

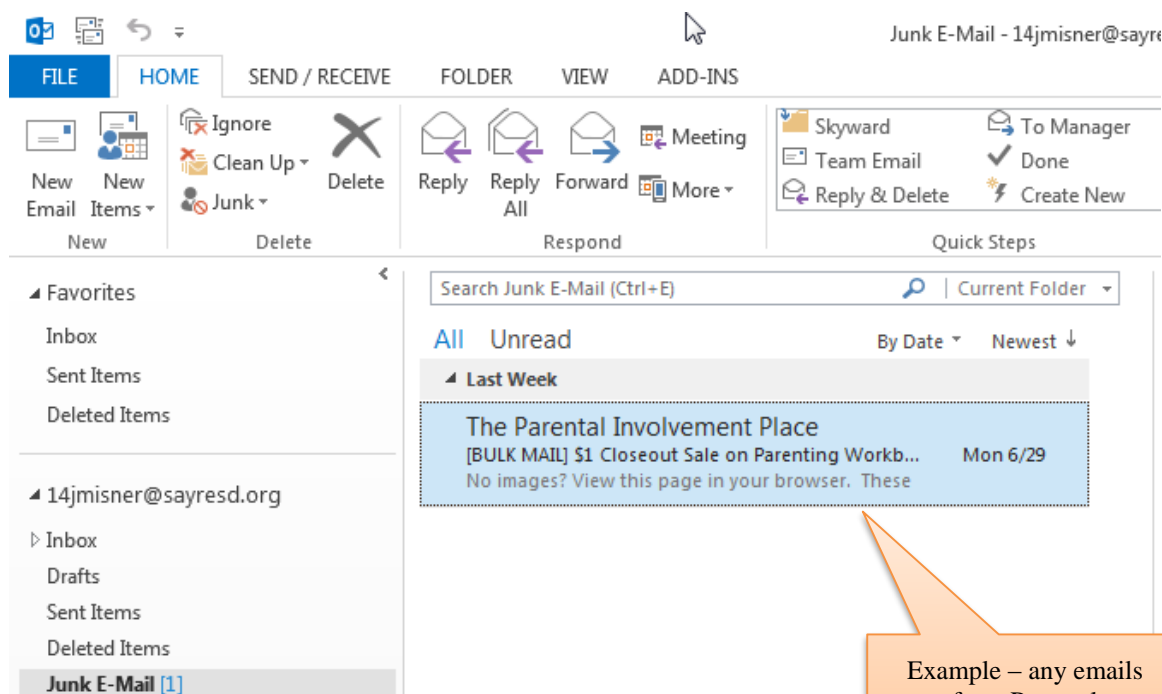
# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## MS OUTLOOK – USING RULE TO MOVE EMAIL TO JUNK OR DELETED ITEMS

### 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:

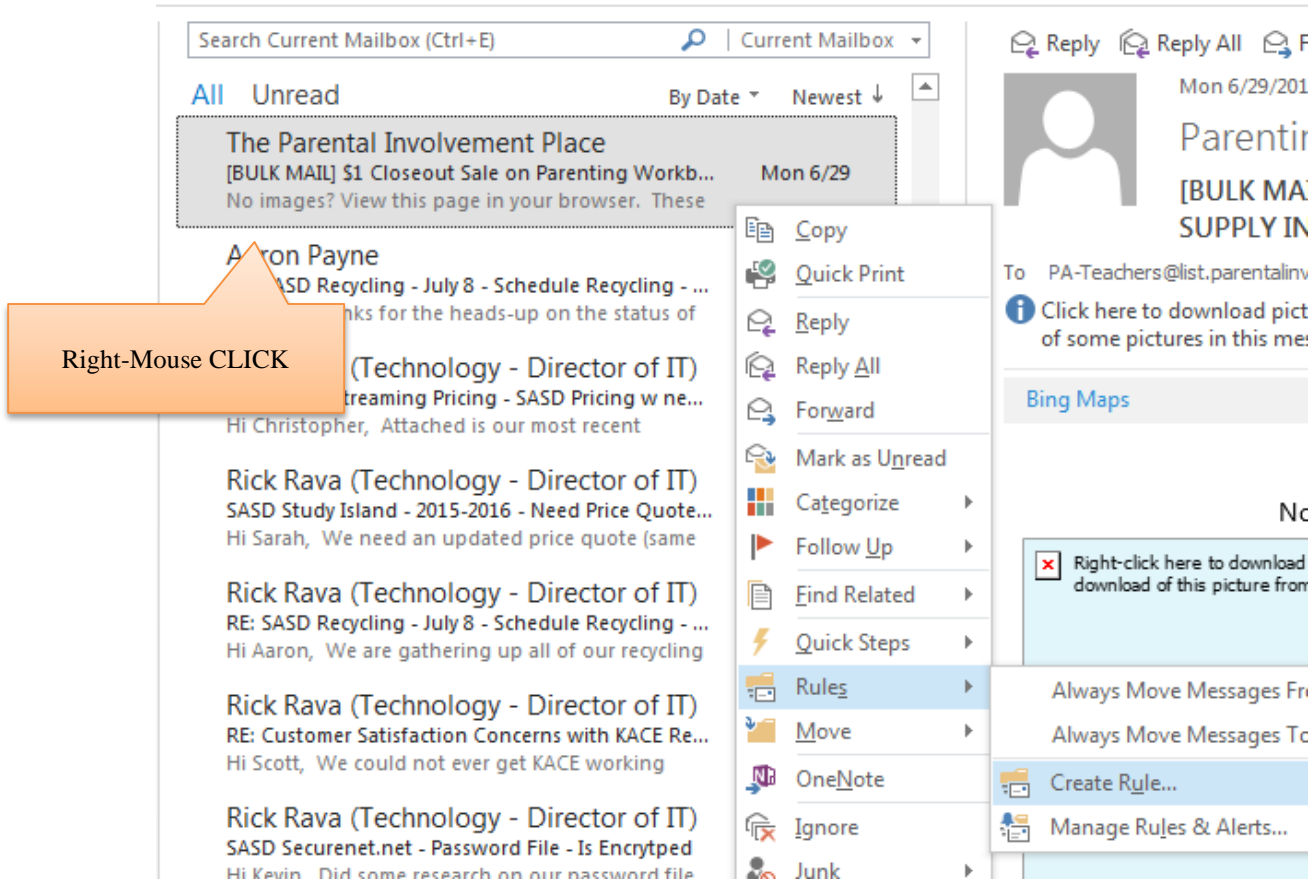
First select an email that you wish to set up a rule for (see example below):

The screenshot shows the Microsoft Outlook interface. On the left, the 'Current Mailbox' view displays a list of emails. The top email is selected and highlighted in blue. An orange callout box points to this email with the text 'EMAIL that you no longer wish to see'. The email list includes:

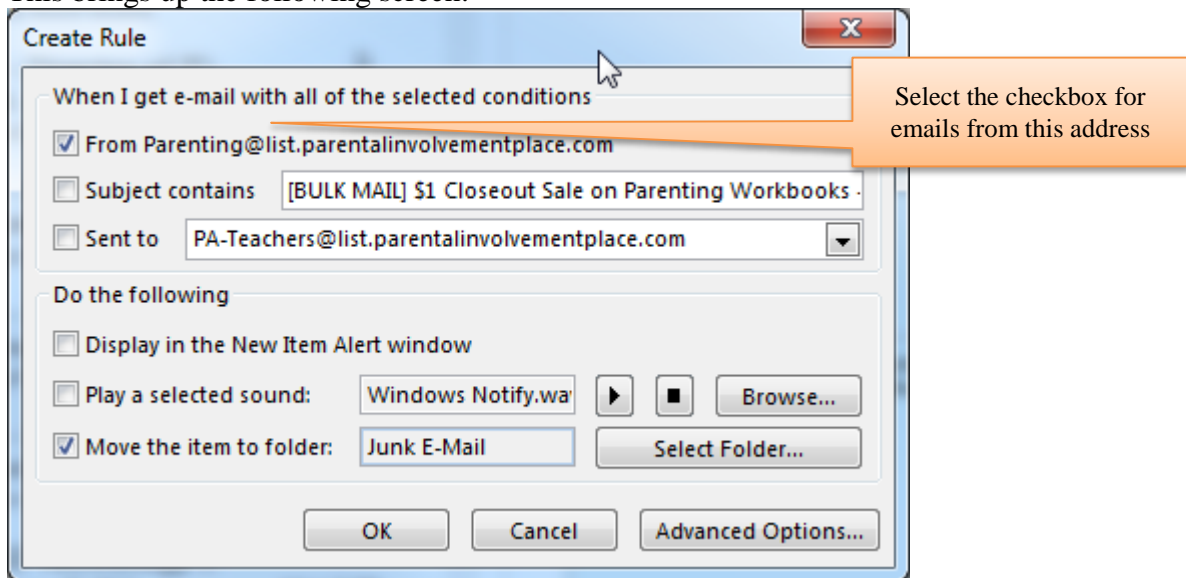
- The Parental Involvement Place**  
[BULK MAIL] \$1 Closeout Sale on Parenting Workb... Mon 6/29  
No images? View this page in your browser. These
- Aaron Payne  
RE: Recycling - July 8 - Schedule Recycling - ... Mon 6/29  
for the heads-up on the status of
- Technology - Director of IT  
ing Pricing - SASD Pricing w ne... Mon 6/29  
Attached is our most recent
- Rick Rava (Technology - Director of IT)  
SASD Study Island - 2015-2016 - Need Price Quote... Mon 6/29  
Hi Sarah, We need an updated price quote (same
- Rick Rava (Technology - Director of IT)

On the right, the preview pane shows the selected email from 'Parenting@list.parer' with the subject '[BULK MAIL] \$1 Closeout Sale SUPPLY IN STOCK'. The sender is 'PA-Teachers@list.parentalinvolvementplace.com'. The preview includes a 'Bing Maps' link and a message: 'No images? [View this](#)'. A warning icon indicates: 'Right-click here to download pictures. To help protect download of this picture from the Internet.'

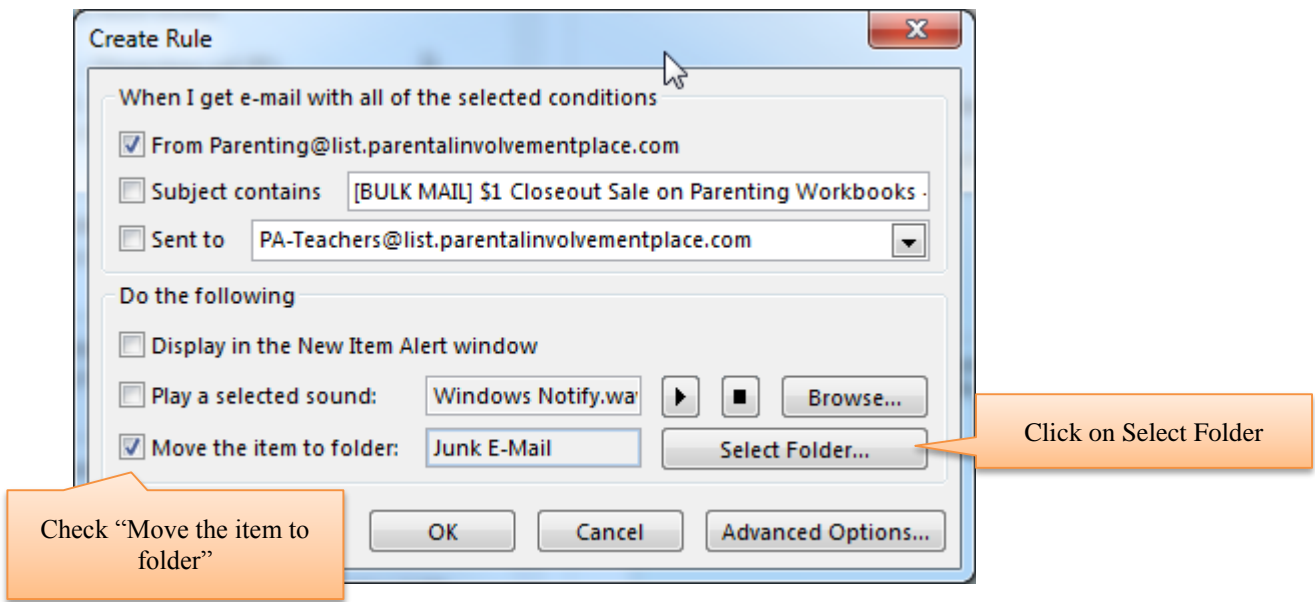
Now right mouse click on the item – select RULES – create RULE



This brings up the following screen:

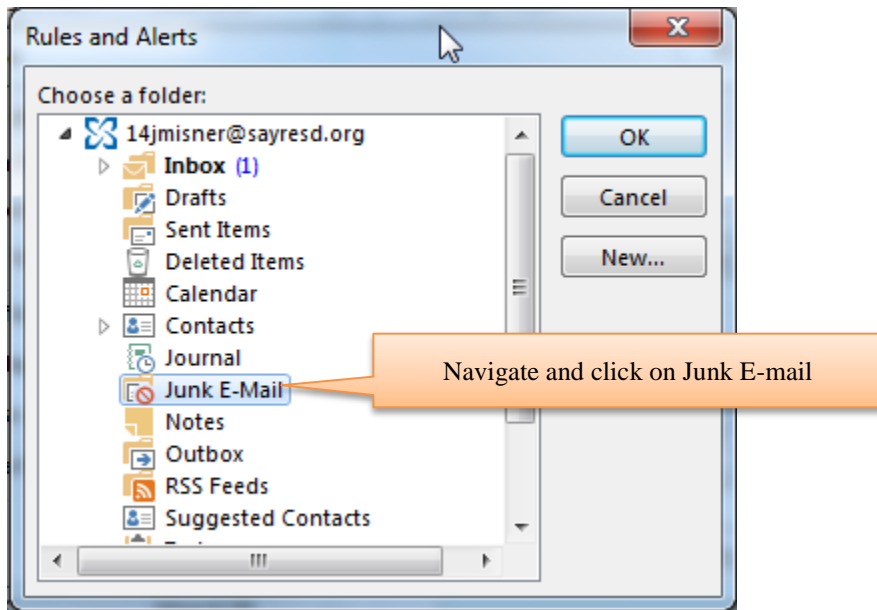


First select the check box to “From EminentWare” or the person that is sending the email

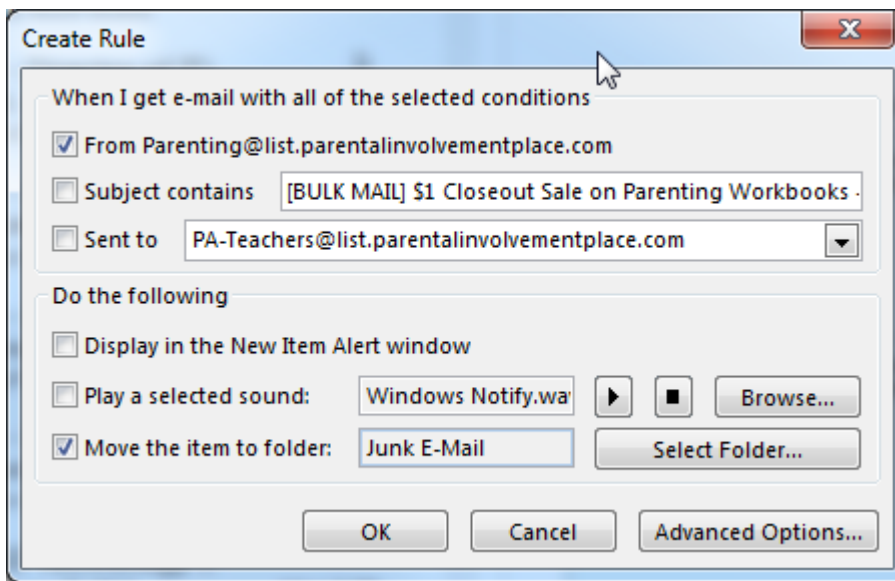


Now select Move the item to a specific folder

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**

PLEASE NOTE: if you select Deleted Items as the folder to move to, all email from this sender will be automatically placed in Deleted Items.