



Outlook Mail - Creating a Rule

These instructions are specific to Outlook 2000. Other versions of Outlook may have different wording for the options, but the concept is the same.

1. With Outlook open, Click Inbox.
2. On the Tools menu, click Rules Wizard.
3. Click New.
4. Follow the instructions in the Rules Wizard.
5. If you want to run a newly created rule on messages already in the Inbox, select the Run this rule now on messages already in Inbox check box in the last page of the Rules Wizard.

Tip If you want to run a newly created rule on messages in a folder other than the Inbox, click Rules Wizard on the Tools menu, and then click Run Now.

If you have any questions please contact the Lab Assistant on duty in Smyth Hall room 85 or call extension 2088. You may also call the User Support Line at extension 2111 on campus or dial 389-2111 from off campus.