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**.
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.