






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.



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

- ☐ 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.

OK Cancel

New inbox rule

Name

When the message arrives, and it matches all of these conditions

Select one...

Add condition

Do all of the following

Select one...

Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules [\(What does this mean?\)](#)

- 📧 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.