## How to setup Rule in Outlook

1. Right click Target Email > Rules > Create Rule...

| All Unrea                            | ad  | By Date                   | <ul> <li>✓ ↑</li> </ul>  |                                       |
|--------------------------------------|---|---------------------------|--|---------------------------------------|
| ETC??????<br>[POSSIBLE SP<br>平素よりETC | ??<br>AM] ???????????????(ETC??<br>印用照会サービュナーデーー<br>自 <u>C</u> opy  | ??????) 12:37  <br>+ +" ± | PM   |                                       |
|                                      | Image: Second state sta | nt<br>Read                |  |                                       |
|                                      | Eind Rela   | ted  Alw Alw Alw          | ways Move Messages From: ETC???????<br>ways Move Messages To: contact  | ]                                     |
|                                      | Send to (<br>Image: Send to (      Image: Send to (   | One <u>N</u> ote Crei     | anage Rules & Alexte<br>Create Rule<br>Create a rule based on<br>recipients of this mess<br>move mail to a specifi | the sende<br>age to alw<br>ed folder. |

2. In this example, if Subject contain " [POSSIBLE SPAM]" then move the mails to Trash. You can also change it to "From" or "Sent to" or combine conditions

| Create Rule X  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| When I get email with all of the selected conditions |  |  |  |  |  |  |
| From ETC???????                                      |  |  |  |  |  |  |
| Subject contains [POSSIBLE SPAM]                     |  |  |  |  |  |  |
| Sent to contact                                      |  |  |  |  |  |  |
| Do the following                                     |  |  |  |  |  |  |
| Display in the New Item Alert window                 |  |  |  |  |  |  |
| Play a selected sound: Windows Notify Em Browse      |  |  |  |  |  |  |
| Move the item to folder: Trash Select Folder         |  |  |  |  |  |  |
| OK Cancel Advanced Options                           |  |  |  |  |  |  |

3. After clicking OK on step 2. You can click "Run this rule now on messages already in the current folder" This will apply the rule to your existing emails.

| Success   |                                      |
|---|--------------------------------------|
| The rule "[POSSIBLE SPAM] (2)" has been of the rule "[POSSIBLE SPAM] (2)" has been of the rule now on messages alread | created.<br>dy in the current folder |
| ОК  |                                      |
| Move the item to folder Trash   | Select Folder                        |