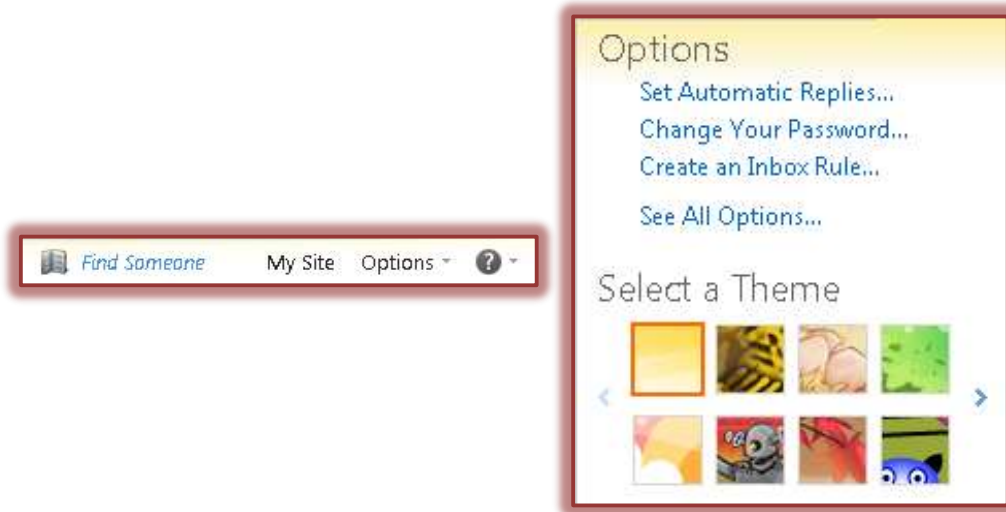


Inbox Rules

Inbox Rules can be used to automatically move E-Mail Messages into a specified folder. This option can also be used to Delete Rules. Rules can be set up directly from a message as well as through the Options Inbox Rules window.

INBOX RULES WINDOW

- Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see illustration below).



- In the list that appears, click the **Create an Inbox Rule** link.
- The **Inbox Rules** window will display (see illustration below).



- Click the **New** button on the **Toolbar**.
- The New **Inbox Rules** window will display (see illustration on next page).
- Select one of the options from the **When the message arrives** list.
- Select one of the options from the **Do the following** list.
- Click the **More Options** button to select additional options as shown in the illustration on the next page.
- Some of the options that can be applied after More Options is selected are:
 - More than one condition can be set for a rule.
 - More than one action can be set for a rule.
 - Exceptions can be added to the rule by clicking **Add Exception**.

https://mail.sienaheights.edu/?pwmcid=1&ReturnObjectType=1 - New Inbox Rule - Internet Explorer

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:
 Select one

Do the following:
 Select one

More Options...

Add Action

Except if:
 Add Exception

Stop processing more rules (What does this mean?)

Name of rule:

Save Cancel

- ✦ Rules can be turned on or off by clicking the **Stop processing more rules** link.
 - By default, the option to stop processing more rules is turned on.
 - With this option on, when a message comes in that meets the criteria for more than one rule, only the first rule will be applied.
 - Without this setting, all rules that the message met the criteria for would be applied.
- ✦ The name of the rule can be edited by using the **Name** box.
- When all the options have been selected, click the **Save** button.
- Click the **Details** button in the **Inbox Rules** window to make changes to a rule.
- Click the **Delete** button to remove a rule from the list.

CREATE RULE DIRECTLY FROM MESSAGE

- Right-click the message in the **Message List Pane**.
- Click **Create Rule**.
- The **New Inbox Rule** window will display.
- Specify the options for the rule.
- Click the **Save** button.

NOTES:

- 📧 Some types of messages won't trigger Inbox rules, including:
 - ✦ Delivery status notifications, which include non-delivery reports and system messages.
 - ✦ Read receipts and delivery receipts that are generated by an e-mail client.
 - ✦ Some automatic-reply (Out of Office) messages.
- 📧 Rules are run from top to bottom in the order in which they appear in the Rules window.
 - ✦ To change the order of rules, click the rule that is to be moved.
 - ✦ Click the **up** ▲ or **down** ▼ arrow buttons to move the rule to a different position in the list.
- 📧 Each rule created takes up space in a hidden section of the mailbox.
 - ✦ A limit of 64 KB is applied to this section.
 - ✦ When the 64 KB limit is reached a warning message will be sent warning no more rules can be created.
 - ✦ To clear up this issue, rules will have to be deleted or simplified, before more rules can be created.
- 📧 The space of a rule can be reduced by:
 - ✦ Deleting rules that are no longer needed.
 - ✦ Shortening the names of rules.
 - ✦ Combining one or more rules that do the same thing.