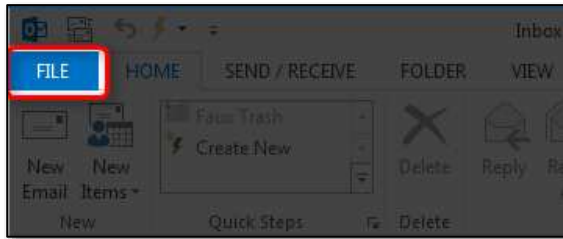
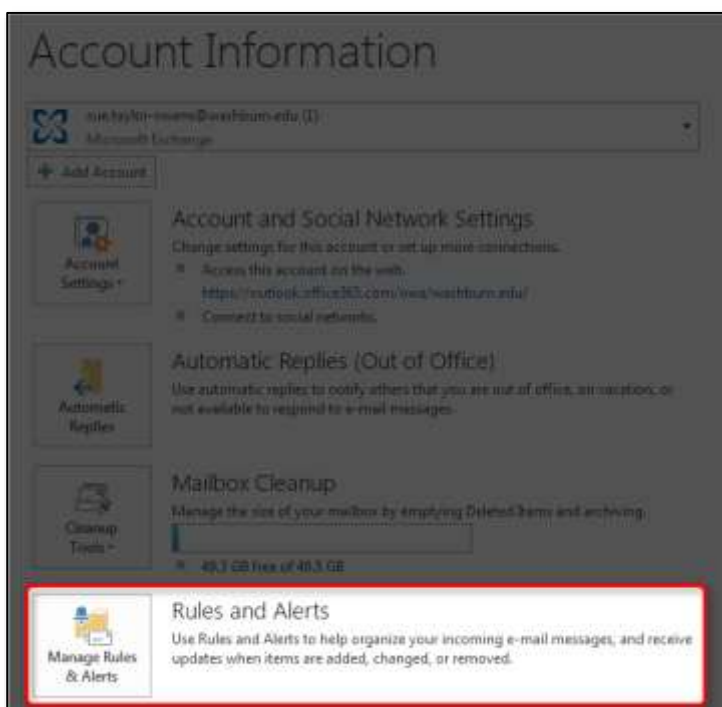


Setting Up Rules in Desktop Outlook

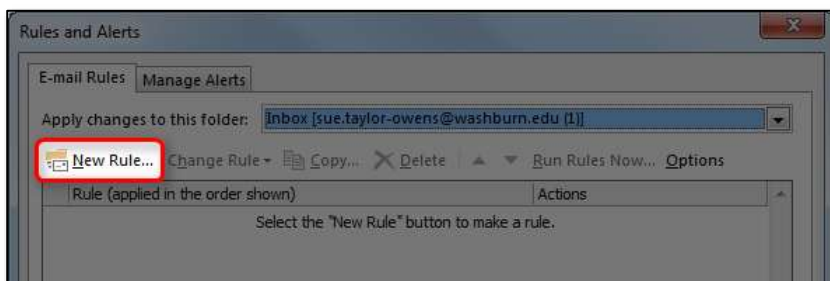
1. Open **Outlook**
2. Click on the **File** tab



3. Choose **Rules and Alerts**

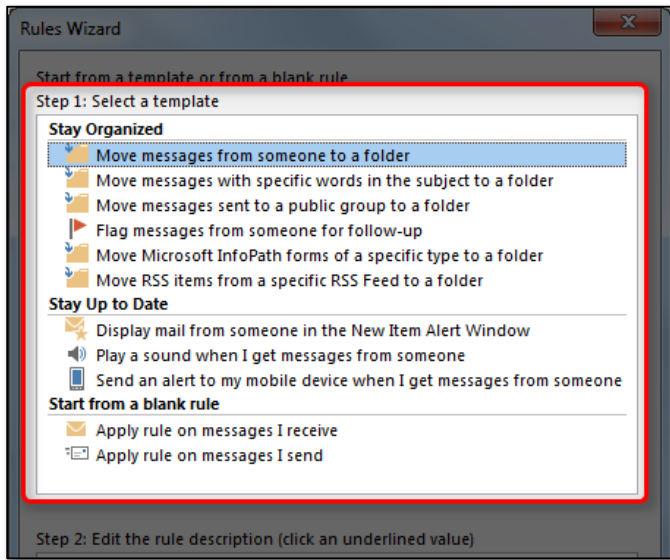


4. Click the **New Rule...** button

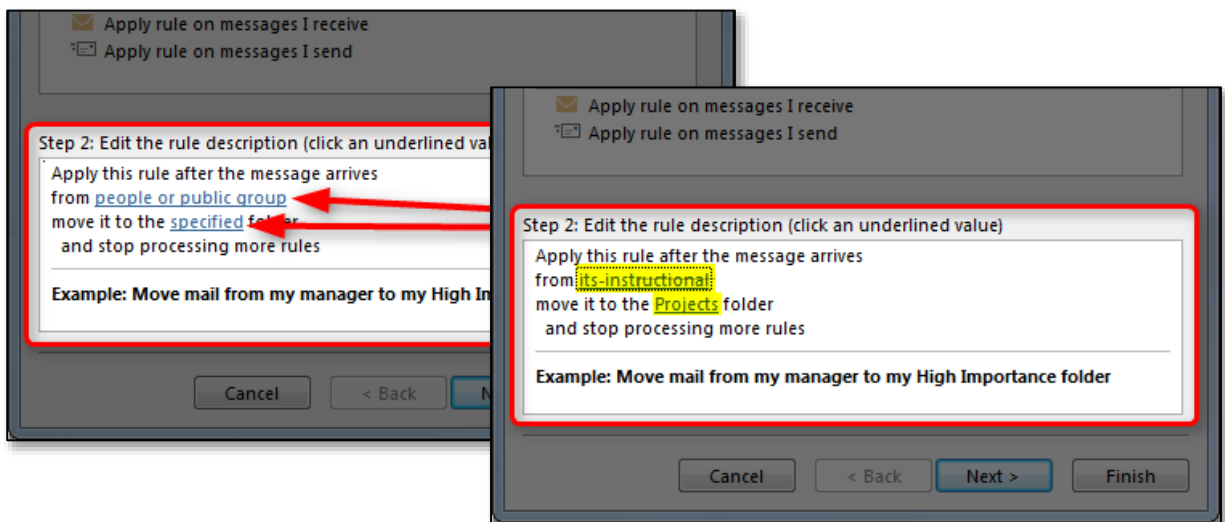


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5. Select a template that fits your situation



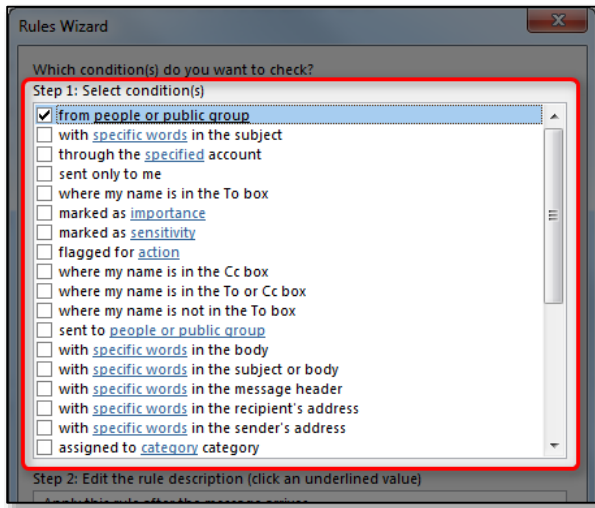
6. Edit the rule template to match what you want to have happen by clicking the links



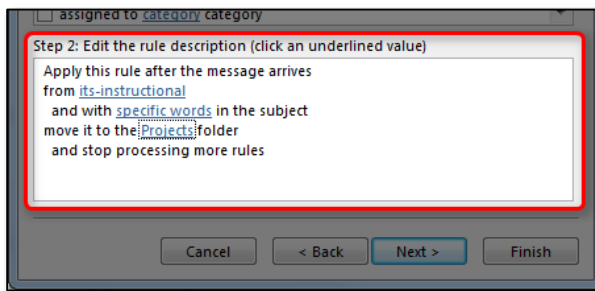
7. If that completes your rule, click the **Finish** button (skip to step 11). If you want to add more steps, click the **Next** button

Setting Up Rules in Desktop Outlook

8. If you clicked Next, check the box next to the **other conditions** you want to create for this rule



9. **Edit the conditions** to match what you want to have happen by clicking the links



10. If that completes your rule, click the **Finish** button.
If you want to add more steps, click the **Next** button and repeat **steps 8-10** as many times as necessary.
11. If you are done creating rules, click the **OK** button

