How to Create a Rule

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Outlook 2007 offers a rules engine that is both powerful and easy to use. Rules can be established in numerous criteria such as senders, recipients and subjects, and you can perform a number of tasks such as deleting messages, moving them to specific folders and creating alerts. Through rules, Outlook 2007 can make email management an efficient process. In this tutorial we will show you how to create a rule to send all accepted meeting responses to one specific folder.

1. Click on the **File** menu and select **New → Folder** to open the **Create New Folder** dialog box.

2. Enter a name for your **Folder** and select **Mail & Post items** from the **Folder contains**: field.

3. Scroll and highlight to select where you want to place the **Folder** and click **OK**.
4. Click on the Tools menu and select **Rules and Alerts**. The **Rules and Alerts** dialog window will open.

5. Click on **New Rule** to open the **Rules Wizard** dialog box.

**Note:**

To be able to access **Rules and Alerts**, you must be in your **Mail** folder. You will notice that it does not appear under the Tools menu in your Calendar folder.
6. Click on **Move messages with specific words in the subject to a folder**.

7. Then click on the **specific words** link provided to open the *Search Text* dialog box.
8. Type the specified word in the field provided and click Add.

9. Then click OK to return to the Rules Wizard dialog box.
10. You will see that the link in the rule description has changed from “specific words” to “Accepted”.

11. Click on the specified link to open the Rules and Alerts dialog box.
12. Scroll and click to highlight the desired folder, and click **OK** to return to the *Rules Wizard* dialog box.
13. You will see that the “specified” folder link has changed to “Accepted Meetings”.

14. Click on Finish to return to the Rules and Alerts dialog box.
15. You will see that the rule has been created and is selected.

Click OK to complete the rule process.
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