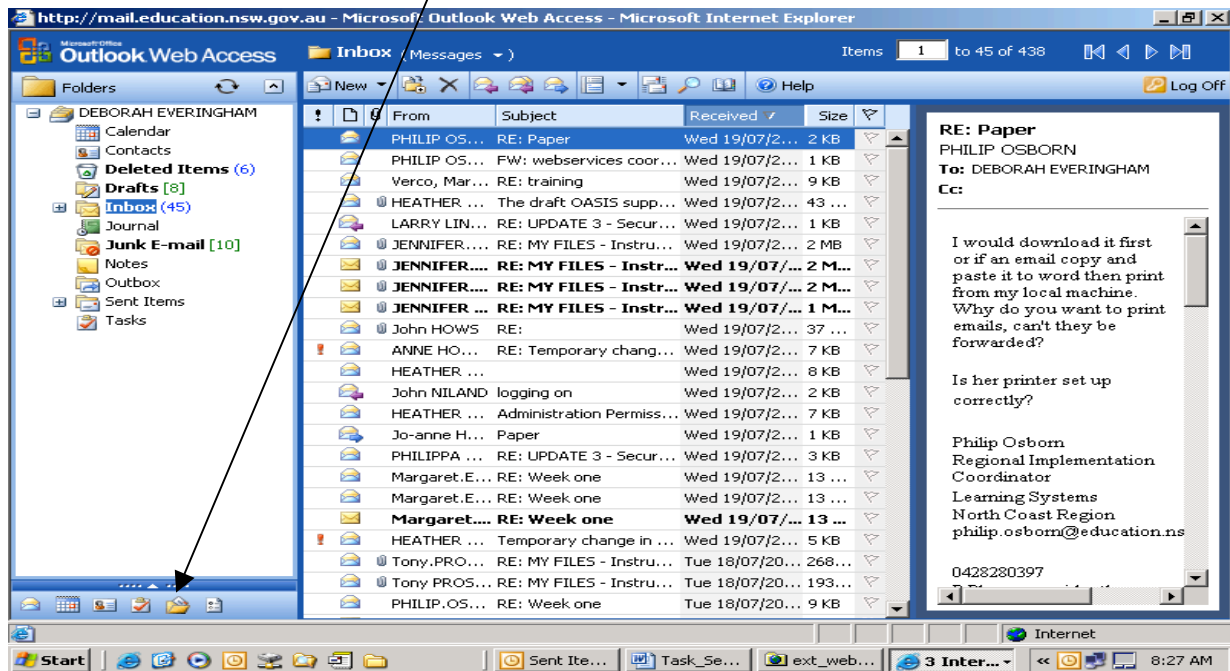


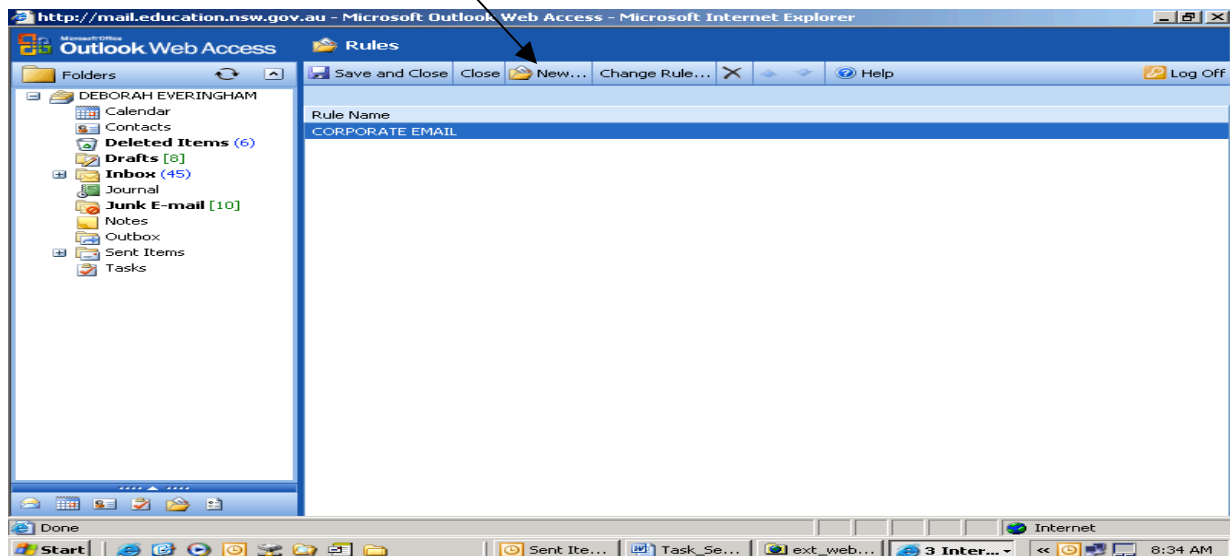
Using Rules

You can manage your e-mail messages by using rules to automatically perform actions on incoming messages. After you create a rule, Microsoft Office Outlook Web Access applies the rule to messages that arrive in your Inbox. For example, you can automatically forward all messages sent by **John Smith** to your manager when they arrive in your Inbox

1. In the [Navigation Pane](#), click **Rules**.



2. In the **Rules** screen, click **New**.



3. In the **Rule Name** box, type a name for the rule if you want to give the rule a specific name. If you leave this box blank, Outlook Web Access will generate a name from the rule criteria you specify (for example, "Sent only to me").

Education.nsw.gov.au - Microsoft Outlook Web Access - Microsoft Internet Explorer

Edit Rule : Outlook Web Access -- Web Page Dialog

Save and Close Help

Rule Name (optional)

When a message arrives

Where the

From field contains

Subject contains

Importance is

Sent to

People or Distribution List

Or is Sent only to me

Then

Move it to the [specified](#) folder

Copy it to the [specified](#) folder

Delete it

Forward it to

Keep a copy in my Inbox

4. In the **Edit Rule** dialog box, specify any or all of the following conditions:
5. To base the rule on who sent the message, type the alias or e-mail address of the user name or distribution list in the **From field contains** box. To find the person or distribution list in the Global Address List or your contacts, click **Address Book**

Outlook Web Access - Microsoft Internet Explorer

Edit Rule : Outlook Web Access -- Web Page Dialog

Save and Close Help

Rule Name (optional)

When a message arrives

Where the

From field contains

Subject contains

Importance is

Sent to

People or Distribution List

Or is Sent only to me

Then

Move it to the [specified](#) folder

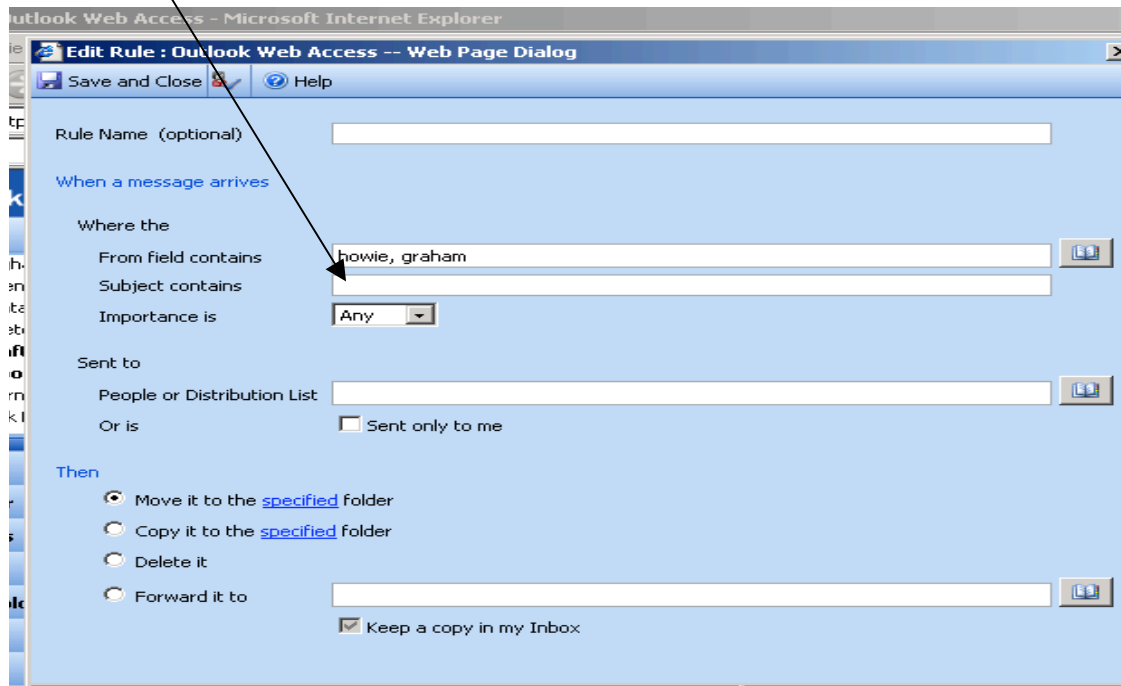
Copy it to the [specified](#) folder

Delete it

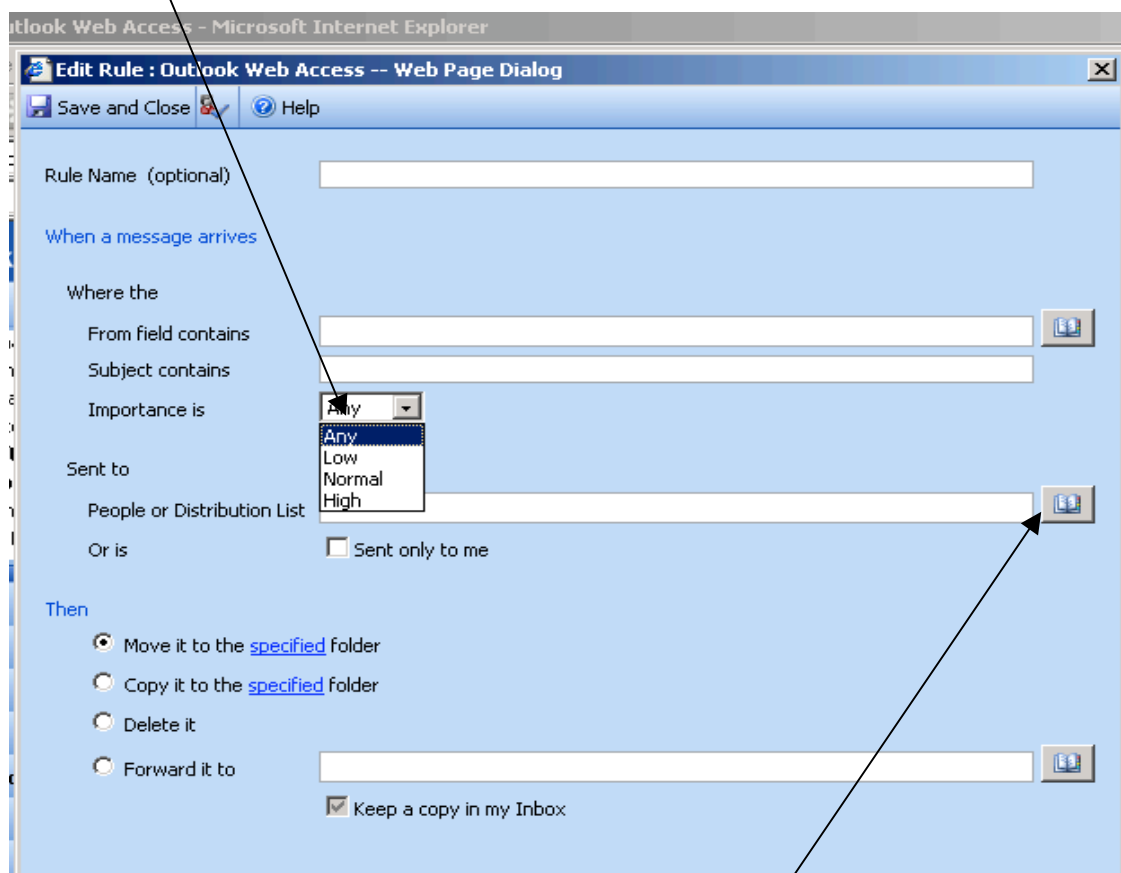
Forward it to

Keep a copy in my Inbox

- To base the rule on words in the subject of the message, type the words in the **Subject contains** box.



- To base the rule on the importance setting of the message, select the importance in the **Importance is** menu.



- To base the rule on who the message was sent to, type the alias or e-mail address of the user name or distribution list in the **People or Distribution List** box. Separate two or more entries with a semicolon (;). To find the person or distribution list in your organization's address book or your contacts, click **Address Book**.

- To base the rule on messages that are sent only to you, select the **Sent only to me** check box.

Outlook Web Access - Microsoft Internet Explorer

Edit Rule : Outlook Web Access -- Web Page Dialog

Save and Close Help

Rule Name (optional) _____

When a message arrives

Where the

From field contains _____

Subject contains _____

Importance is Any

Sent to

People or Distribution List _____

Or is Sent only to me

Then

Move it to the [specified](#) folder


Copy it to the [specified](#) folder

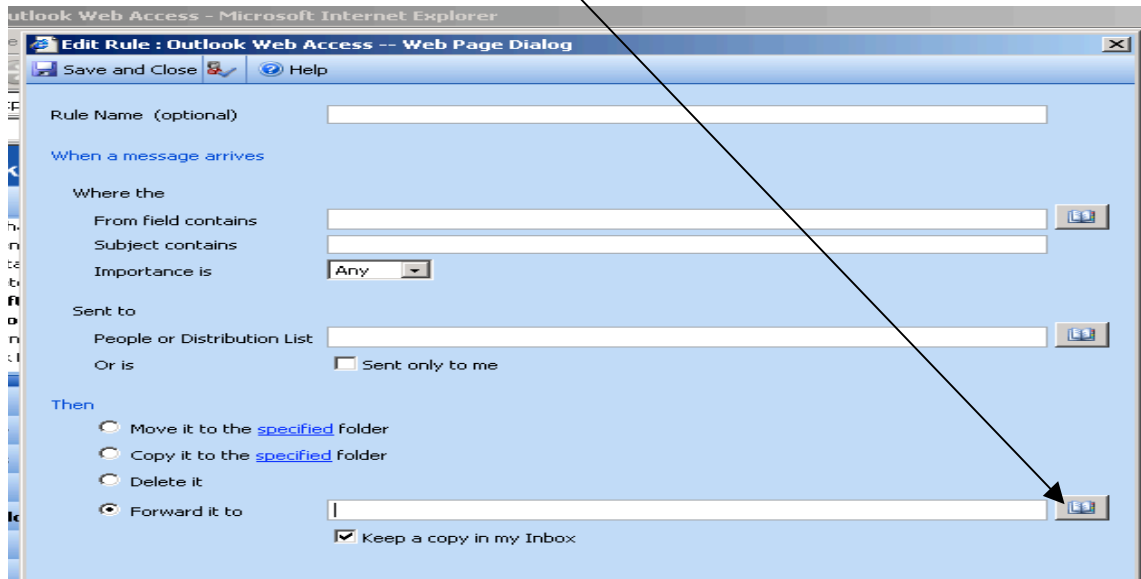
Delete it

Forward it to _____

Keep a copy in my Inbox

- Specify what to do with the message if it meets the conditions you set in step 4:
- To move the message to a folder, select **Move it to the specified folder**, click **specified**, and then select the appropriate folder in the **Move/Copy Item** dialog box.
- To copy the message to a folder, select **Copy it to the specified folder**, click **specified**, and then select the appropriate folder in the **Move/Copy Item** dialog box.
- To delete the message, select **Delete it**.

14. To forward the message to someone, select **Forward it to**, and then type the alias or e-mail address of the person or distribution list in the adjacent box. Separate two or more entries with a semicolon (;). To find the person or distribution list in your organization's address book or your contacts, click **Address Book** . By default, a copy of the forwarded message is kept in your Inbox.



15. Click **Save and Close**.

