



Outlook Rules – Add a New Rule

Quick Reference Guide



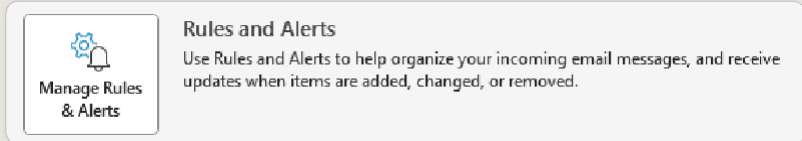
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Outlook rules are automated actions that help you manage your inbox efficiently by organising emails based on specific criteria. With rules, you can automatically move, flag, categorise, or delete emails to keep your inbox clutter-free and focused on what matters most.

Open Outlook and Access Rules Settings

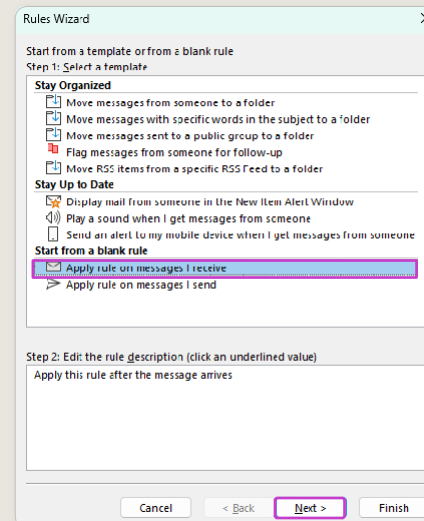
- Within Outlook Click on the **"File"** tab in the top-left corner.
- In the left-hand menu, select **"Manage Rules & Alerts"**.



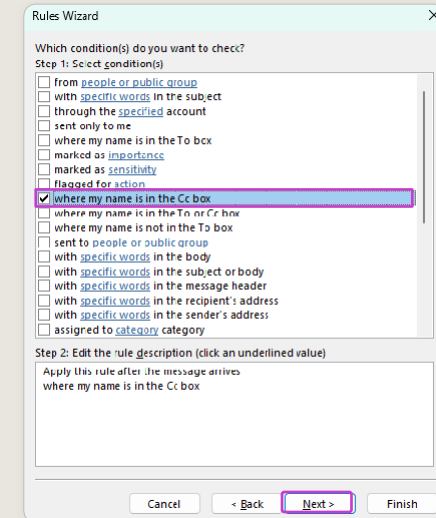
- The Rules and Alerts window will appear. Click on **"New Rule"** to start creating a rule.

Adding a Rule in Outlook to Move CC Emails to Another Folder

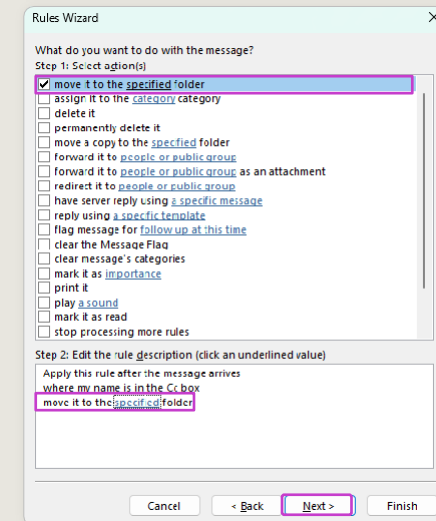
- Let's start with a blank rule, select **"Apply rule on message I receive"**, then select **"Next"**.



- In the conditions list, check **"where my name is in the CC box"**, click **"Next"**.



- In the next window, check **"move it to the specified folder"**.
- Click the **"specified"** link (highlighted in blue) in the lower section of the window to Select the folder where you want CC emails to be moved.
- Click **"Next"** to confirm.



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- If you want to exclude certain emails (e.g., from your manager), click **"Add Exception"**, choose conditions such as **"except if it is from a specific person"** and add their email address.
- Click **"Next"** to proceed.
- Give your rule a meaningful name, such as **"Move CC Emails to Folder"**.
- Check **"Run this rule now on messages already in the Inbox"** if you want to apply the rule to existing emails.
- Ensure **"Turn on this rule"** is checked.
- Click **"Finish"**, then **"OK"** to save the rule.
- Don't forget to test the Rule Send yourself an email with your address in the CC field to ensure the rule works.
- Navigate to the selected folder to confirm that the email has been moved automatically.

