Inbox and Sweep 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**

- Go to your Webmail through My Siena.
- Click the Options button in the upper right corner of the Outlook window. This is the button highlighted in the image at the right.
- In the list select Options.
- In the list that appears, click the Inbox and Sweep Rules link.
- The Inbox and Sweep Rules window will display.
- The table below explains the button that are available to complete a task.

<table>
<thead>
<tr>
<th>Task Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Select this button to add a New Rule. The New Inbox Rule window will display.</td>
</tr>
<tr>
<td>Edit</td>
<td>Click this button to make changes to the rule.</td>
</tr>
<tr>
<td>Delete</td>
<td>This button is used to remove the rule.</td>
</tr>
<tr>
<td>Move Down</td>
<td>Click this button to move a rule down in the list. Rules are run in the order they appear in the list.</td>
</tr>
<tr>
<td>Move Up</td>
<td>Use this button to move a rule up in the list. Rules are run in the order they appear in the list.</td>
</tr>
</tbody>
</table>

- Click the Add button on the Toolbar.
- The New Inbox Rules window will display as shown in the illustration on the 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.
- When all the options have been selected, click the Save button.
- Click the Edit 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 Move up or Move 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.