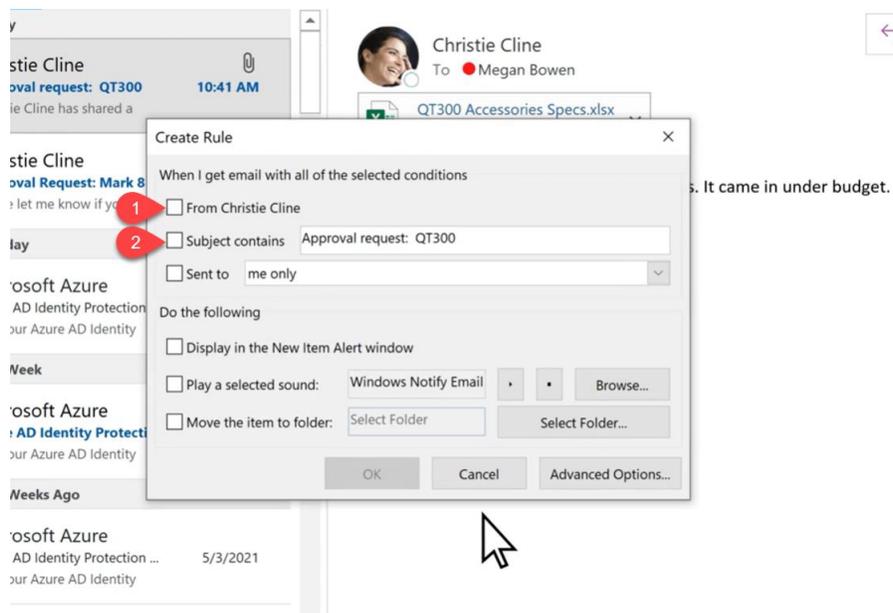


MANAGING RULES IN OUTLOOK

Create a rule on a message:

1. Right-click an existing message and select **Rules > Create Rule**.
2. Select a condition, and what to do with the message based on the condition.
 - For example, to move messages with a certain title to a specific folder, select the **Subject contains** condition, select **Move the item to folder**, select or create a **New** folder, and then select **OK**.
3. When you're done creating the rule, select **OK**.
4. To use the rule right away, select the **Run this new rule now on messages already in the current folder** checkbox, and then select **OK**. The message should then appear in that folder.



All the emails are going to come from noreply-erms@uthscsa.edu and will have either “Action Required” or “Information Only” in the subject line.

1. If creating a rule based on the sender’s email address, utilize this option if you are wanting to set a rule for any emails from "noreply-erms@uthscsa.edu".
2. If you are wanting to separate certain emails, then you can create the rule utilizing the subject contains condition. You will use either “**Action Required**” or “**Information Only**” in the subject line.