

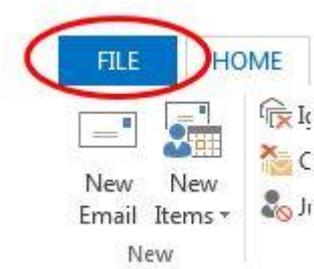


Rules help reduce manually filing or taking the same action when a similar message arrives. Unlike Quick Steps, rules typically are always on and run automatically. For example, when a message is received from a specified person, it's automatically moved to the folder that you designate.

**Please note IT does NOT support customisations to your mailbox as it may affect the delivery of mail. IT may remove customisations when troubleshooting issues.**

### Create a rule from Outlook Template

1. Click the **File** tab.



2. Click **Manage Rules & Alerts**.



#### Rules and Alerts

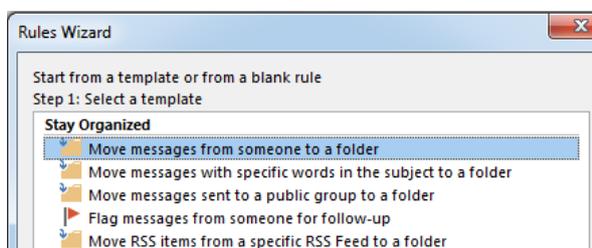
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

3. In the **Rules and Alerts** dialogue box, on the **E-mail Rules** tab, click **New Rule**.



#### Under **Step 1: Select a template**

4. Select the template that you want from the **Stay Organized** or **Stay Up to Date** collection of templates.



#### Under **Step 2: Edit the rule description**

5. Click an underlined value.



**Step 2: Edit the rule description (click an underlined value)**

Apply this rule after the message arrives  
 from people or public group  
 move it to the specified folder  
 and stop processing more rules

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**Example: Move mail from my manager to my High Importance folder**

6. Click people or public group and your Address Book opens.

**Rule Address**

Search:  Name only  More columns **Address Book**

staff 2013 - n

Name	Title
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Choose the folder that you would like to move the email to,

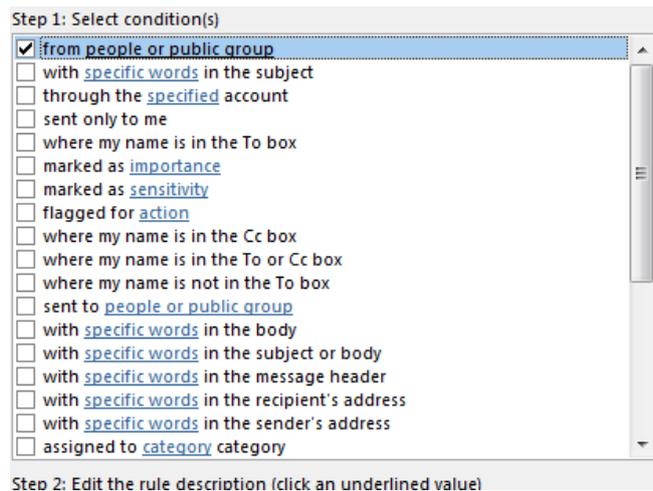
7. Click **specified**, and the list of your folder is displayed

- ▶ **Inbox** (1)
- ▶ **Drafts** (1)
- ▶ Sent Items
- ▶ **Deleted Items** (12)
- ▶ Calendar
- ▶ Contacts
- ▶ Journal
- ▶ Junk E-Mail
- ▶ Notes
- ▶ Outbox
- ▶ RSS Feeds
- ▶ Tasks

8. Click **Next**.

Under **Step 1: Select condition(s)**,

9. Select the conditions that you want the messages to meet for the rule to apply.

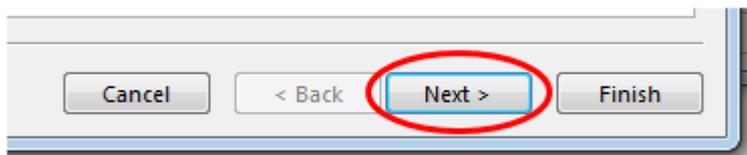


**Under Step 2: Edit the rule description**

10. Click an underlined value for any condition that you added, and then specify the value.

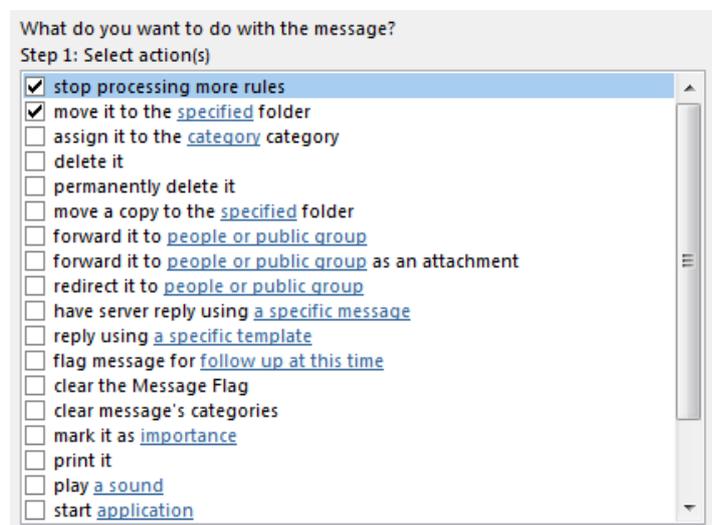


11. Click **Next**.



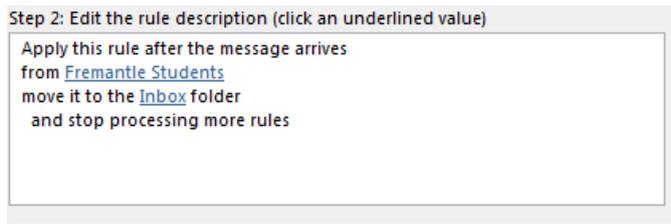
**Under Step 1: Select action(s)**

12. Select the action that you want the rule to take when the specified conditions are met.

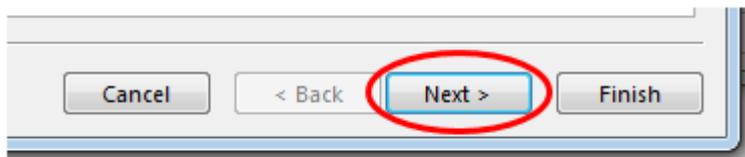




13. Under **Step 2: Edit the rule description**, click an underlined value for any action that you added, and then specify the value.

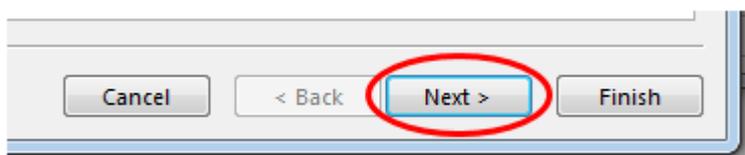
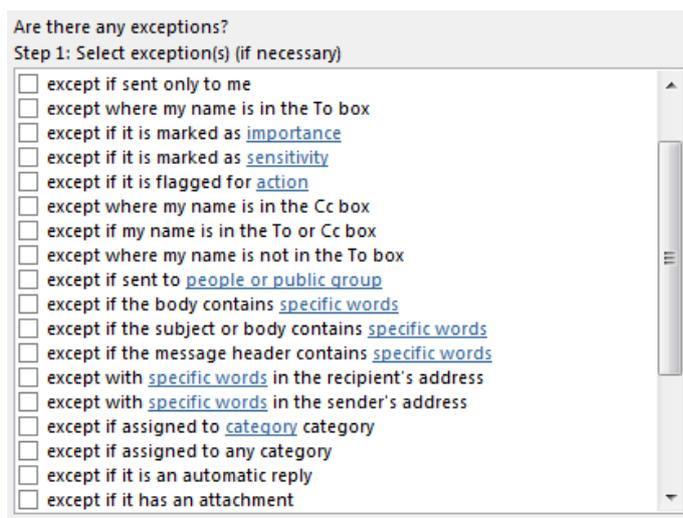


14. Click **Next**.



Under **Step 1: Select exception(s)**,

15. Select any exceptions (if any) to the rule
16. Click **Next**.



Under **Step 2: Edit the rule description**

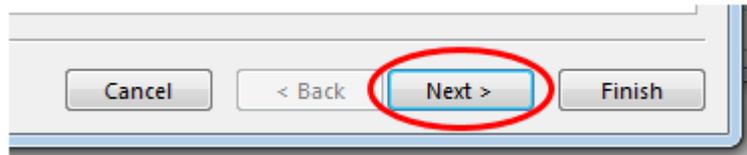
17. Click an underlined value for any exception that you added, and then specify the value.



Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives from Fremantle Students move it to the Inbox folder and stop processing more rules

18. Click **Next**.



Under **Step 1: Specify a name for this rule**

19. Enter a name.

Step 1: Specify a name for this rule

Fremantle Students

Under **Step 2: Setup rule options**,

20. Select the check boxes for the options that you want.

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

If you want to run this rule on messages that already are in the **Inbox**, Select the **Run this rule now on messages already in "Inbox"** checkbox.

By default, the new rule is turned on. To turn off the rule, clear the **Turn on this rule** check box.

To apply this rule to all email accounts set up in Outlook, select the **Create this rule on all accounts** check box.

21. Review the rule description

Step 3: Review rule description (click an underlined value to edit)

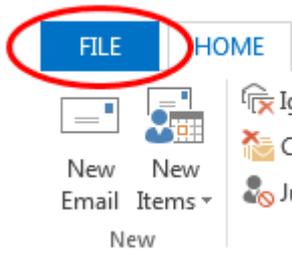
Apply this rule after the message arrives from Fremantle Students move it to the Inbox folder and stop processing more rules

22. Click **Finish**.

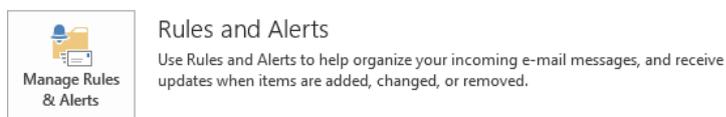


If you are unable to find the template that you would like to use, you can create a custom rule.

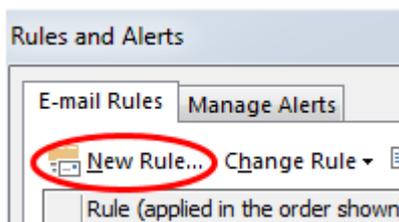
1. Click the **File** tab.



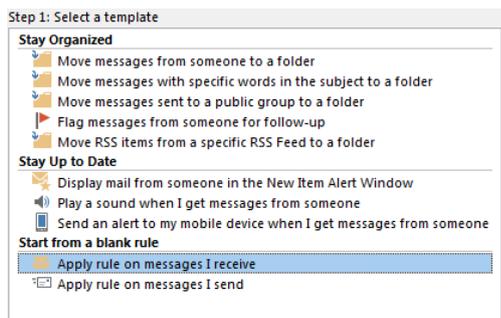
2. Click **Manage Rules & Alerts**.



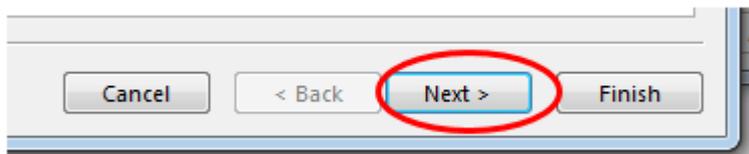
3. In the **Rules and Alerts** dialogue box, on the **E-mail Rules** tab, click **New Rule**.



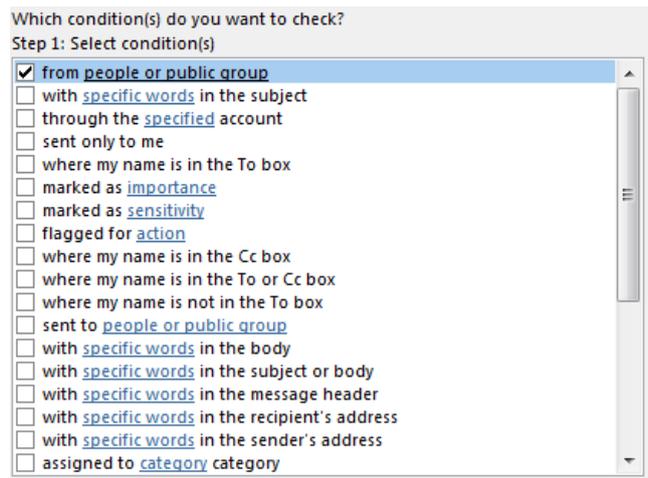
4. Under **Start from a blank rule**, click either **Check messages when they arrive** or **Check messages after sending**.



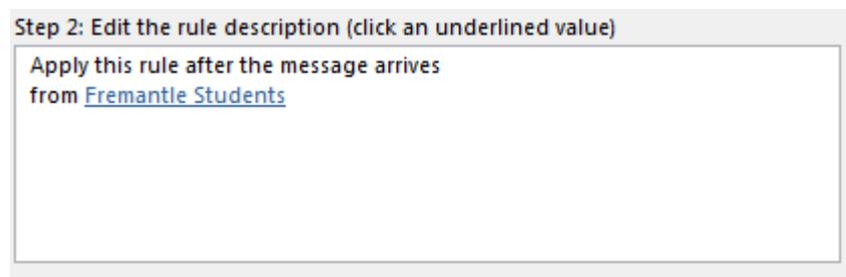
5. Click **Next**.



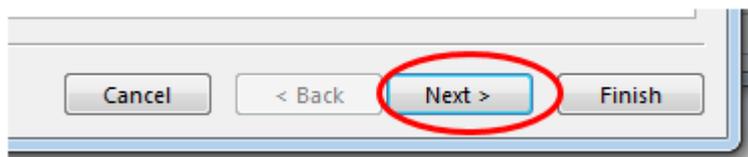
6. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply.



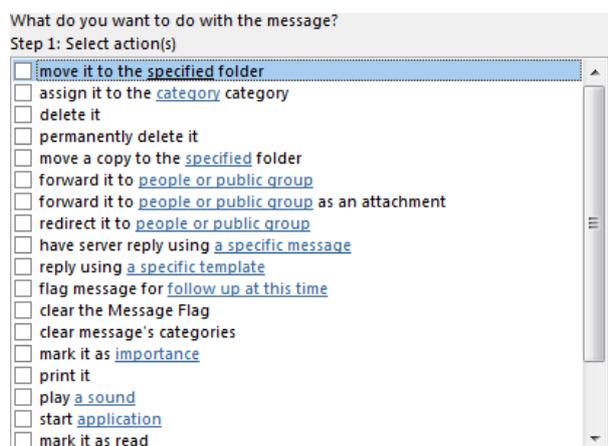
7. Under **Step 2: Edit the rule description**, click an underlined value for any condition that you added, and then specify the value.



8. Click **Next**.



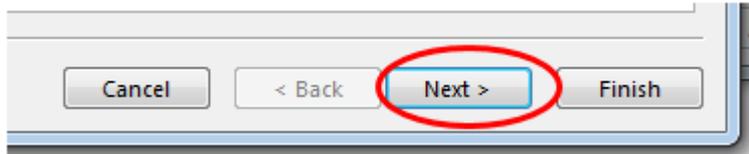
9. Under **Step 1: Select action(s)**, select the action that you want the rule to take when the specified conditions are met.



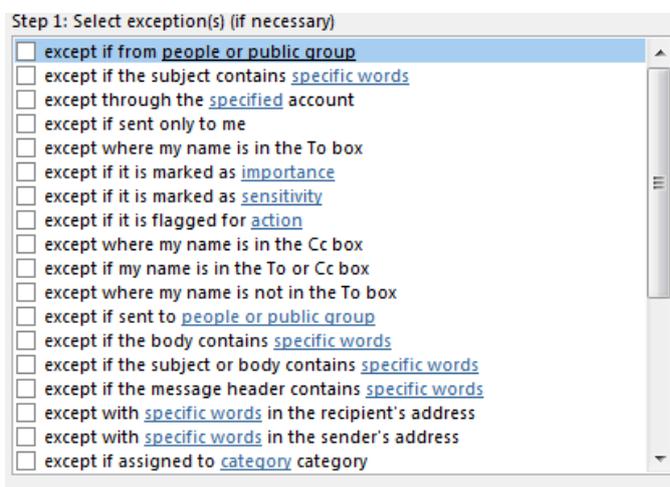
10. Under **Step 2: Edit the rule description**, click an underlined value for any action that you added, and then specify the value.



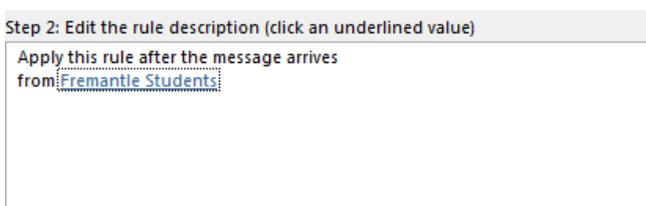
11. Click **Next**.



12. Under **Step 1: Select exception(s)**, select any exceptions to the rule, and then click **Next**.



13. Under **Step 2: Edit the rule description**, click an underlined value for any exception that you added, and then specify the value.



14. Click **Next**.

15. Under **Step 1: Specify a name for this rule**, enter a name.



16. Under **Step 2: Setup rule options**, select the check boxes for the options that you want.

**Step 2: Setup rule options**

- Run this rule now on messages already in "Inbox"
- Turn on this rule
- Create this rule on all accounts

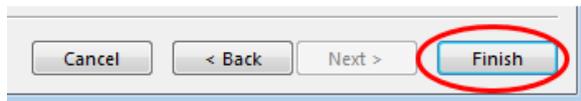
If you want to run this rule on messages that already are in the **Inbox**, select the **Run this rule now on messages already in "Inbox"** checkbox.

By default, the new rule is turned on. To turn off the rule, clear the **Turn on this rule** check box.

To apply this rule to all email accounts set up in Outlook, select the **Create this rule on all accounts** check box.

**17. Review your rules****Step 3: Review rule description (click an underlined value to edit)**

Apply this rule after the message arrives  
from: Fremantle Students

**18. Click Finish.**

Please kindly contact your campus Service Desk if you require assistance.

**Fremantle**

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