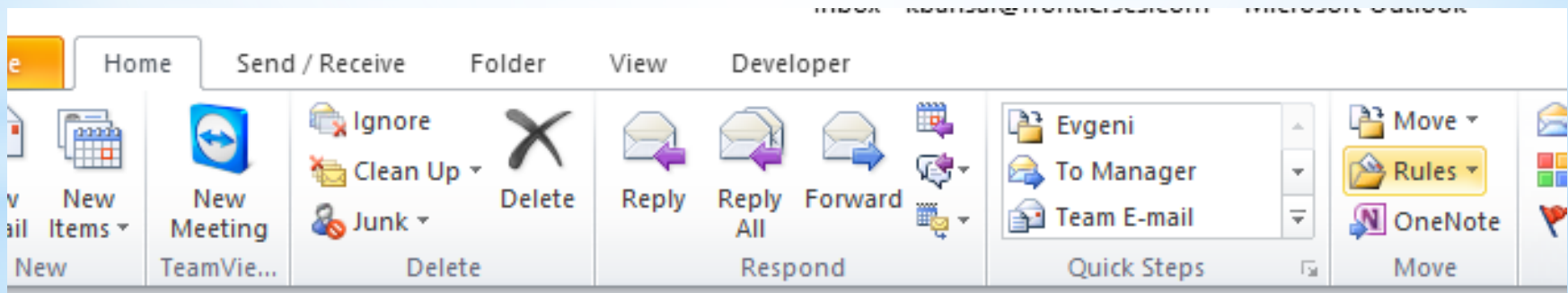# Rules

- Rules help to efficiently manage your mailbox.

- Rules will "move" your emails as they arrive.

- Rules runs automatically so you don't have any manual processes once it is setup.

- Once you receive an email with specified rule; it will automatically go to the designated folder

➢ Creating Rules

Click Rules > Create Rules

If you have an email highlighted at the time it will automatically fill some parts.
Click From.
You can pick other options.
Pick the Folder to move to.
Or you can click advance options.

Create Rule ✕

When I get e-mail with all of the selected conditions

☐ From Karley Love

☐ Subject contains | training session

☐ Sent to | me only ▼

Do the following

☐ Display in the New Item Alert window

☐ Play a selected sound: | Windows Notify.wav | ▶ | ■ | Browse...

☐ Move the item to folder: | MDM | Select Folder...

OK | Cancel | Advanced Options...

You have more granular options to pick from such as: Sent to, specific words in the body, or send only to me, etc.

Rules Wizard

Which condition(s) do you want to check?
Step 1: Select condition(s)

- [ ] from Karley Love
- [ ] with training session in the subject
- [ ] sent to Keshav Bansal
- [ ] with training session in the subject or body
- [ ] through the specified account
- [ ] sent only to me
- [ ] where my name is in the To box
- [ ] marked as importance
- [ ] marked as sensitivity
- [ ] flagged for action
- [ ] where my name is in the Cc box
- [ ] where my name is in the To or Cc box
- [ ] where my name is not in the To box
- [ ] with specific words in the body
- [ ] with specific words in the message header
- [ ] with specific words in the recipient's address
- [ ] with specific words in the sender's address
- [ ] assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

Cancel   < Back   Next >   Finish