



Using Rules

Objective

This document provides instructions on how to use rules in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

Part 1 - What are Rules?

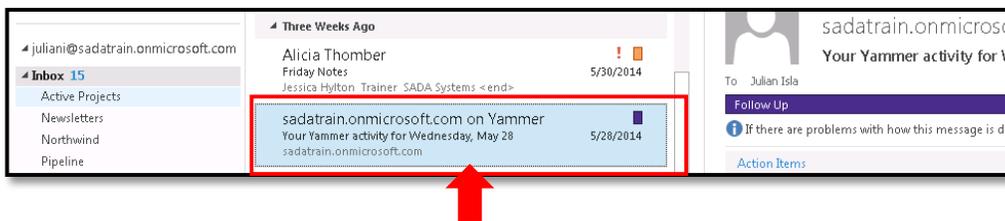
Rules help you automate your Inbox. In other words, Rules perform repetitive actions to messages as they are delivered. For example, a Rule can automatically identify a weekly PTA newsletter and move it to a designated folder. This reduces the repetitive actions you need to perform and gives you more time for other tasks.

Rules have two primary components:

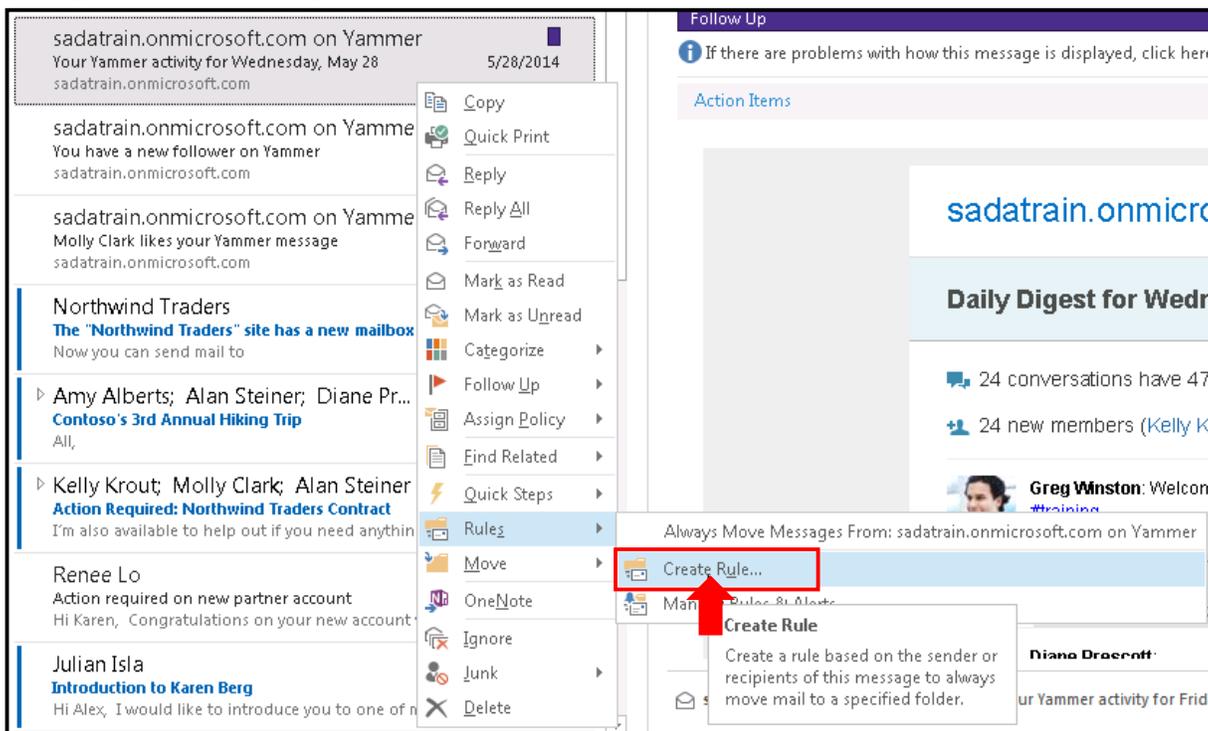
- Conditions: the criteria you want the messages to meet in order to trigger the Actions
- Actions: the activities you want the Rule to perform when the specified Conditions are met

Part 2 - Create a Rule

1. Select a message that meets your criteria.



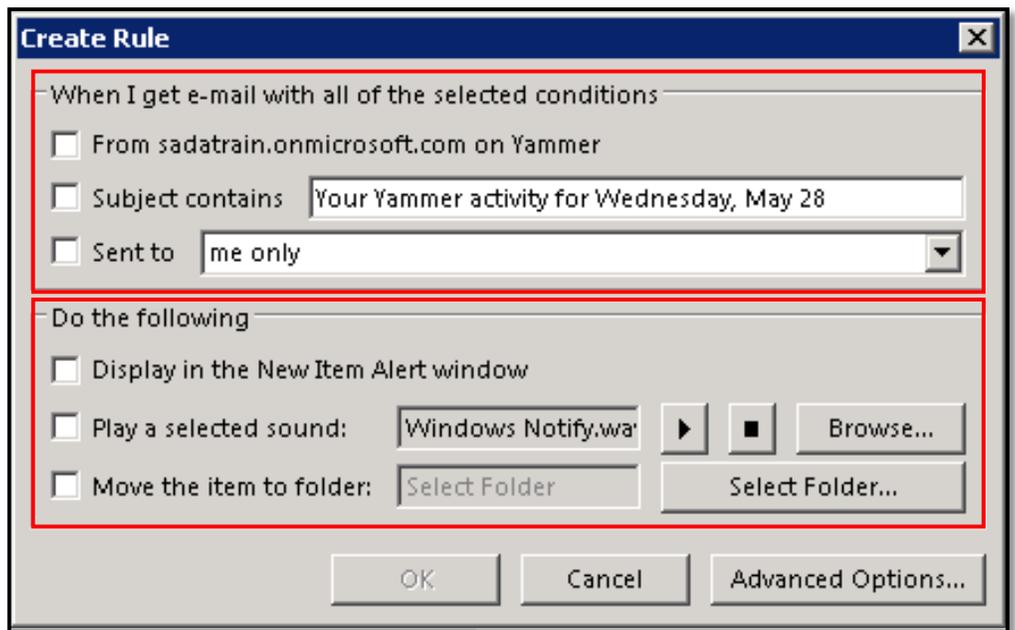
2. Right-click the message, and select **Rules > Create Rule**.



3. This opens the Create Rule window.

Conditions

Actions



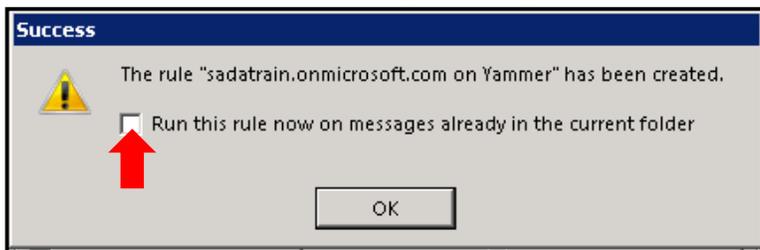
4. Under “When I get e-mail with all of the selected conditions,” select one or more Conditions.

5. Under “Do the following,” select one or more Actions.

6. To select additional Conditions or Actions, click **Advanced Options**. (See steps 3-13 of *Edit a Rule* below.)

7. Click **OK**.

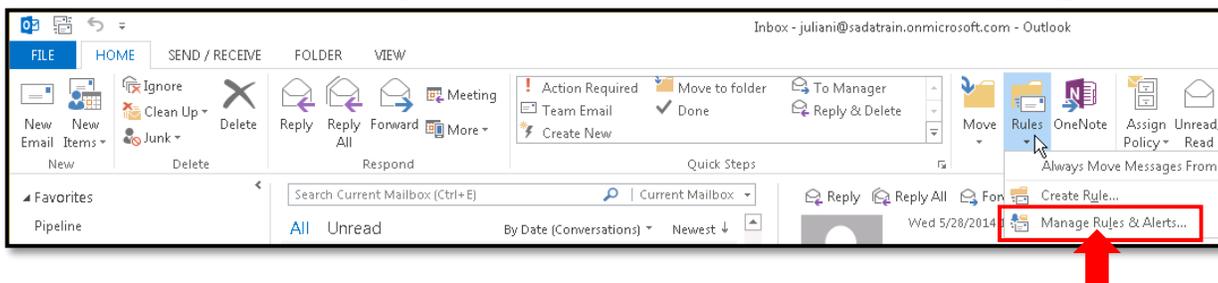
8. The Success notification appears. To apply your Rule retroactively to all messages in your Inbox, select the “Run this rule now on messages already in the current folder” checkbox.



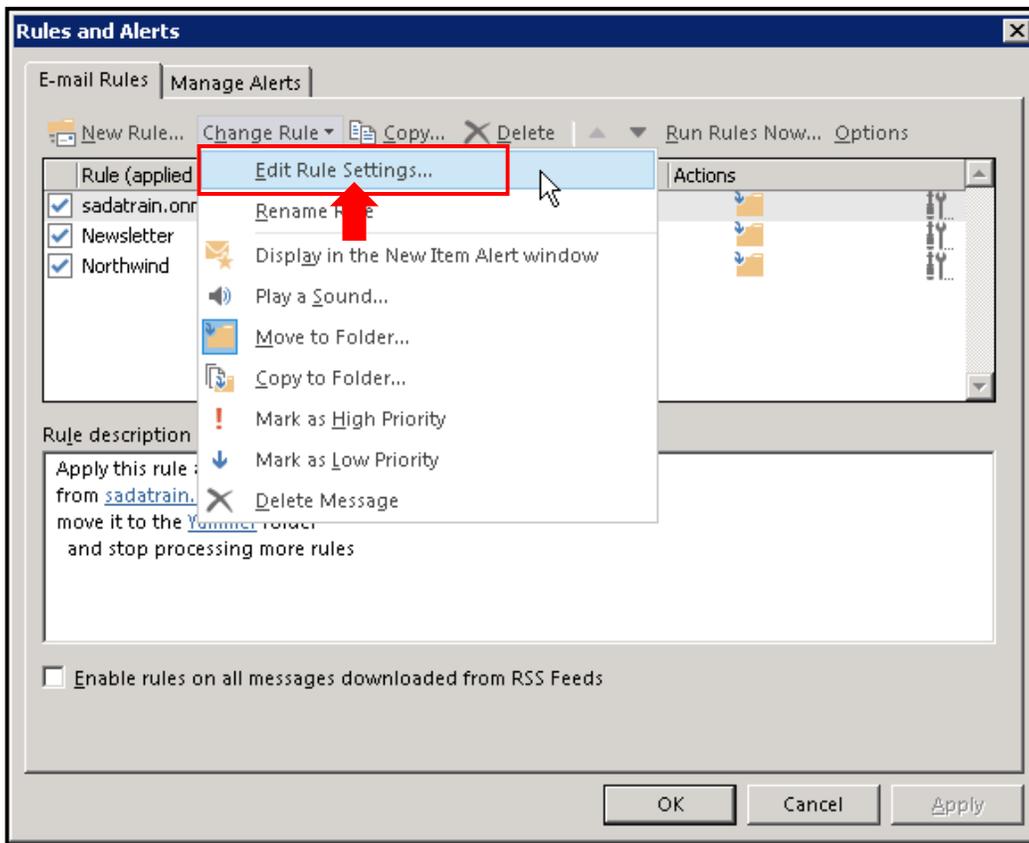
9. Click **OK**.

Part 3 - Edit a Rule

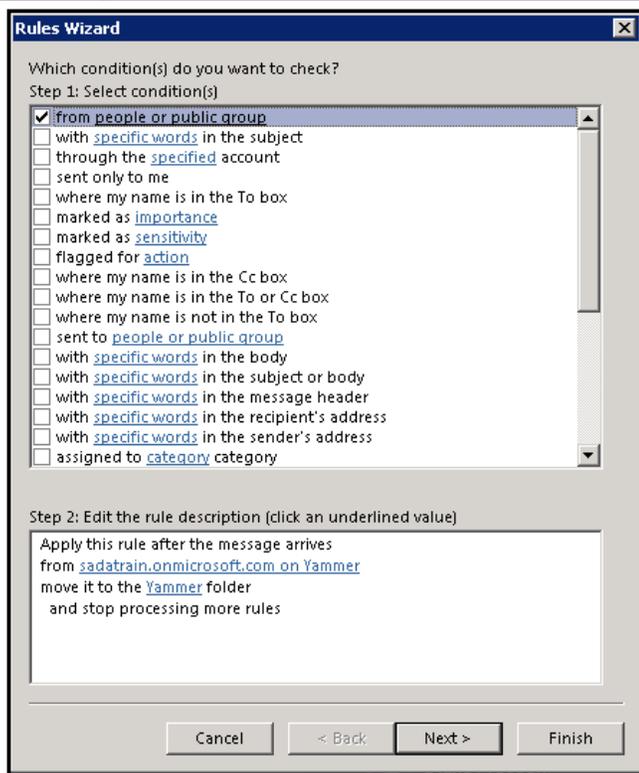
1. Select the Home tab in the top left corner, click the **Rules** button, and select **Manage Rules & Alerts**.



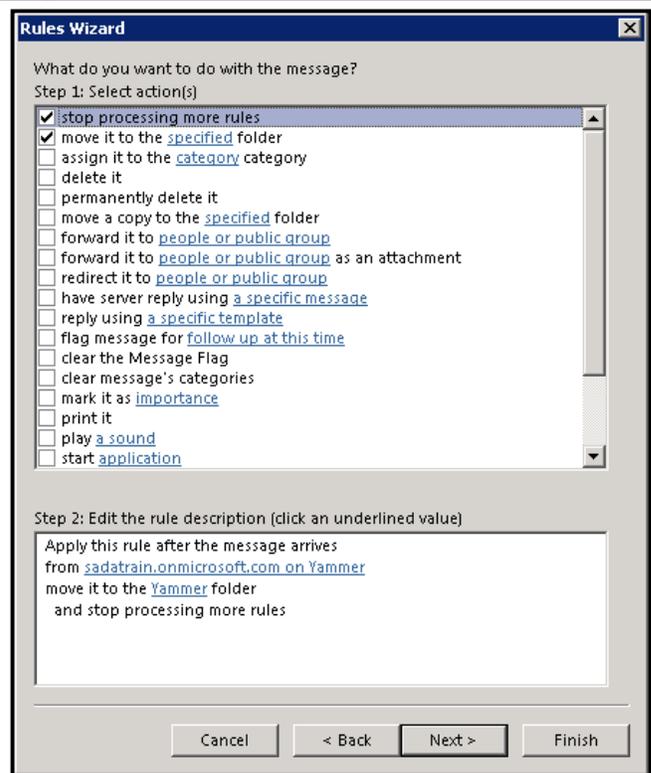
2. This opens the Rules and Alerts window. Select the Rule you'd like to edit, and click **Change Rule > Edit Rule Settings**.



3. This opens the Rules Wizard to the “Which condition(s) do you want to check?” screen.

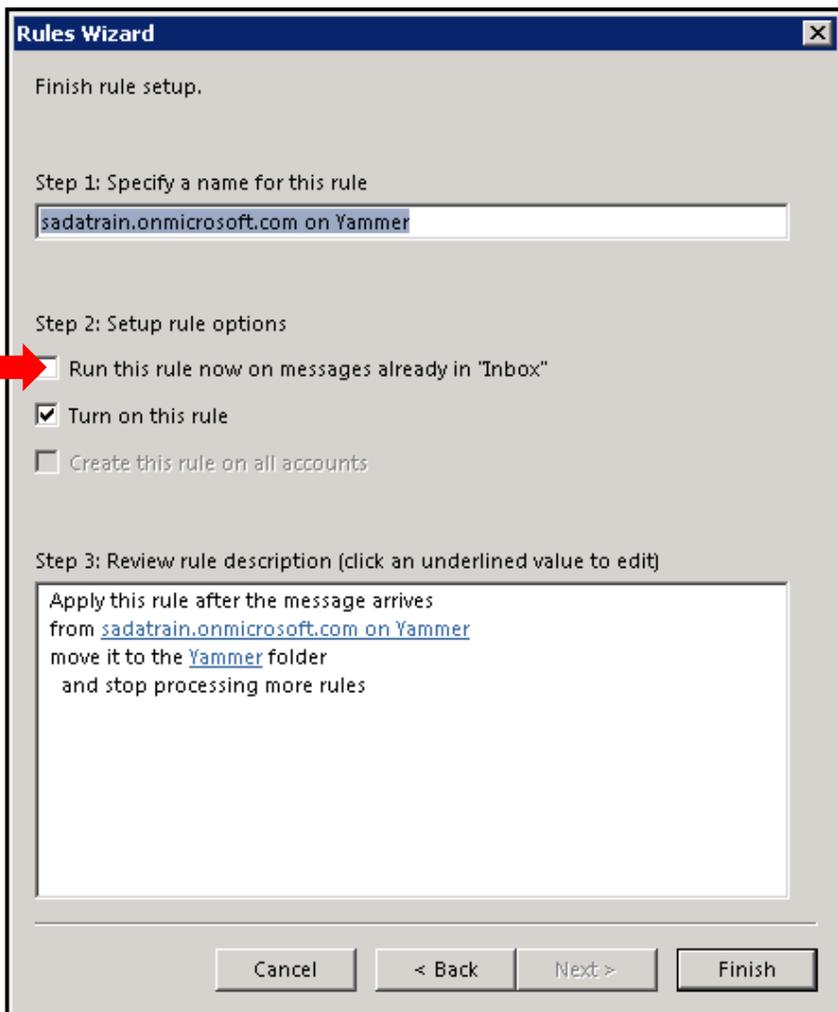


Rules Wizard: Conditions



Rules Wizard: Actions

4. Under “Step 1: Select condition(s),” select or deselect any Conditions.
5. Under “Step 2: Edit the rule description (click an underlined value),” click an underlined value for any Condition, and edit the value.
6. Click **Next**. This opens the Rules Wizard to the “What do you want to do with the message?” screen.
7. Under “Step 1: Select action(s),” select or deselect any Actions.
8. Under “Step 2: Edit the rule description (click an underlined value),” click an underlined value for any Action, and edit the value.
9. Click **Next**. This opens the Rules Wizard to the “Are there any exceptions?” screen.
10. Under “Step 1: Select exception(s) (if necessary),” select any necessary Exceptions.
11. Under “Step 2: Edit the rule description (click an underlined value),” click an underlined value for any Exception, and edit the value.
12. Click **Next**. This opens the Rules Wizard to the “Finish rule setup” screen. To apply your Rule retroactively to all messages in your Inbox, select the “Run this rule now on messages already in Inbox” checkbox.

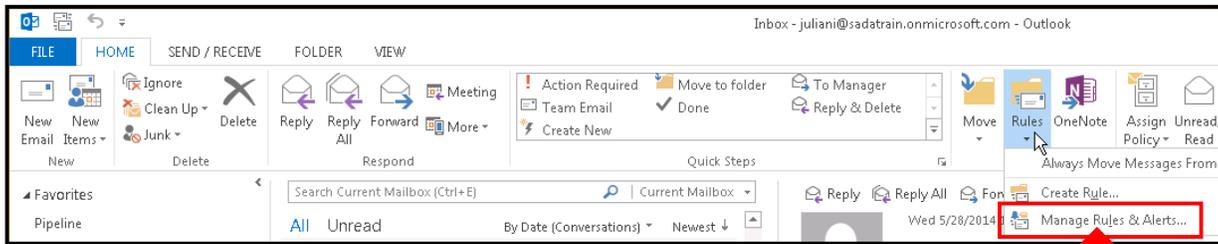


13. Click **Finish**. This closes the Rules Wizard.

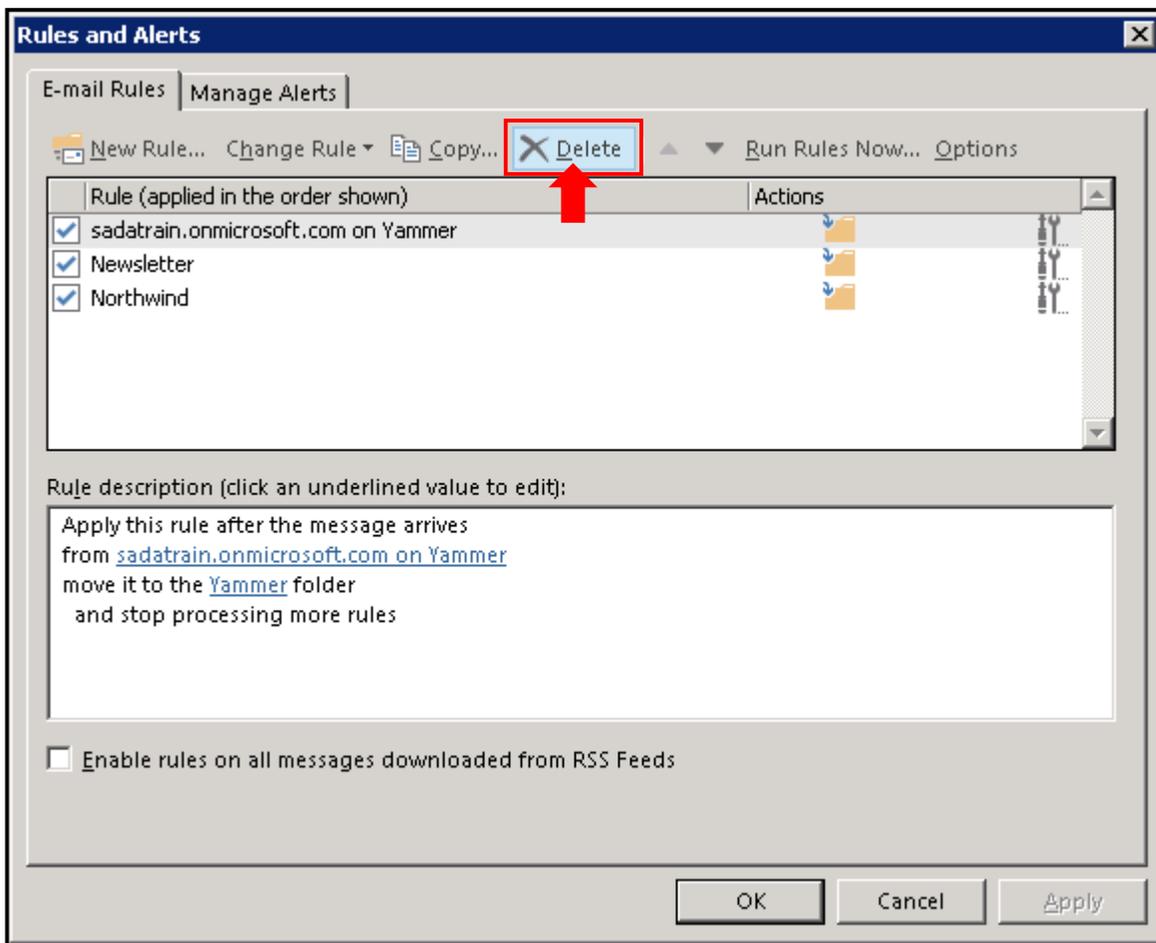
14. To exit the Rules and Alerts window, click **OK**.

Part 4 – Remove a Rule

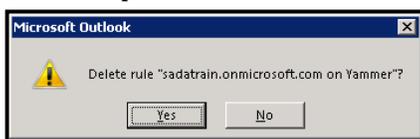
1. Select the Home tab in the top left corner, click the **Rules** button, and select **Manage Rules & Alerts**.



2. This opens the Rules and Alerts window. Find the Rule you'd like to remove, and click the **Delete** button.



3. This opens a confirmation window. Click **Yes**.



4. To exit the Rules and Alerts window, click **OK**.