

Outlook web Email – Filtering with Rules

Outlook is your one-stop application for Microsoft 365 emails, calendars, contacts, notes and tasks. We have produced a number of guides to help you get the most out of the browser version of Outlook.

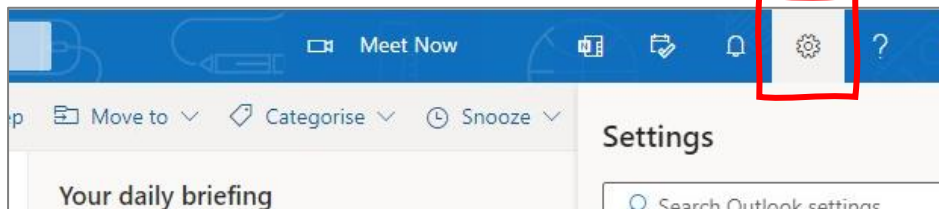
Filtering your email with rules

Like most email services, Outlook allows you to filter your incoming emails before you even see them. There are many reasons you might want to do this, if only to keep your Inbox clear. One of the most common types of filter is to redirect incoming mail to specific folders. This can be based on the sender or some other content. Other rules include automatically pinning messages, deleting, categorising, forwarding, etc.

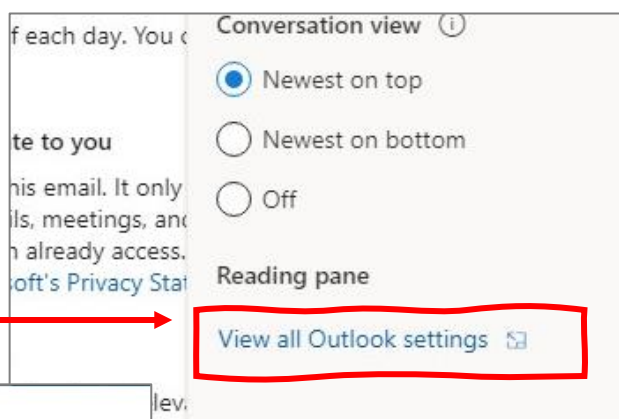
Setting up your rules

To create the rule:

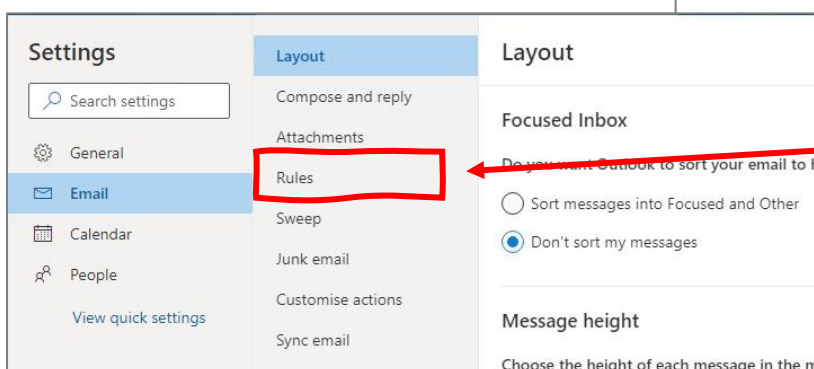
- Click on the “Settings” icon



- select “View all Outlook settings” (bottom of the list)



This will open the advanced settings page.

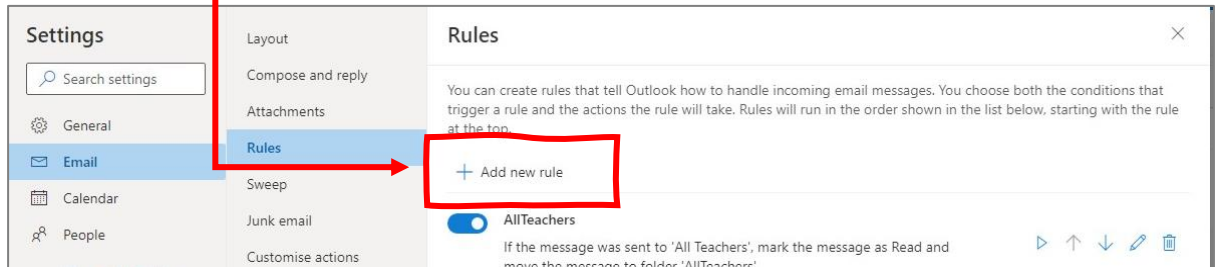


Click on the **Rules** tab to open the Rules settings.

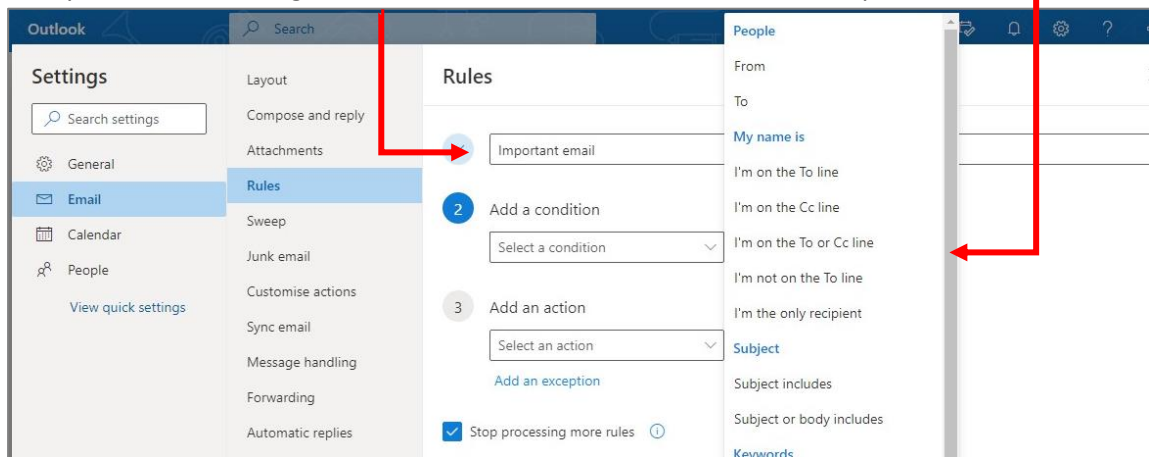
This is where you tell Outlook how to handle incoming messages.

To create your new rule:

- Click on “Add new rule”



- Give your rule a meaningful name then click on the **Add a condition** drop-down.

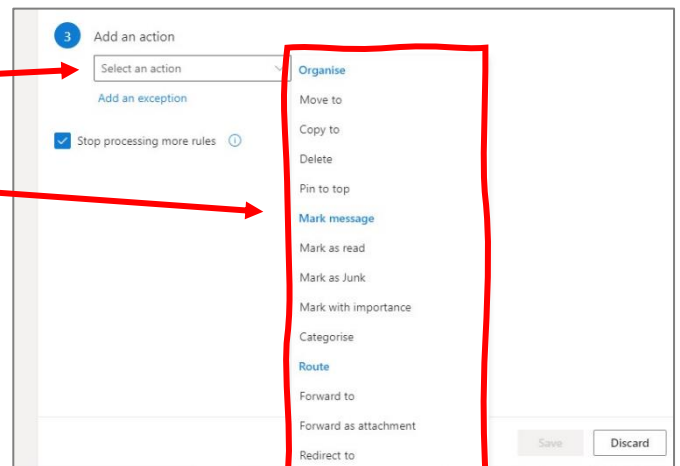


- This will present a long list of possible conditions that have to be met to run the rule. You will need to scroll down the list to see all of the options. The most common conditions are at the top.
- Some conditions will require additional information.

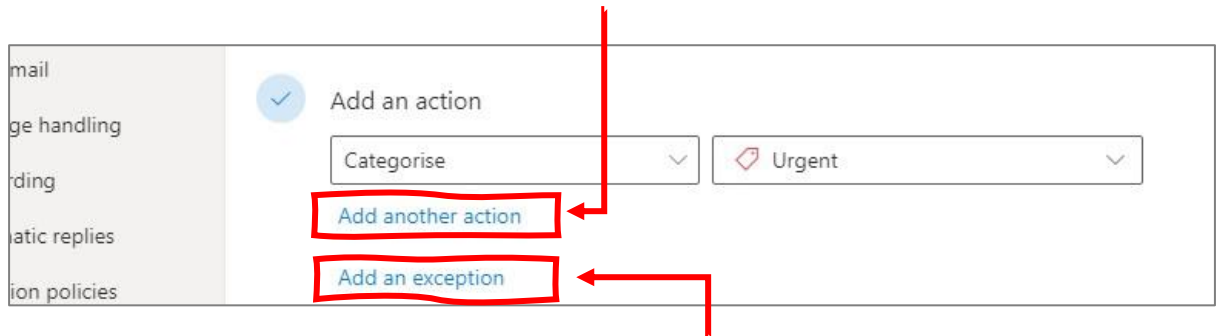


- You can also add additional conditions that must be met. **These are “AND” conditions so both will need to be true for the rule to run.**

- Once you have set your condition(s). click in the “Add an action” drop down.
- Once again you will be presented with a drop-down list containing the possible actions.
- Click on the action suitable for the rule.



- As with the conditions, you can **add further actions** if required.



- The next option is to **add an exception**. This allows you to exclude some messages from the rule based on the selected conditions.
- When you have finished setting up your rule, you can decide if any other rules are going to run after this. If you tick the **“Stop processing more rules”** box, no further rules will be applied to the message if the current rule has been applied.



- You can also choose the **“Run rule now”** option. This will run the rule immediately it is saved.
- When you have finished, click the **“Save”** button.

Depending on the rules you may want to set the order in which they run. This can be important to ensure important rules are run first.

- To move a rule up or down the list, click on the **“up”** or **“down”** arrow along side it in the list.

You can also:

- You can run a rule using the **“Run”** button
- Use the **“Edit”** button to edit a rule
- Use the **“delete”** button to delete a rule.

