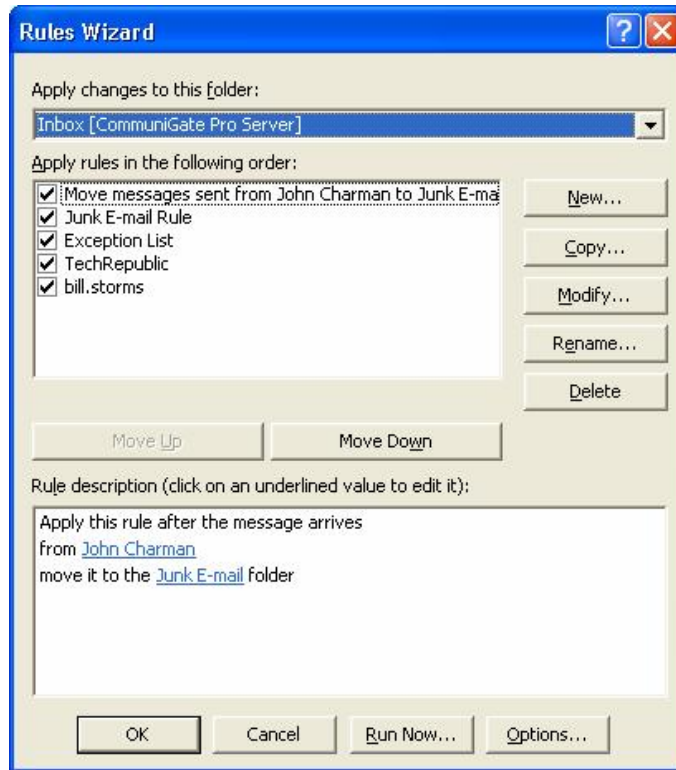
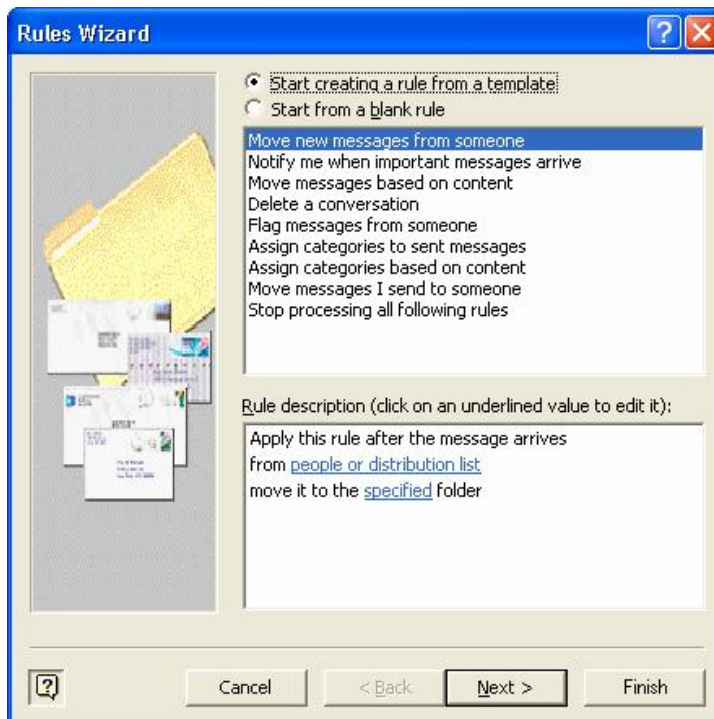


Email Rules Setup (Filter)

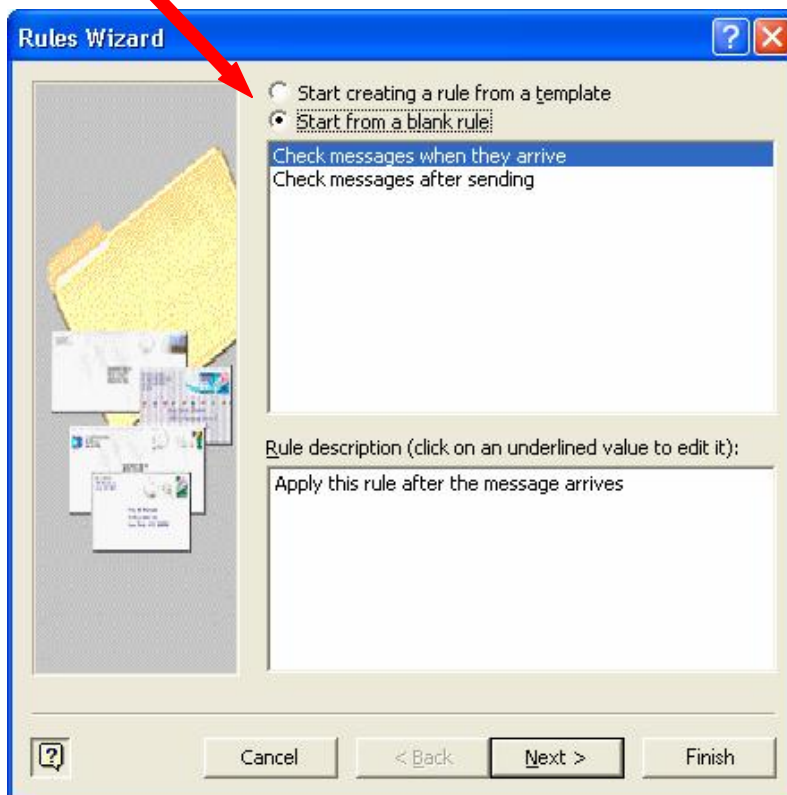
Open Outlook, click TOOLS on the menu bar. Click *Rules Wizard* and then *New* to open the Rules Wizard window.



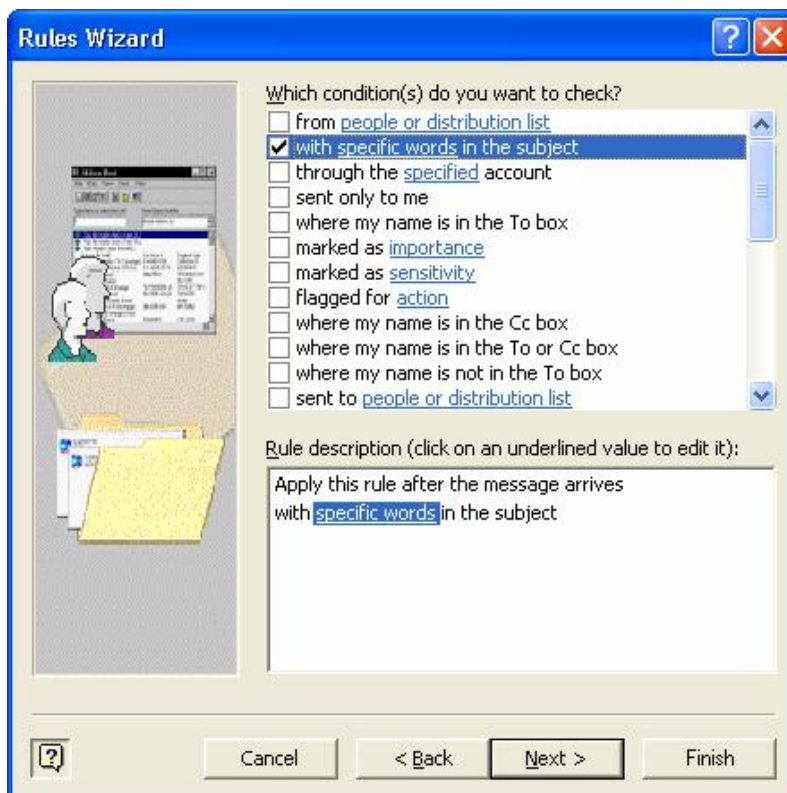
You can choose to create a rule from a template or start from a blank rule. The following steps will create a rule from the blank setup.



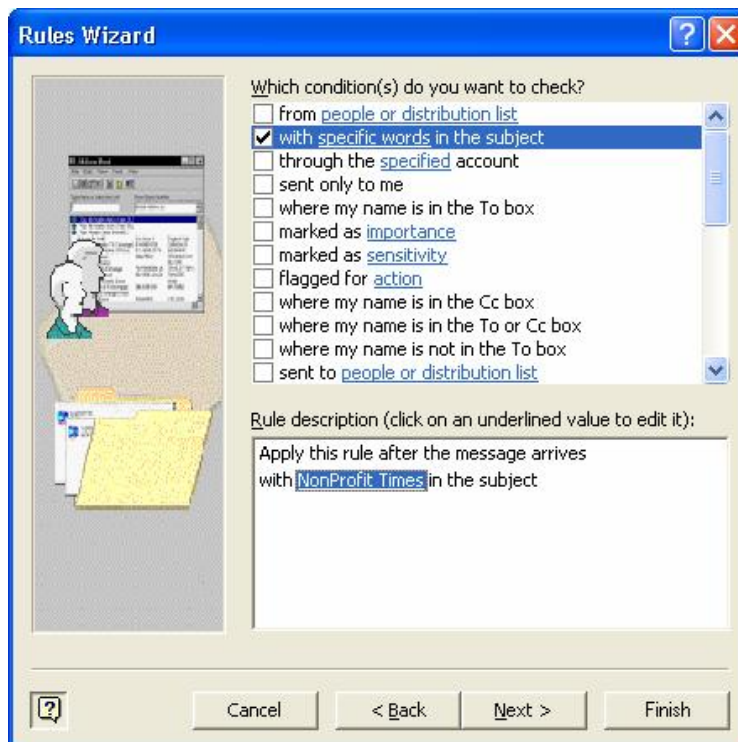
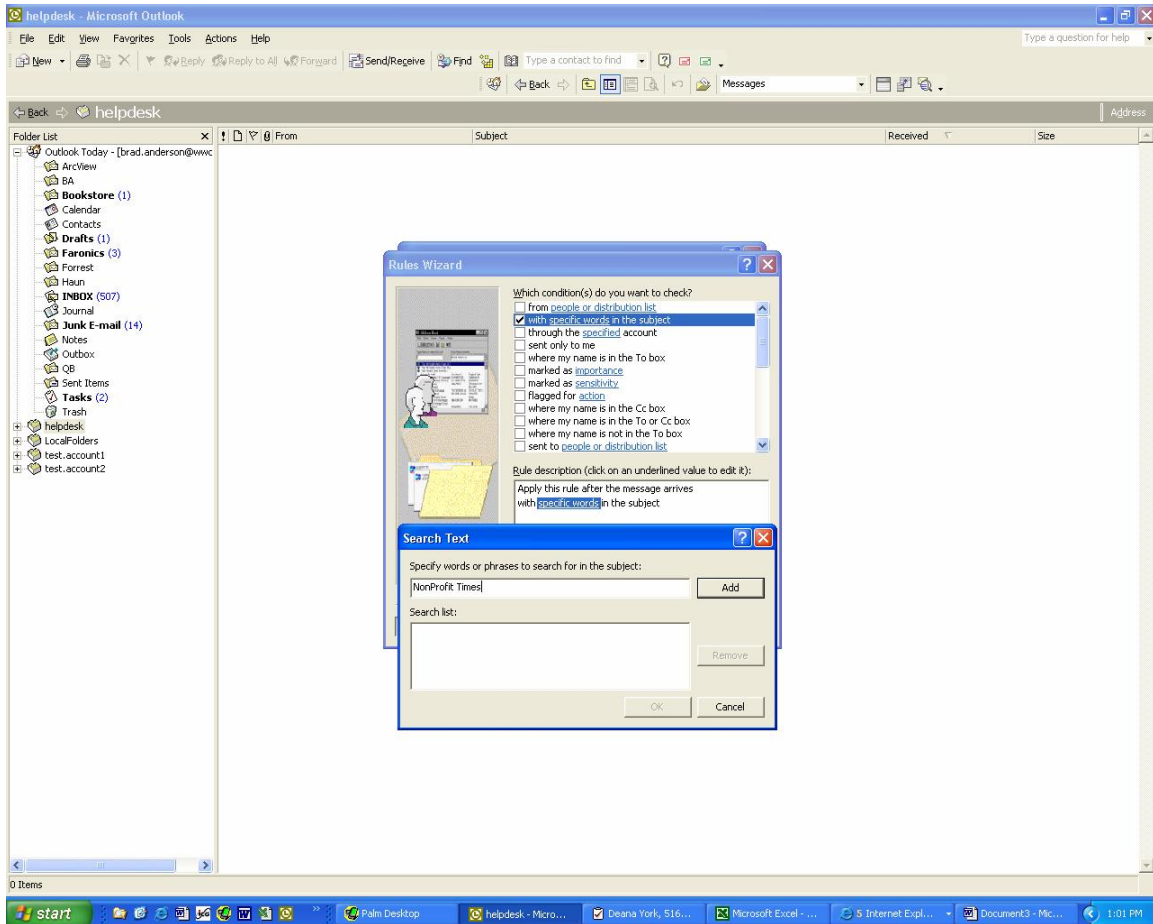
Click the appropriate radio button



Select the Condition that triggers the rule. Double click the link in the lower dialog box and enter the appropriate text. In this case, email from “The NonProfit Times” will be automatically moved to the Junk E-mail folder.



Enter the text that will trigger the rule and click Add



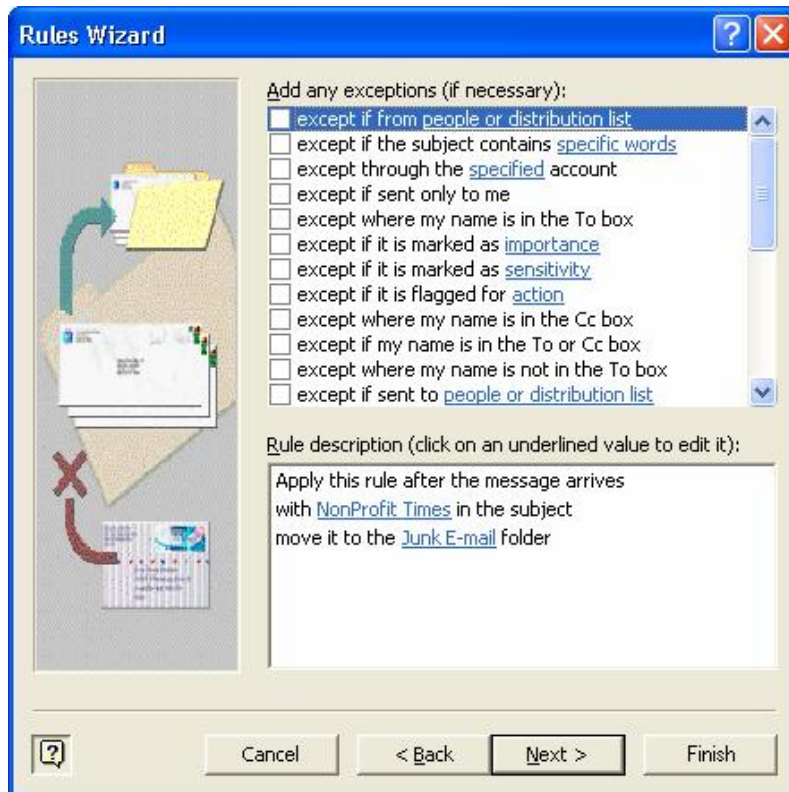
Select the action to be taken when the rule is triggered and in this case the folder where the message will be sent



This window shows the subject line phrase, NonProfit Times, and the action and destination folder when the rule is applied. Click Next to continue.



You can select any exceptions you may wish to add to the rule. Click Next to continue.



Name your rule and click finish. Your new rule will be applied. When you open the Rules Wizard window you will see the name of the rules you have created.

