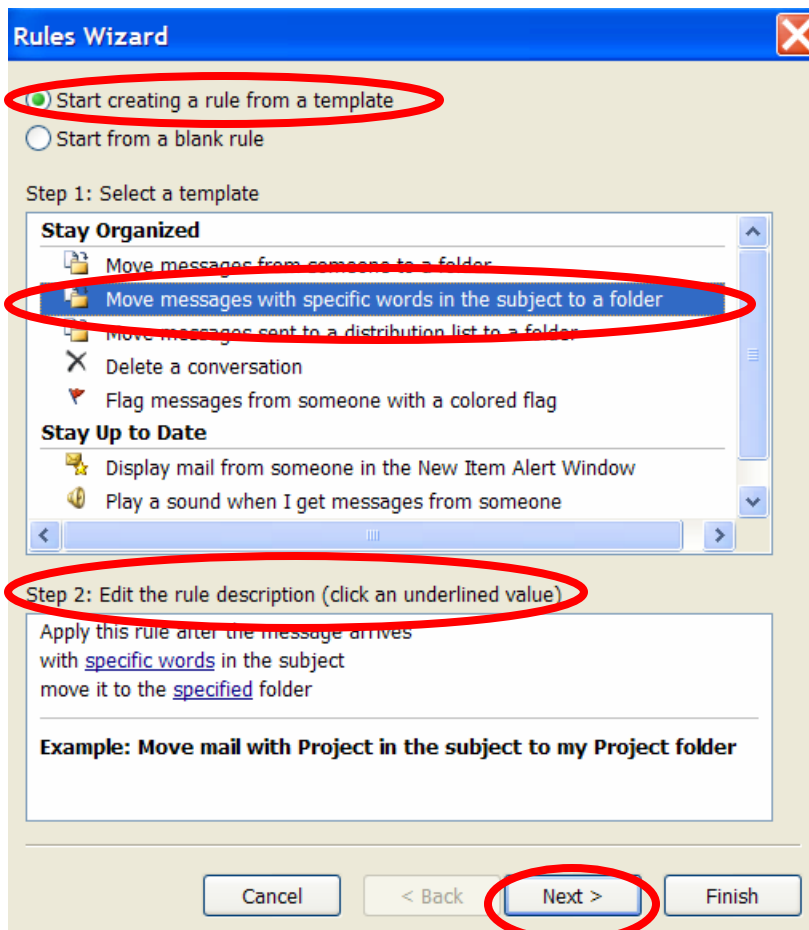


Applications – Outlook 2003

FAQ: Creating a New Rule: Sending Messages to a Specific Folder Based on the Subject

1. Click on **Inbox**.
2. On the **Tools** menu, click on **Rules and Alerts**.
3. Click on **New Rule**.
4. Select **Start creating a rule from a template**.
5. Here appears a list of rules you can create. In this case, you will choose **Move messages based with specific words in the subject to a folder**. Once you click on this rule, a new rule description will appear on the lower window.



6. In the lower window, **click on the underlined values** to specify:
 - The **specific words** you want to search for in the subject.
 - The **specified folder** in which you want to send the messages that you receive.
7. When you click on **Next**, the “**What conditions do you want to check**” message appears. Select “**with specific words in the subject.**”
8. After clicking **Next** again, in “**What do you want to do with the message,**” choose “**Move it to the specified folder.**”
9. When you click on **Next**, an **Add any exceptions (if necessary)** box appears: Choose an exception, if desired.
10. Click on **Next**. **Specify a name for the rule.** A summary of the rule you just created appears in the rule description. Check to **Turn on this rule.**
11. If you want to run a newly created rule on the message currently in your Inbox, select the **Run this rule now on messages already in “Inbox”** check box in the last page of the Rules Wizard.
12. Click **Finish** when complete.