Using the Rules Wizard

Rules can apply to messages you send or messages you receive.
They enable you to "filter" emails that aren't urgent but are still important into other areas for you to review later.
Some examples of useful rules include – redirecting newsletters to folders to read later, redirecting applications for jobs to a job folder to review later, rules to move messages sent or received from a client into that client's folder etc.

🖰 Click the File Tab and choose the Manage Rules & Alerts Button on the Info Tab
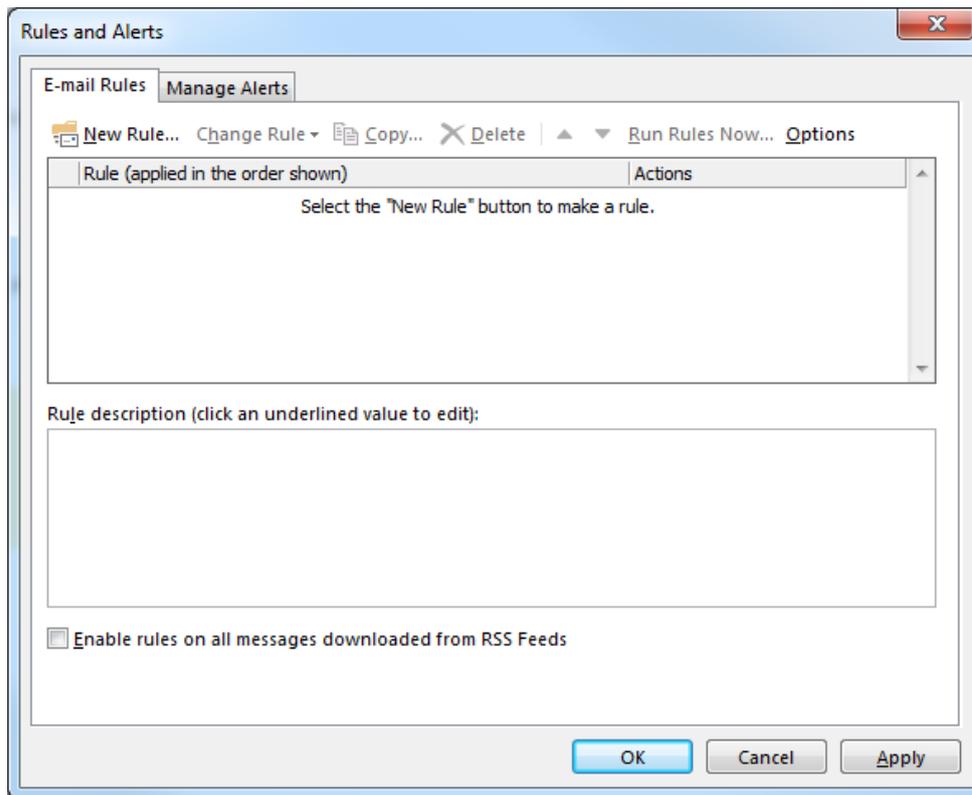
🖰 Choose New Rule
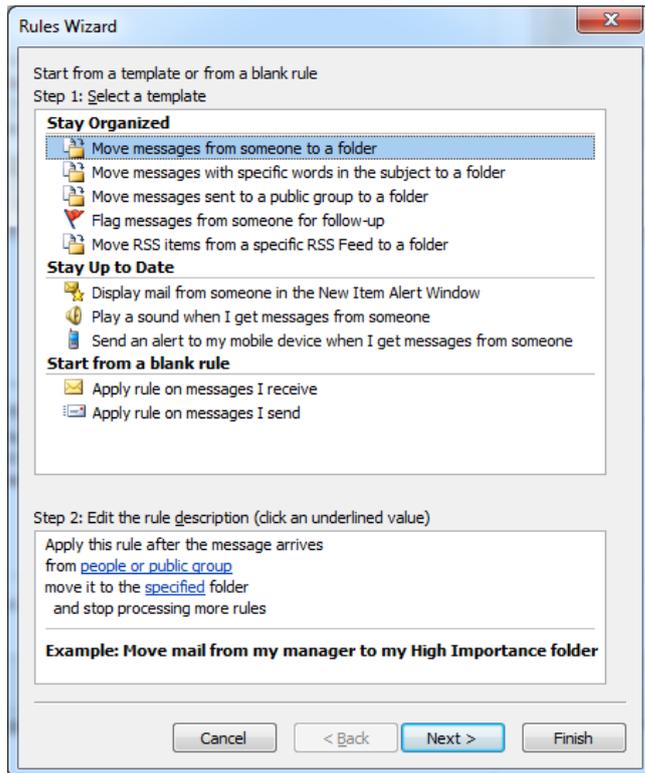
- ✋ Click move messages from someone to a folder in the Stay Organised section.
- ✋ From the Step 2 window click the links to choose people or public group required and where to move message to.
- ✋ Click Next.
- ✋ Keep clicking through next and choose appropriate options.
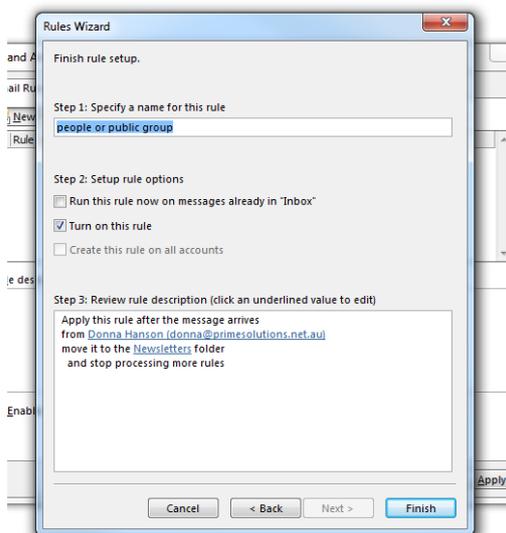
- ✋ Click finish when complete

NOTE: Use Start from a Blank Rule option if you want to create a rule that runs on messages you have sent.