How to Create a Rule

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrai@uvic.ca.
Entourage only has the ability to create **client-side rules** that will only execute when Entourage is open. To create server-side rules (meaning those applicable on the Exchange server), you will need to use Outlook 2003/2007 or Outlook Web Access on a Windows PC, using Internet Explorer. For more information on creating server-side rules please see the tutorial “How to Create a Rule using Outlook Web Access”.

Rules will manage your email by automatically filtering your incoming messages, based on preferences you set.

1. Click on the **Tools** menu and select **Rules**.
2. Select the **Mail (Exchange)** tab and then click on **New**.
3. Enter a name for your Rule in the field provided.

4. Then click on Add Criterion.
5. In the “If” section, select **Any Recipient** and **Contains**, and then type **ECS** in the field provided.
6. In the “Then” section, select **Move Message** and then select the destination folder where you want the messages to be moved to.

7. Make sure the **Enabled** box is selected.

8. When you are finished, click **OK**.
9. You will see that your rule has been created and is marked active.

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To view other related tutorials on Entourage 2004 & 2008, please visit helpdesk.uvic.ca/ecs