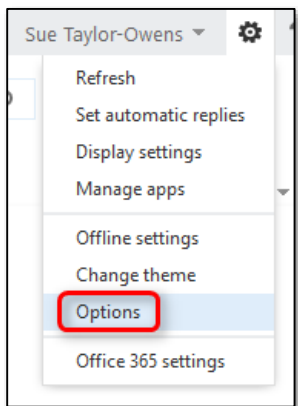


Setting Up Rules in Outlook Web App

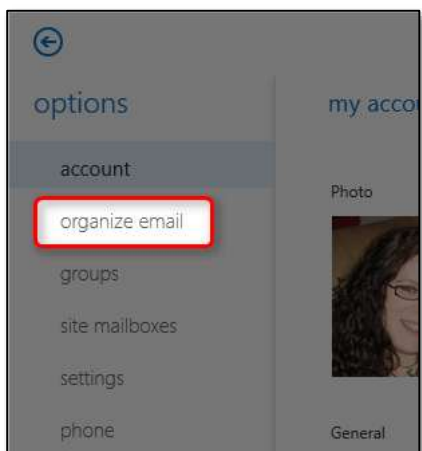
1. Go to [Outlook Web App](#)
2. Click on the **gear on the right**



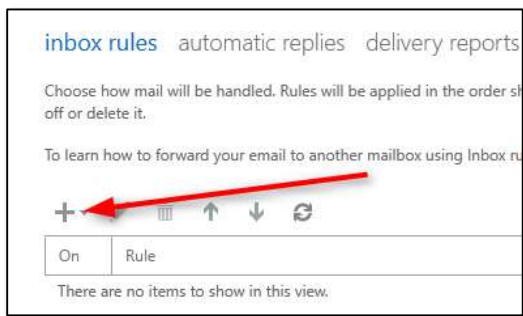
3. Select **Options**



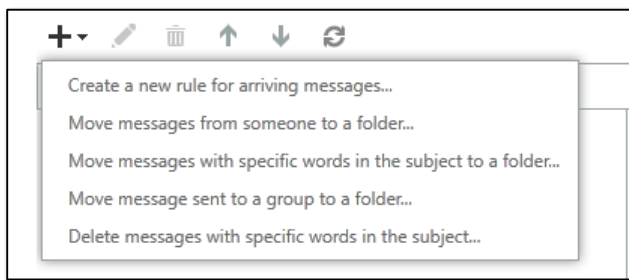
4. Select **organize email**



5. Click the **+** button



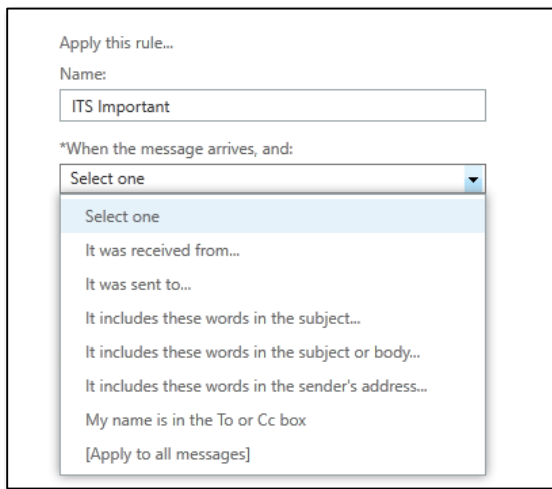
6. **Select the option** that best fits your needs



7. Give the rule a **Name**

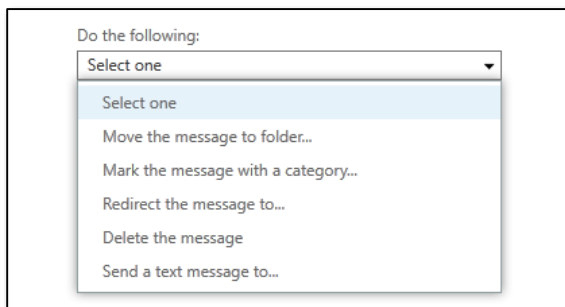


8. **Select the appropriate item** from the first drop-down menu



9. **Fill in the requested information** based on the selection you chose

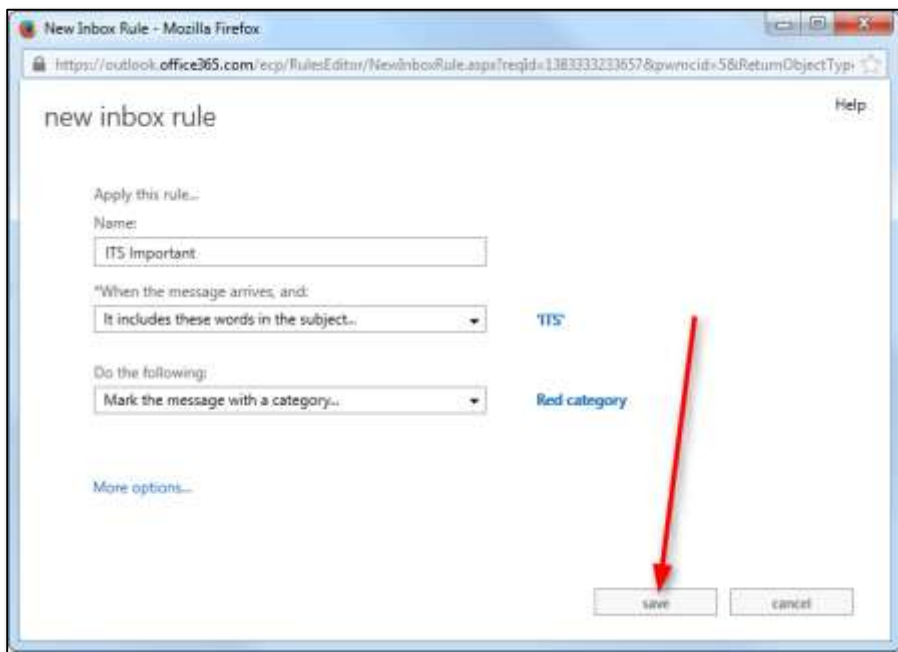
10. **Select the appropriate item** from the second drop-down menu



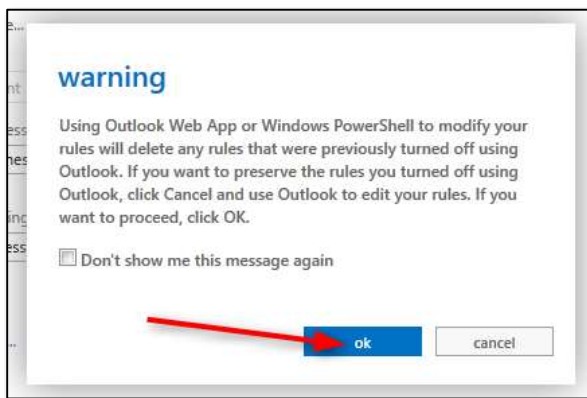
11. **Fill in the requested information** based on the selection you chose

Setting Up Rules in Outlook Web App

12. Click the **save** button



13. Click **OK** on the warning



14. If you are done creating rules, click the arrow in the upper left

