



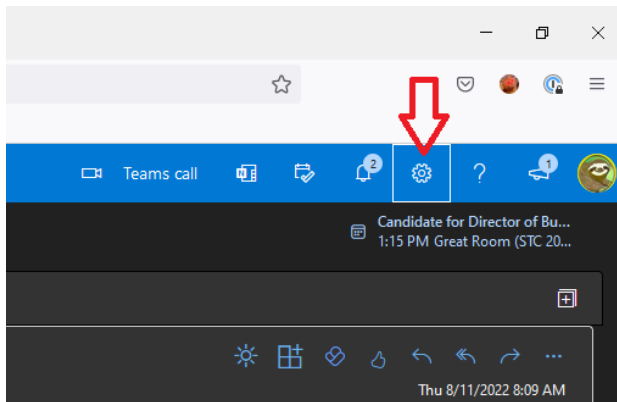
# Technology & Accessibility Support

## Rules in Outlook

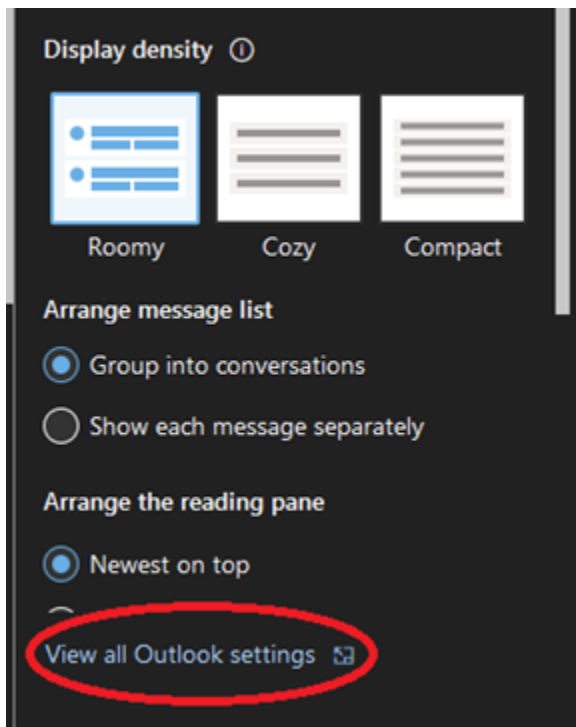
Microsoft Outlook allows users to set a variety of rules for handling incoming emails. Setting rules for one's inbox can help users organize their email account. For example, Outlook can automatically forward emails to another address or move them to a folder within Outlook.

### How to Set Rules for Incoming Emails.

Log in to your UMW web-based email account. Click on the **Settings** icon in the top-right corner. The **Settings** tab will open.



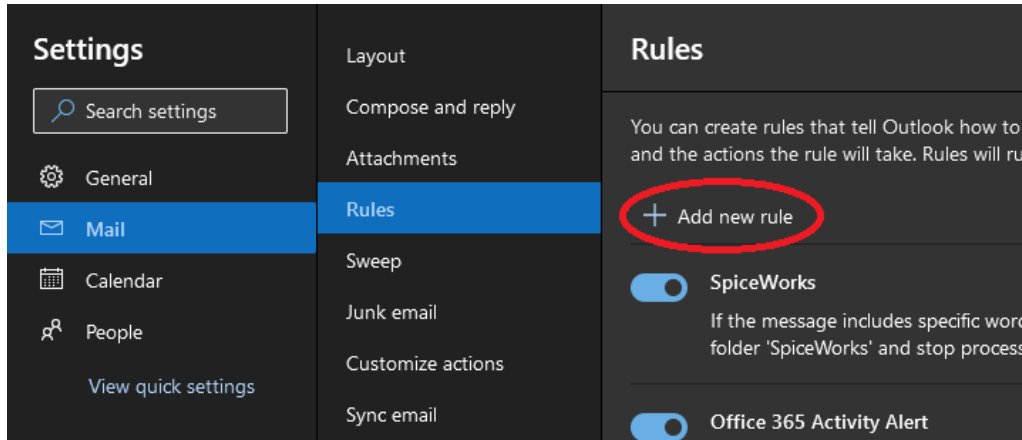
At the bottom of the Settings tab, click on **View all Outlook settings**.





# Technology & Accessibility Support

From within the **Mail** tab, select the **Rules** sub-tab. Click **+ Add new rule**.



Give your rule a name, then select the following from the options provided:

1. A **Condition** to act upon. What about the email triggers the rule to take place?
2. An **Action** to take. What do you want Outlook to do based upon the condition? You can add as many conditions as needed
3. If necessary, you can click on the **Add an exception** and tell Outlook when not to perform the rule.
4. If you don't want Outlook to perform further rules for the same message, make sure the **Stop processing more rules** box is unchecked.

