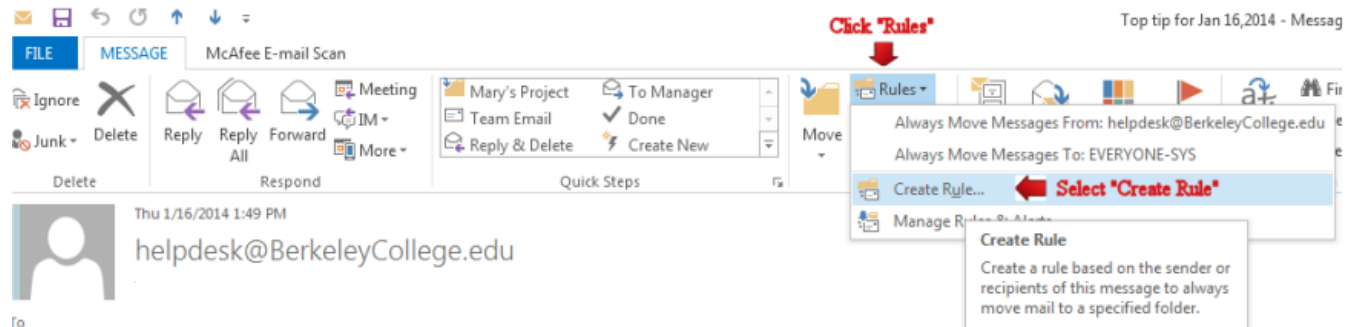
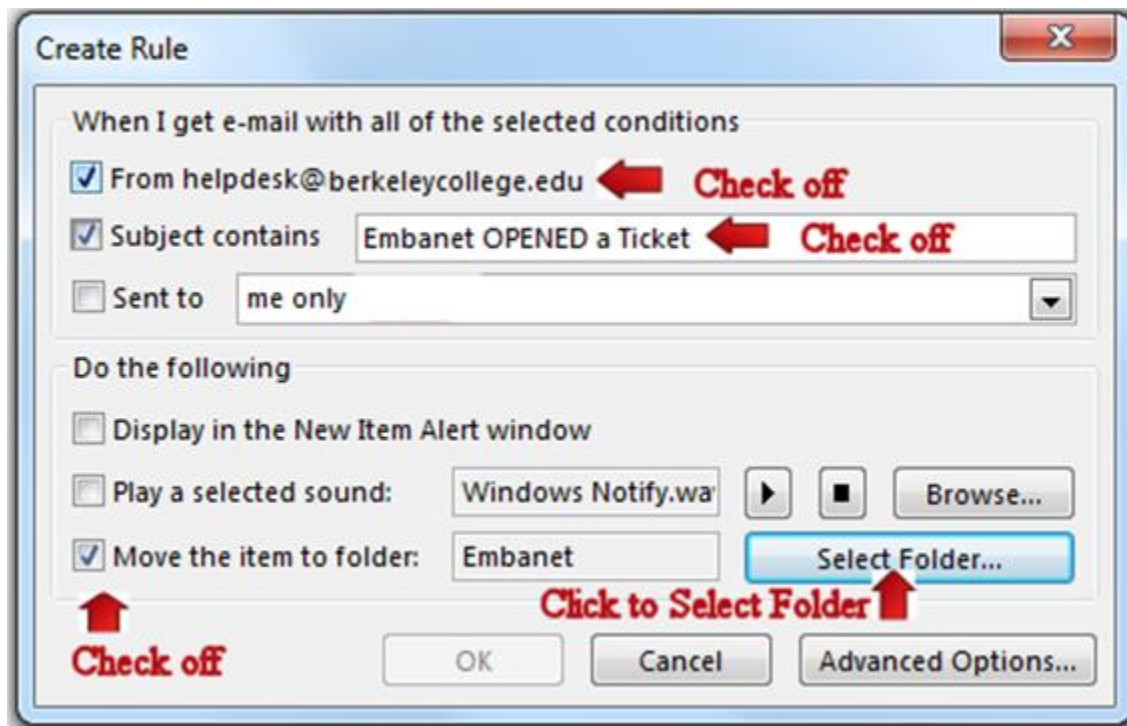


## Using rules to move emails automatically to a folder in Outlook 2013

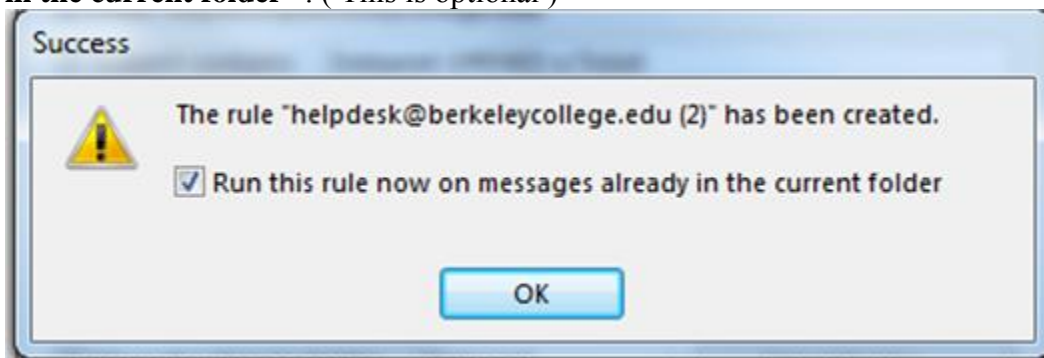
1. The easiest way to achieve this is by opening the e-mail you want moved.
2. Click the “**Rules**” button and then select “**Create Rule**”



3. Select your condition on how the e-mail should be moved. You have 3 conditions.  
From (e-mail address)  
Subject contains  
Sent to  
In this example, I will check off “**From**” (Example berkeleycollege.edu) and “**Subject contains**” (Example Embanet Opened a ticket).
4. Check off “**Move the Item to a folder**” and then click “**Select Folder**” and Click “**OK**”

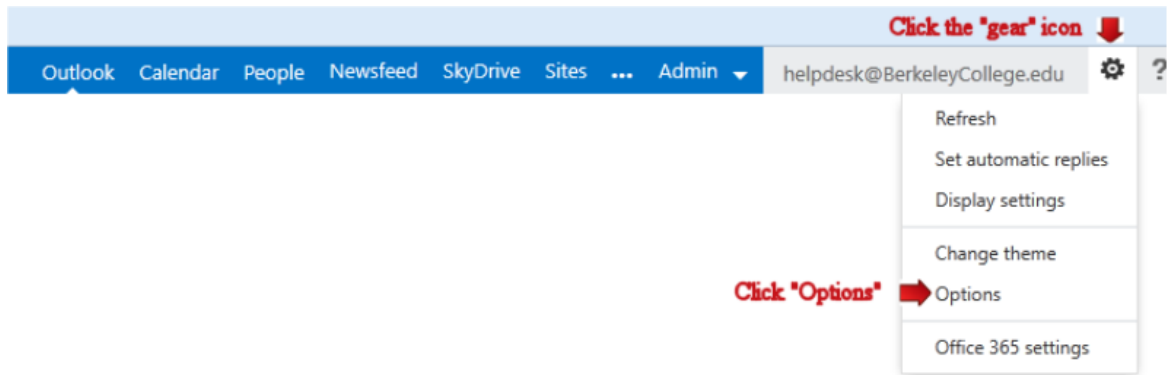


5. At this point you have the option to check off **“Run this rule now on messages already in the current folder”**. ( This is optional )

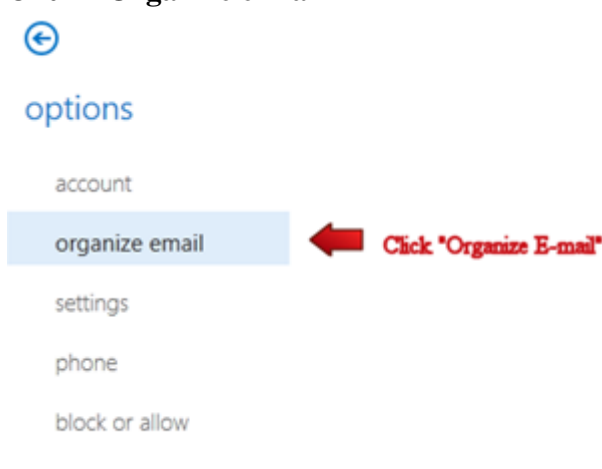


### Using rules to move emails automatically to a folder in OWA

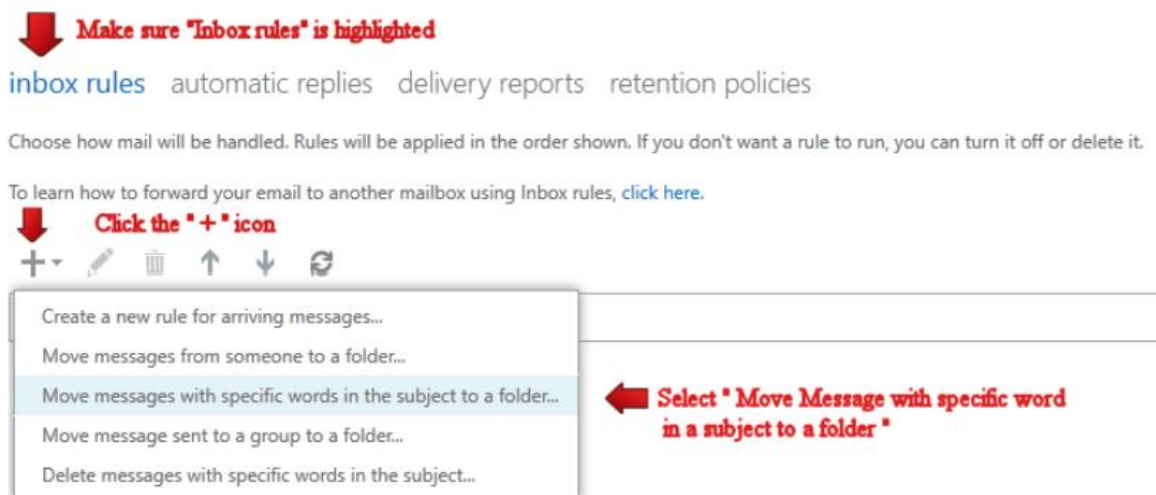
1. The easiest way to achieve this is by opening the e-mail you want moved.
2. Click the **“Gear”** icon.
3. Click **“Options”**



4. Click “**Organize e-mail**”



5. Make sure “**Inbox rules** is highlighted”
6. Click the “+” icon
7. Select the link “**Move Message with specific word in a subject to a folder**”.



8. Under “**Name**” type in the name of the rule

9. Click the link **“Enter word”**, Type in your word, Click **“+”** and Click **“Ok”**
10. Click the link **“Select one”** to select your folder
11. Click **“Save”**

The screenshot shows the 'New Inbox Rule' window in Mozilla Firefox. The window title is 'New Inbox Rule - Mozilla Firefox' and the address bar shows the URL: <https://pod51041.outlook.com/ecp/helpdesk@BerkeleyCollege.edu/RulesEditor/NewInboxRule.aspx?reqId=139032842900>. The main content area is titled 'new inbox rule' and has a 'Help' link in the top right corner.

The form contains the following sections:

- Apply this rule...**
  - Name:** A text input field. A red arrow points to it with the text: **Under "Name" Type in the name of the rule**.
- \*When the message arrives, and:**
  - A dropdown menu showing 'It includes these words in the subject...'. A red arrow points to the link **\*Enter words...** with the text: **Click the link \* Enter word\***.
- Do the following:**
  - A dropdown menu showing 'Move the message to folder...'. A red arrow points to the link **\*Select one...** with the text: **Click "Select One" to to select your folder**.
- More options...** (a link)

At the bottom, there are 'save' and 'cancel' buttons. A red arrow points to the 'save' button with the text: **Click "Save"**.

A modal dialog box titled 'specify words or phrases' is open on the right. It contains a text input field with the placeholder text 'Type in your word' and a '+' button. A red arrow points to the '+' button with the text: **Click "+"**. Below the input field, there are 'ok' and 'cancel' buttons. A red arrow points to the 'ok' button with the text: **Click "Ok"**.