

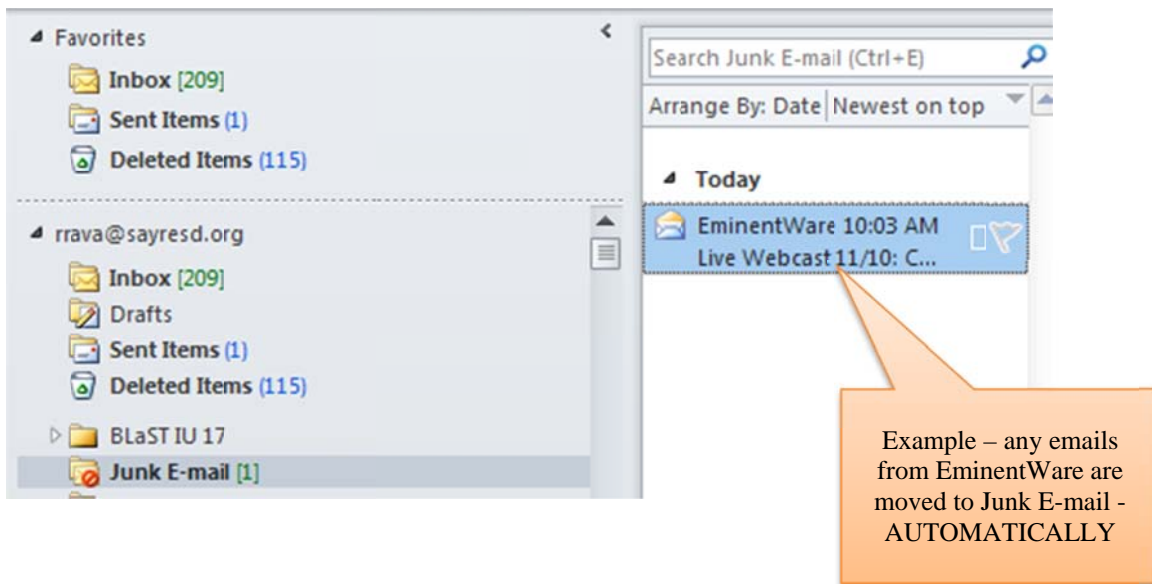
SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MS OUTLOOK – USING RULE TO MOVE EMAIL TO JUNK

Purpose

This handout is to briefly instruct how to create a Rule that will automatically move an unwanted EMAIL to JUNK.

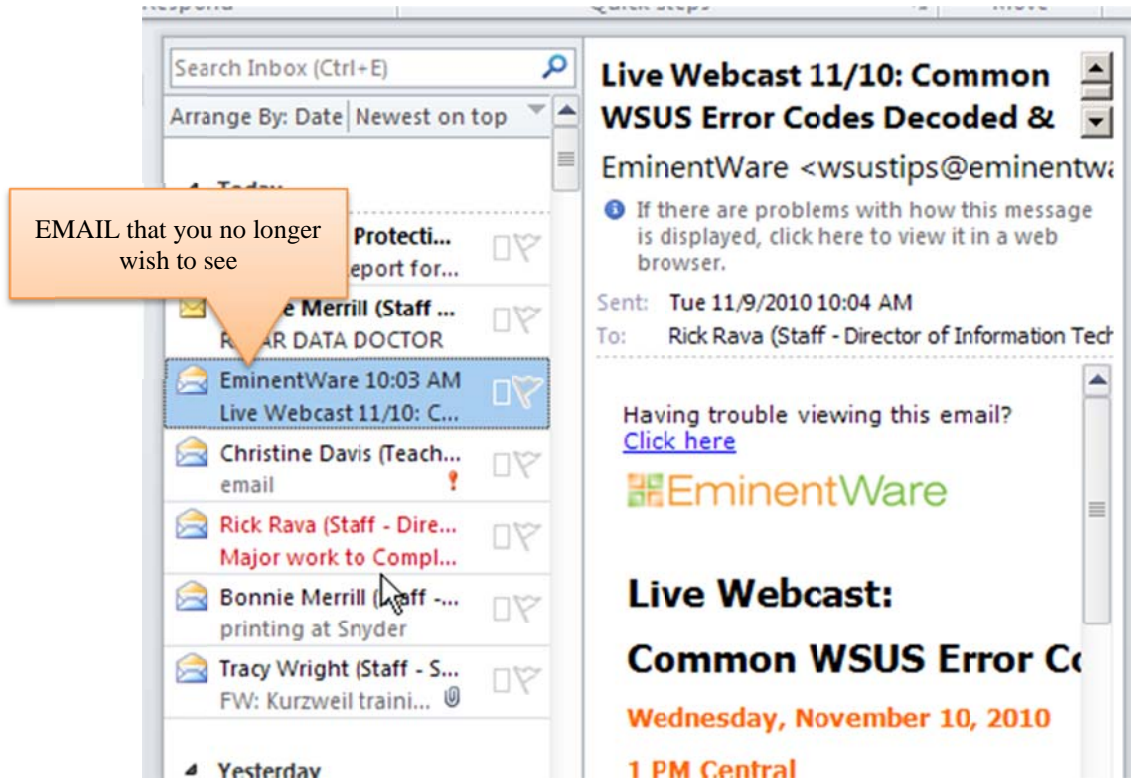
So if you have an email from a specific person, this RULE will automatically move it to JUNK Email folder.



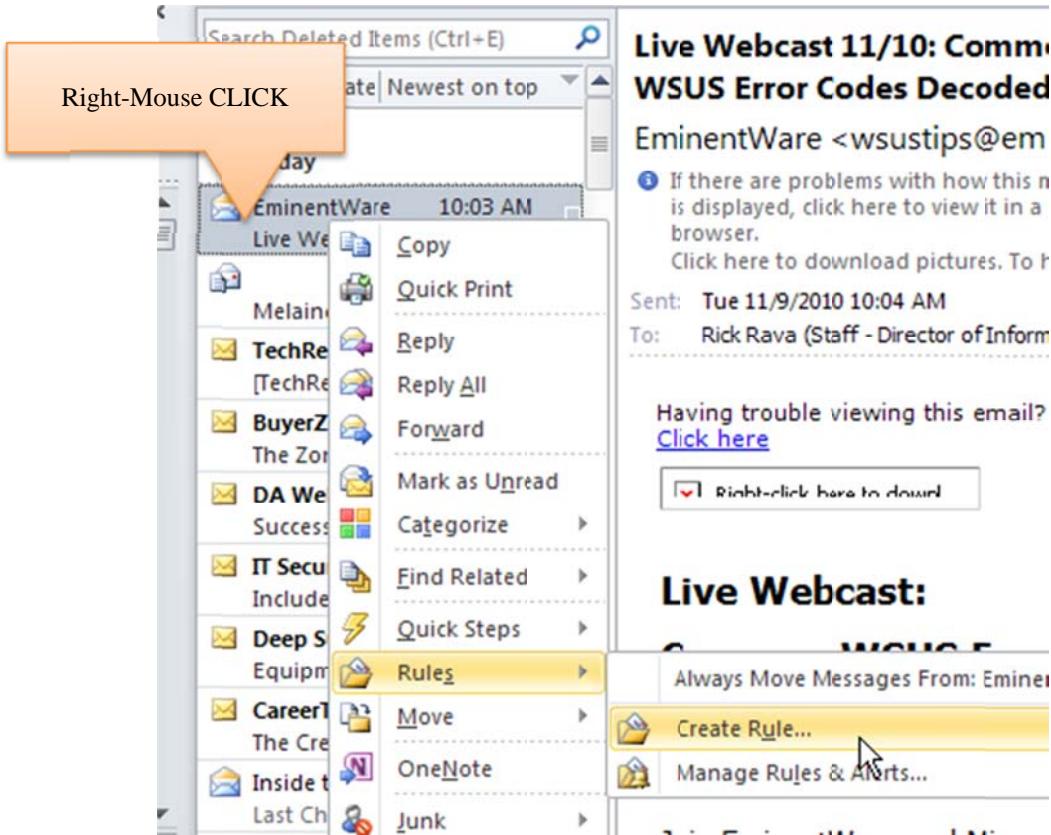
Sample How to Setup RULE to move specific EMAIL to Junk

In **MS Outlook** do the following:

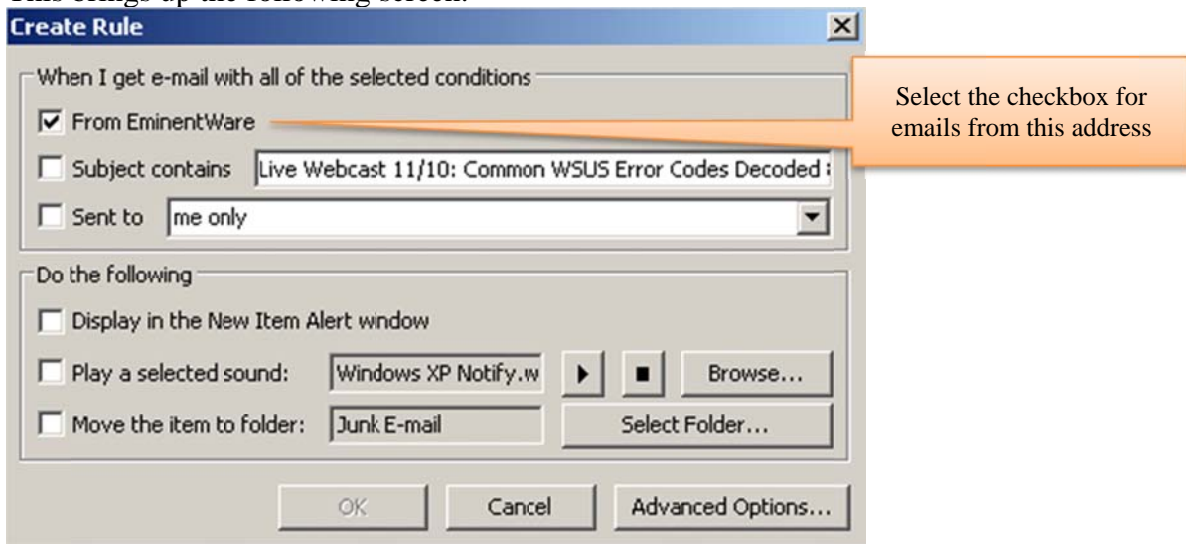
First select an email that you wish to set up a rule for (see example below):



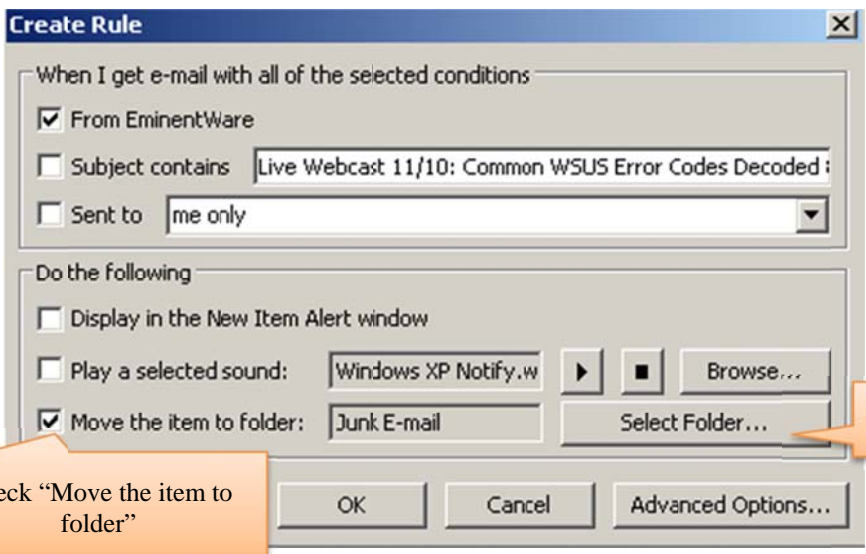
Now right mouse click on the item – select RULES – create RULE



This brings up the following screen:

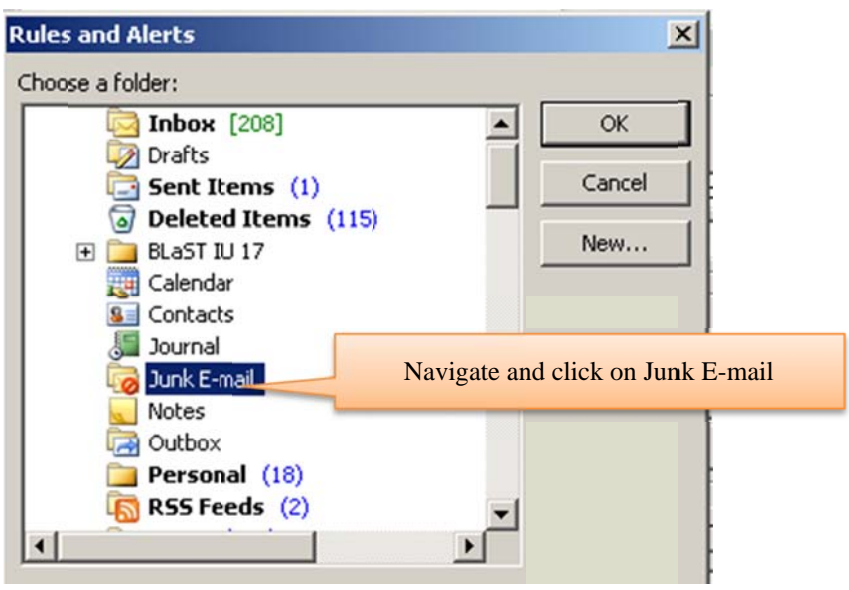


First select the check box to “From EminentWare” or the person that is sending the email

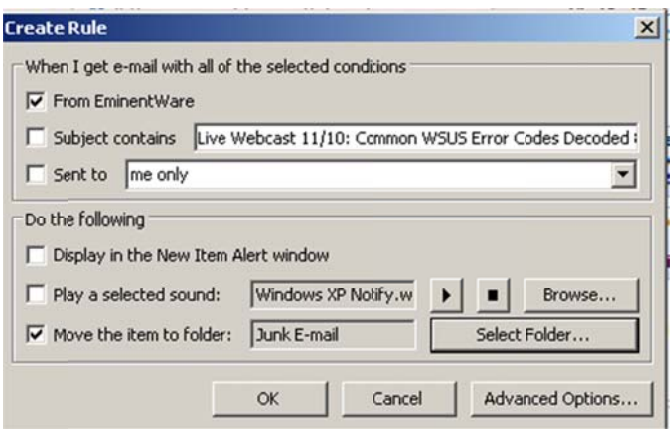


Now select Move the item to a specific folder

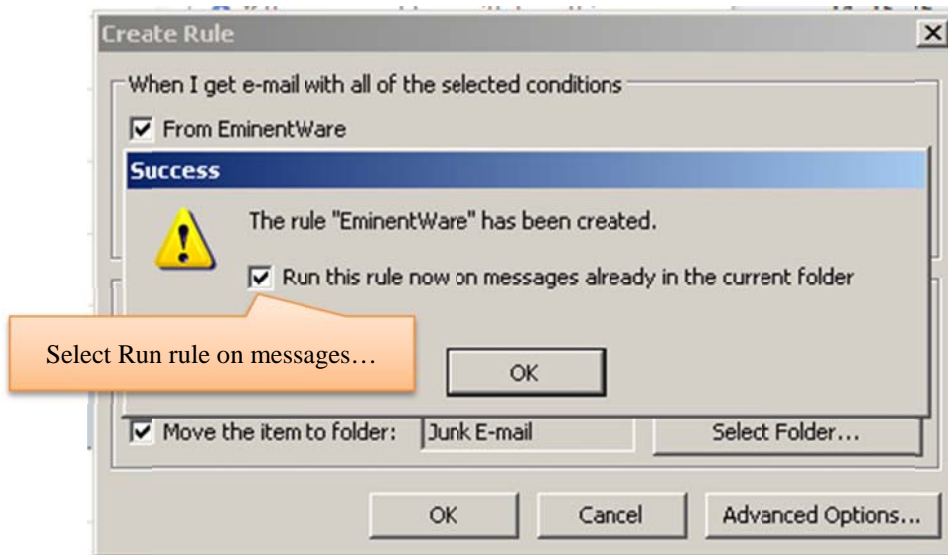
Click on Select Folder – navigate to the Junk E-mail



Click on OK

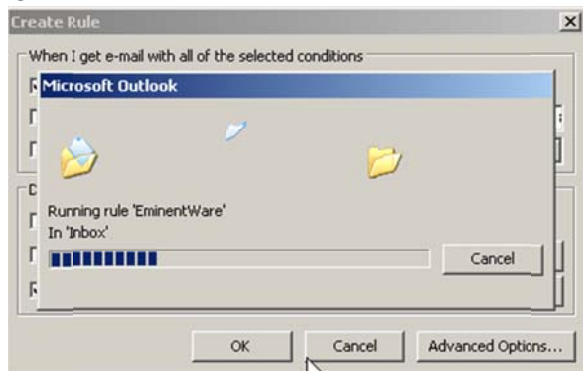


Click on OK



Make sure you select the check box to “Run this rule now on messages already in the current folder”

OK



Your rule is now all set to run – any email from that specific address will be automatically moved to the Junk Email folder

All email from this sender will now to automatically placed in your Junk Email