

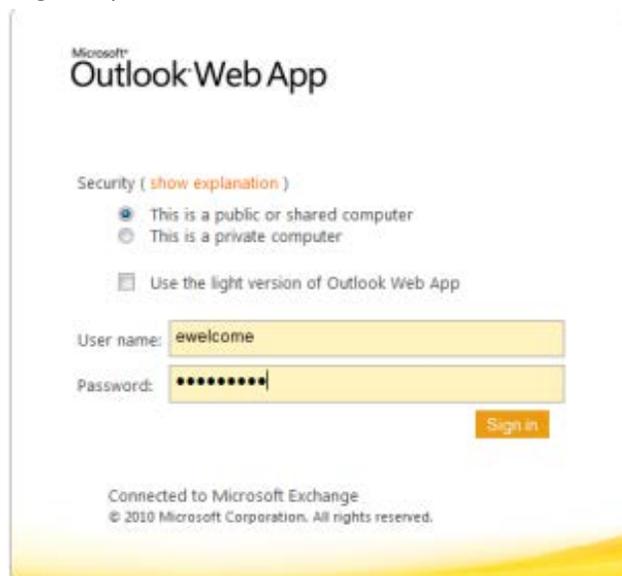
How to Create Email Rules in Outlook Webmail

This is a guide on how to create an email rule in Outlook Webmail. If you have any questions please contact the helpdesk at x1400 or by email at helpdesk@nwresd.k12.or.us

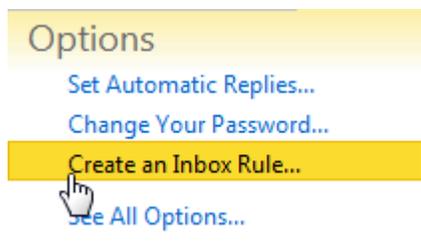
1. Go to www.nwresd.k12.or.us and click on "Staff Email" under Quick Links



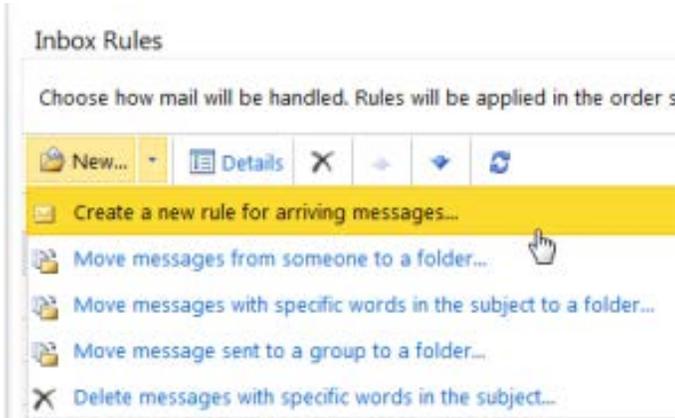
2. Log into your email



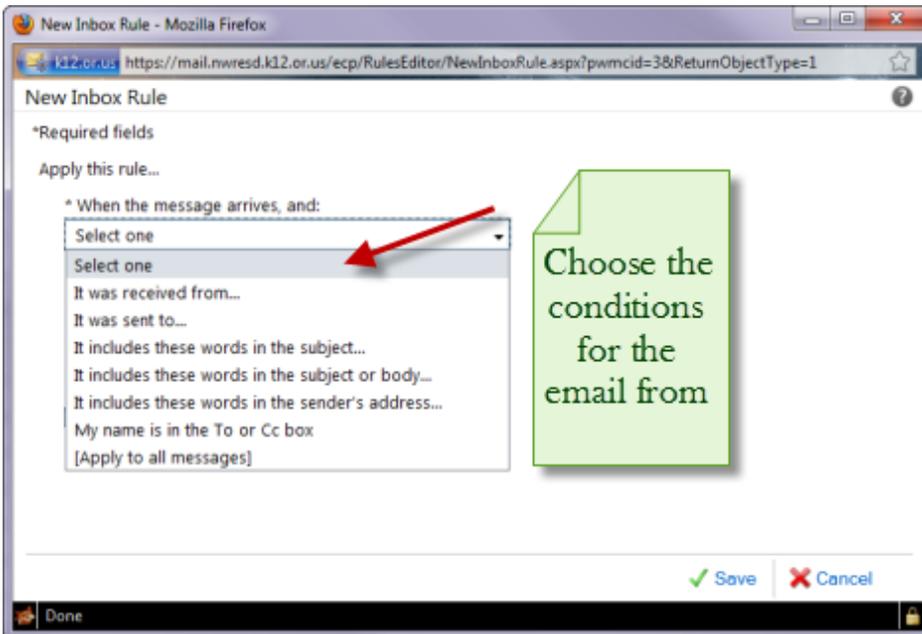
3. On the right side of the screen locate "options" under your name and click the down arrow. Choose "Create an Inbox Rule" from the menu that pops up.



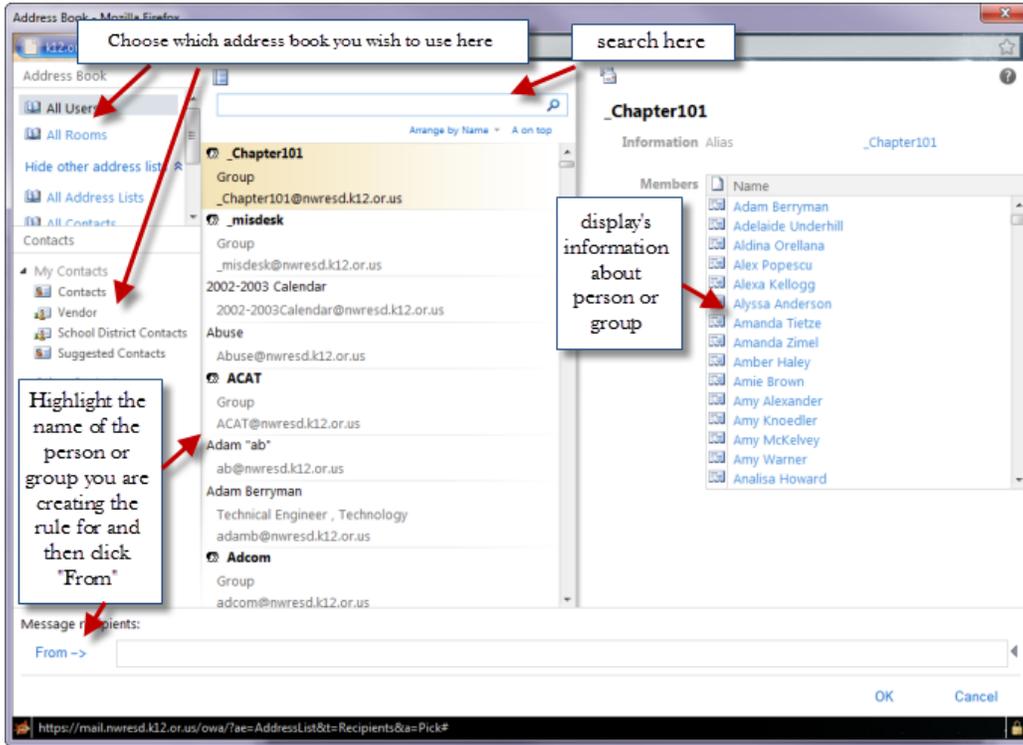
4. On the next page click “New” and choose from the list the type of rule you wish to create. Note: The next steps will follow “Create a new rule for arriving messages”. The steps for all other options are the same. If you have any questions contact the helpdesk at x1400 or helpdesk@nwresd.k12.or.us



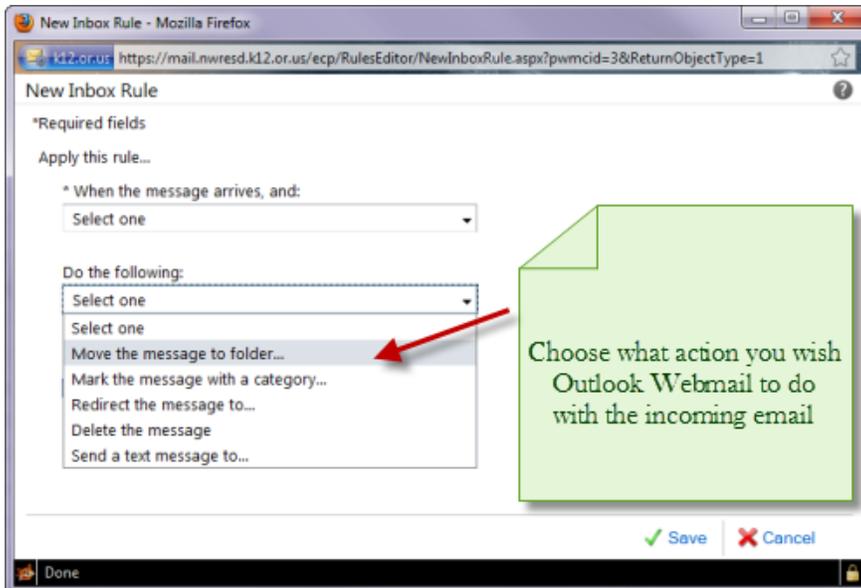
5. In the next window set the conditions.



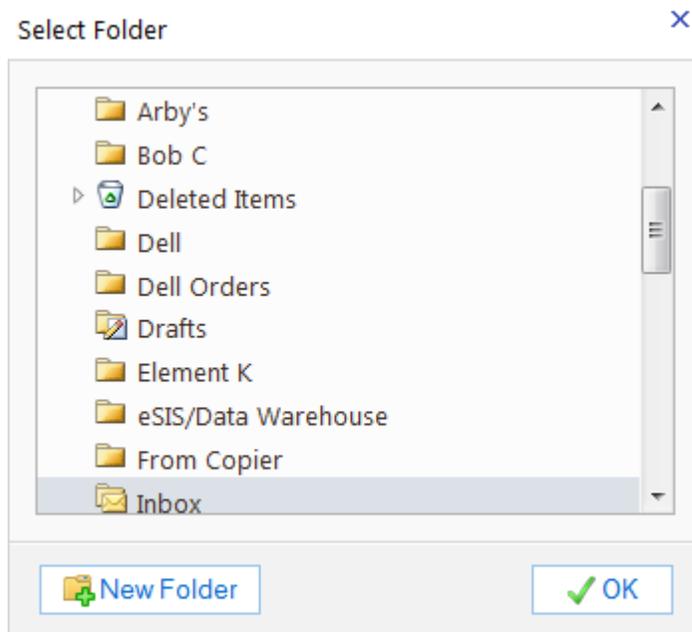
- Immediately you will be taken to another screen where you can choose the person or group you are creating the rule for. Highlight the name of the person or group that you wish to create the rule for and click "From" then click "OK". The name or group should now appear beside the drop down box.



- Next set the action you want Outlook Webmail to perform when the email arrives.



- The next window will appear inside the “New Inbox Rule” window. Select the folder or create a new folder for the emails to be filtered into then click “OK”. The folder will appear beside the drop down box.



- Click  and your new rule will appear in the rules list.



- To edit a rule simply highlight the rule you wish to edit and click

