Creating a Rule to Filter E-mail Using Outlook Web App (OWA)

Introduction

This document contains instructions on creating a rule via Outlook Web App (OWA) for filtering email into a specified folder. By default, incoming messages are stored in your Inbox. Rules automate the process of relocating incoming messages to another folder.

- sign on to Outlook Web App (http://email.pace.edu)
- select Options on the top right and click Create an Inbox Rule

The Inbox Rules pane displays:

- click drop down arrow next to New
- select type of rule you would like to create

To move messages from a specific sender or mailing list to a folder:

- click Move messages from someone to a folder
The *New Inbox Rule* pane displays:

```
New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:
  It was received from... * Select people...

Do the following:

Move the message to folder... * Select one...

[More Options...]

```

Note: The fields are prepopulated based on the type of rule being created.

- click **Select People** next to the first field

This will open the Global Address List where you can search for a Pace email address or type an external email address in the From field at the bottom.

To add email address:

- look up *email address* in the search field and click **From**
  - or-
- type *email address* in the **From** field
• click **OK**

The *New Inbox Rule* pane displays with the populated email address:

![New Inbox Rule pane](image)

• click **Select one** next to the second field
• select your desired folder from list
• click **OK**
• click **Save**

**Note:** To create a new folder, navigate back to the main page, right-click your name in the left navigation pane and select *Create New Folder*. Emails in OWA folders are still stored on the server and are accessible from any computer with Internet access.