

Osprey Approach: Create Email Rules

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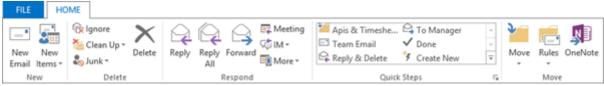
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You can set rules within outlook that automatically assign emails to a specific folder.

Open your local copy of Outlook and click on the 'File' tab in the top left.



There will be a button in the main part of the screen which will be marked 'Manage Rules & Alerts'.



Click on this to bring up your 'Rules & Alerts' panel.

Rules and Alerts	×
E-mail Rules Manage Alerts	
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Rule (applied in the order shown) Actions	^
	×
Rule description (click an underlined value to edit):	
Apply this rule after the message arrives from Facebook	
move it to the Junk Email folder	
and stop processing more rules	
Enable rules on all messages downloaded from RSS Feeds	
OK Cancel A	pply

Select the 'New Rule' button. This will open up the 'Rules Wizard' which will then allow you to select an appropriate rule.

Rules Wizard	×
Start from a template or from a blank rule Step 1: Select a template	
Stay Organized	
Move messages from someone to a folder	
Move messages with specific words in the subject to a folder	
Move messages sent to a public group to a folder	
Flag messages from someone for follow-up	
Move Microsoft InfoPath forms of a specific type to a folder	
Move RSS items from a specific RSS Feed to a folder	
Stay Up to Date	
Pisplay mail from someone in the New Item Alert Window	
Play a sound when I get messages from someone	
Send an alert to my mobile device when I get messages from someone	
Start from a blank rule	
Apply rule on messages I receive	
C Apply rule on messages I send	
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives from people or public group move it to the <u>specified</u> folder and stop processing more rules	
Example: Move mail from my manager to my High Importance folder	
Cancel < Back Next > Finish	

In this example, we will set up a rule to make sure that junk emails are sent to the junk folder. Ensure that the 'Move Messages from Someone to a Folder' is highlighted and select 'Next'.

Rules Wizard	×
Which condition(s) do you want to check? Step 1: Select condition(s)	
If rom people or public group with specific words in the subject through the specified account sent only to me where my name is in the To box marked as immortance marked as immortance marked as ismostrance marked as ismostrance marked as individual to box where my name is in the Cc box 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 sent to people or public group with specific words in the subject or body with specific words in the recipient's address with specific words in the sent 's address	<
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after the message arrives from <u>people or public group</u> move it to the <u>specified</u> folder and stop processing more rules	
Cancel < Back Next > Finish	,

You may now choose the condition. Select an appropriate one, for example 'From people or public group', which will allow you to select a certain email address or group. You may choose more than one condition if you wish

Once selected, under the 'Step 2' heading, you may click on the underlined blue text and add your details in here.

Select the 'People or public group' text to bring up your Outlook address book. Select the person or group that you wish to set the rule for and double left-click the mouse to add them. Select as many as you need, then click 'OK'.

Select the 'Specified' text to allow you to choose a folder in which to store emails from the selected people or group.

Once complete, the panel will look like this:

	he rule description (click an underlin rule after the message arrives	ed value)
from Richa	-	
	he Junk Email folder	
and stop	processing more rules	

Click 'Next' and you will be able to select some more actions if you wish. Select 'Next' again and you will now be asked to choose any exceptions. Again, you may select as many as you wish.

Select 'Next' and you will now be able to complete the rule setup. Choose an appropriate name and tick the 'Run rule on messages already in Inbox' box if you wish to apply this rule to historic emails.

Rules Wizard	×	
Finish rule setup.		
Step 1: Specify a name for this rule	_	
Richard Wood		
Step 2: Setup rule options		
Run this rule now on messages already in "Inbox"		
Turn on this rule		
Create this rule on all accounts		
Step 3: Review rule description (click an underlined value to edit)		
Apply this rule after the message arrives		
from <u>Richard Wood</u> move it to the <u>Junk Email</u> folder		
and stop processing more rules		
	_	
Cancel < Back Next > Finish		

Click 'Finish' to complete the process.

You will now be taken back to the 'Rules & Alerts' panel with your new rule visible in the list at the top of the box. From here you may change, copy or delete the rule should you wish.

Rules and Alerts			×
E-mail Rules Manage Alerts			
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Rule (applied in the order shown)	Actions	-	1Y ^
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Rule description (click an underlined value to edit):			
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move it to the <u>Junk Email</u> folder and stop processing more rules			
Enable rules on all messages downloaded from RSS Feeds			
	OK	Canaal	Annhu
L	OK	Cancel	Apply