Creating Email Rules
In Your Outlook 2010 MAPI Email Profile

Once your JeffMail has been migrated to Microsoft Exchange Online, you will need to recreate your email rules in the Outlook 2010 email client. These settings cannot be transferred between the systems; they must be manually recreated on the new system.

**IMPORTANT:** Rules configured in the Outlook client will only be run while your PC is powered on and the Outlook client is open. Jeff IT recommends that you create your email rules within the Microsoft Exchange Online web interface (https://jeffmail.jefferson.edu) – rules configured within the web interface will run all the time.

1. From Microsoft Outlook 2010 top ribbon bar, under the *Home* tab, click the *Rules* button. Select *Manage Rules and Alerts* from the menu that appears. A new window, titled *Rules and Alerts* will appear.
3. Select the rule you would like to configure from the list. For example, the rule selected in the image below will move messages with a specific word or phrase in the subject to a specified folder.

![Rules Wizard window](image.png)

- **Stay Organized**
  - Move messages from someone to a folder
  - Move messages with specific words in the subject to a folder
  - Move messages sent to a public group to a folder
  - Flag messages from someone for follow-up
  - Move Microsoft InfoPath forms of a specific type to a folder
  - Move RSS items from a specific RSS feed to a folder

- **Stay Up to Date**
  - Display mail from someone in the New Item Alert Window
  - Play a sound when I get messages from someone
  - Send an alert to my mobile device when I get messages from someone

- **Start from a blank rule**
  - Apply rule on messages I receive
  - Apply rule on messages I send

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

- Apply this rule after the message arrives with **specific words** in the subject
- move it to the **speachled** folder
- and stop processing more rules

**Examples:**
- Move mail with Project in the subject to my Project folder
4. Click on each of the blue, underlined phrases in the lower box (Step 2) to select a parameter for each part of the rule. For example, in order to send all mail that contains certain words or phrases in the subject line to a designated folder, both the word or phrase in the subject line and the destination folder must be specified.

5. If the rule description shown towards the bottom of the window is adequate, click Finish.

If you would like to change advanced options, such as checking for multiples conditions or taking multiple actions, instead click Next; the advanced options will appear.

For example, if you wish to move the message to a specified folder and also mark it as read, you will need to click through the advanced options.
6. Outlook will suggest a name for the rule. You may enter your own name for the rule. Check the topmost of the three boxes if you want to apply the rule to existing messages – if you do not check this box, the rule will only be applied to new messages.

7. Click **Finish**. The window will close.

8. Click **Finish**. The **Rules and Alerts** window will close.