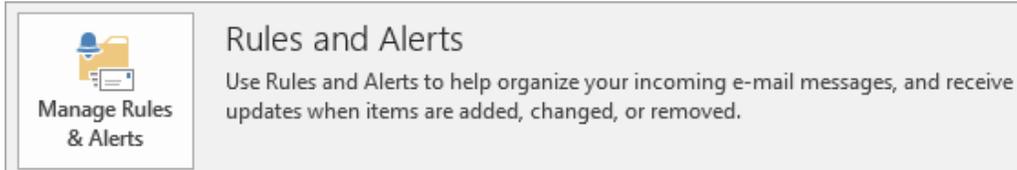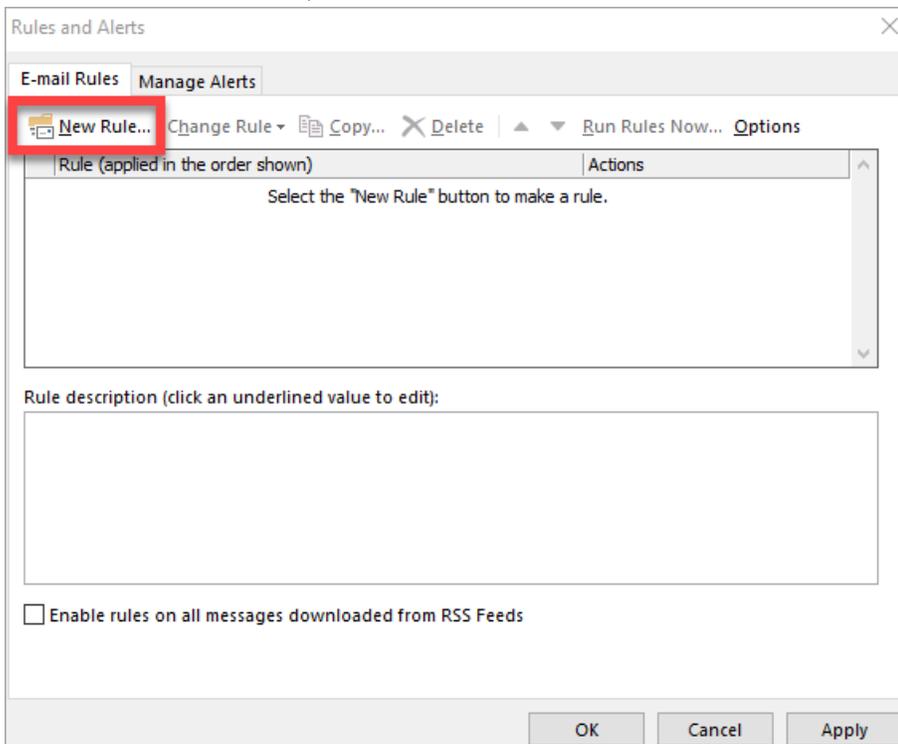# HOW TO USE RULES TO MANAGE EMAILS

Rules can be used to organize emails or notify us of emails from specific senders. Here are steps to set up rules.

1. Click the **File** tab. Select **Manage Rules & Alerts**.

Rules and Alerts

Manage Rules & Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

2. On the E-mail Rules tab, click **New Rule**.

Rules and Alerts ✕

E-mail Rules   Manage Alerts

New Rule... Change Rule ▾ 📋 Copy... ✕ Delete ▲ ▼ Run Rules Now... Options

Rule (applied in the order shown)	Actions
Select the "New Rule" button to make a rule.	

Rule description (click an underlined value to edit):

☐ Enable rules on all messages downloaded from RSS Feeds
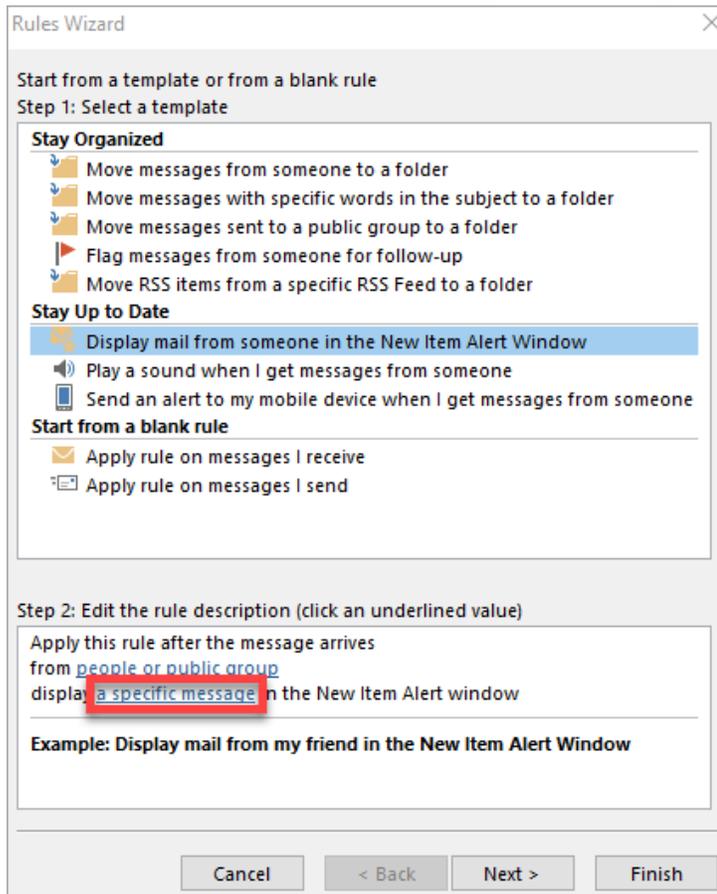
OK   Cancel   Apply

3. In Rules Wizard, under Stay Up to Date select '**Display mail from someone in the New Item Alert Window**' [1], then click on '**people or public group**.' [2]
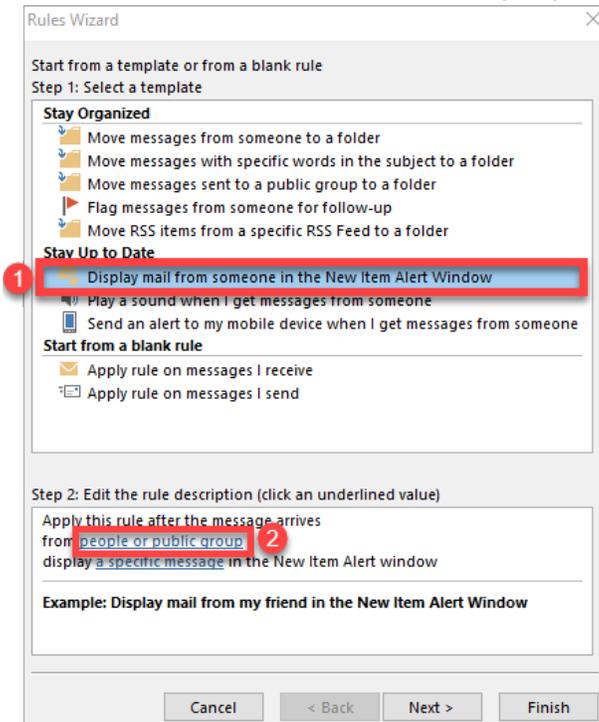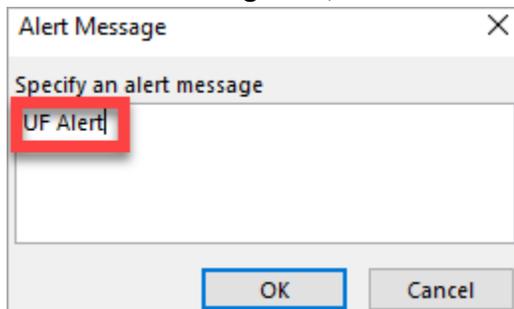

4. Under Rule Address enter ufemergencynotification@UFL.EDU, then click OK.
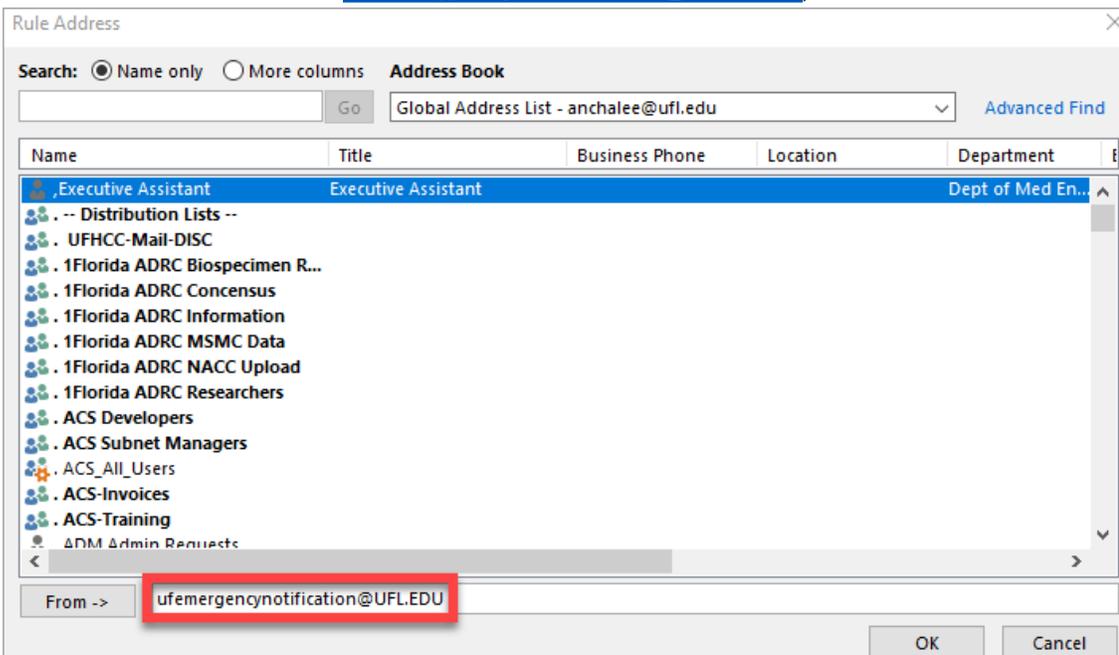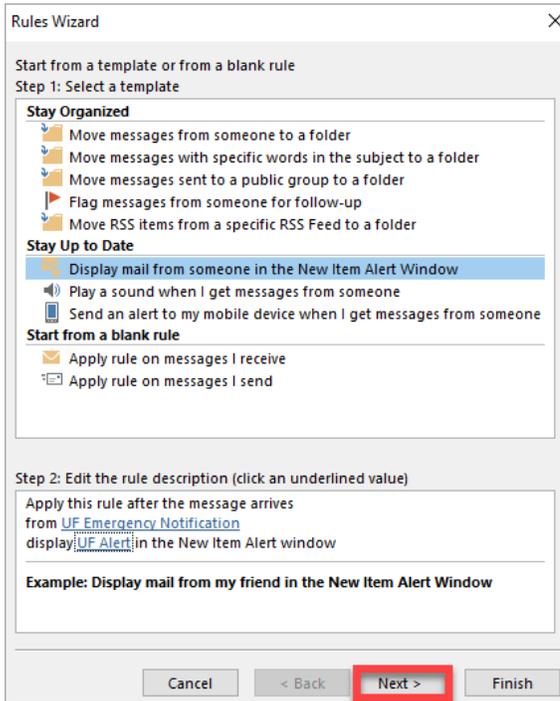
5. Back to the Rules Wizard click on '**a specific message.**'

Rules Wizard ✕

Start from a template or from a blank rule
Step 1: Select a template

Stay Organized
  Move messages from someone to a folder
  Move messages with specific words in the subject to a folder
  Move messages sent to a public group to a folder
  Flag messages from someone for follow-up
  Move RSS items from a specific RSS Feed to a folder
Stay Up to Date
  Display mail from someone in the New Item Alert Window
  Play a sound when I get messages from someone
  Send an alert to my mobile device when I get messages from someone
Start from a blank rule
  Apply rule on messages I receive
  Apply rule on messages I send

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from people or public group
display a specific message in the New Item Alert window

Example: Display mail from my friend in the New Item Alert Window

| Cancel | < Back | Next > | Finish |

6. In the Alert Message box, enter **UF Alert**, then click OK.

Alert Message ✕
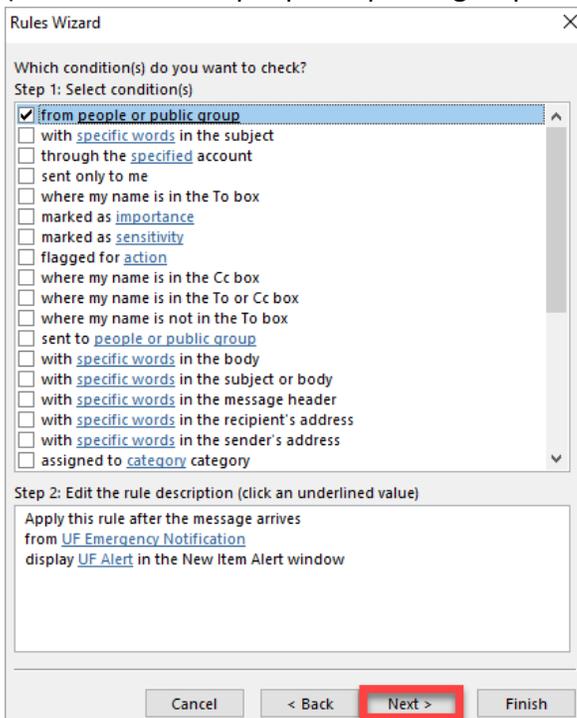
Specify an alert message

UF Alert

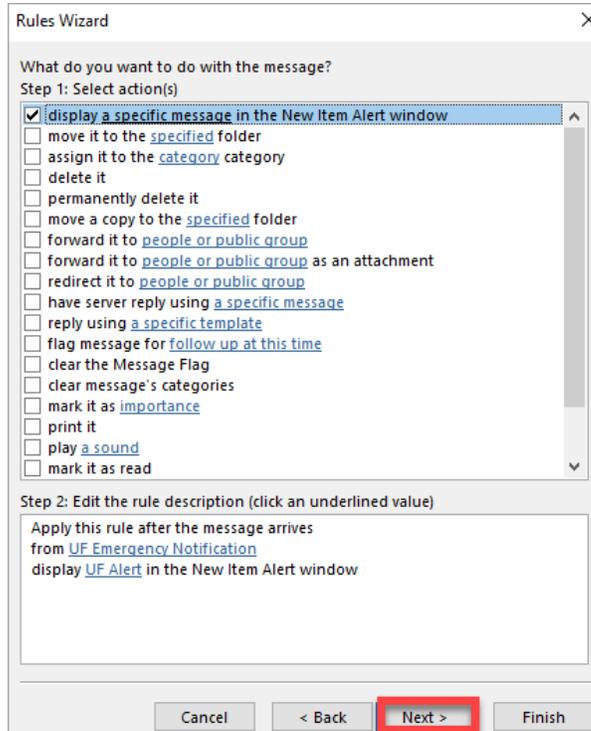| OK | Cancel |

7. Click Next.

8. Click Next.
(Make sure 'from people or public group' is selected. It should be by default.)
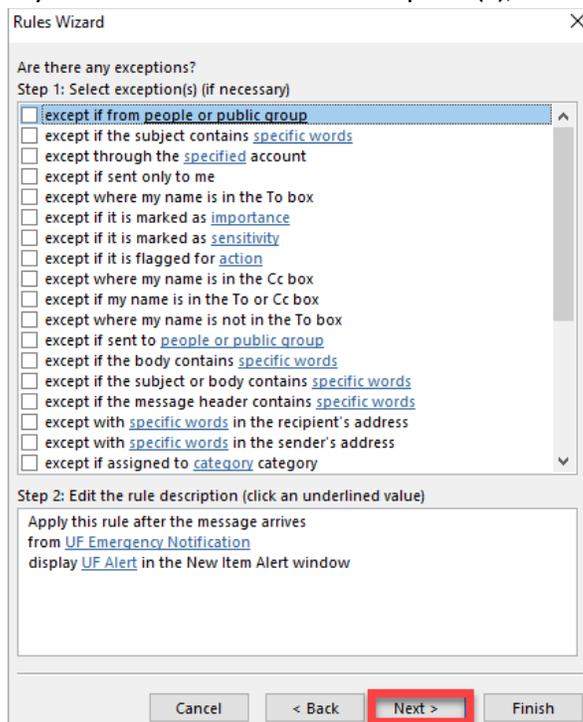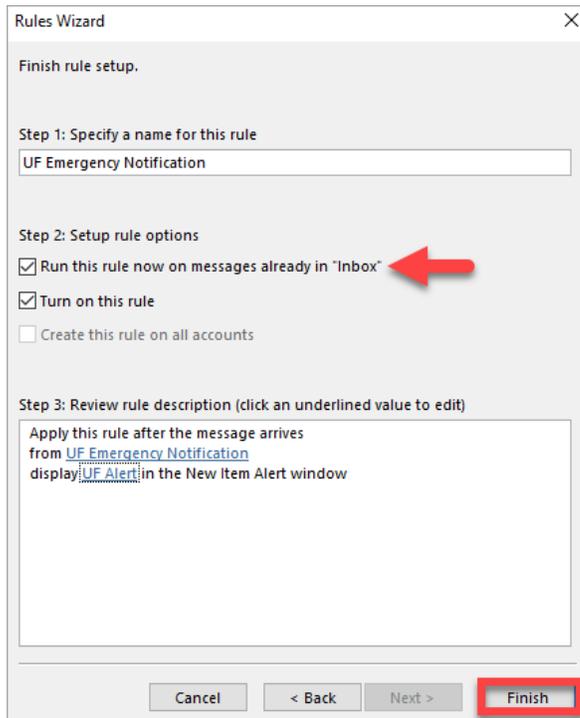
9. Click Next.
(Make sure 'display a specific message in the New Item Alert window' is checked. It should be by default.)

10. If you would like to set an exception(s), select one(s) here. Then click Next.

11. You can select the optional 'Run this rule now on messages already in "Inbox" then click Finish.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

UF Emergency Notification

Step 2: Setup rule options

☑ Run this rule now on messages already in "Inbox"
☑ Turn on this rule
☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
from UF Emergency Notification
display UF Alert in the New Item Alert window

Cancel | < Back | Next > | **Finish**

You will see the message 'This rule will only run when you check your email in Outlook. If Outlook isn't running, this rule won't work for email you check online or from another device.' Click OK.

12. Click on Apply, then OK to complete the rule set up process.

Rules and Alerts

E-mail Rules | Manage Alerts

New Rule... Change Rule ▾ 📋 Copy... ✕ Delete | ▲ ▼ Run Rules Now... Options

Rule (applied in the order shown)	Actions
☑ UF Emergency Notification (client-only)	

Rule description (click an underlined value to edit):

Apply this rule after the message arrives
from UF Emergency Notification
display UF Alert in the New Item Alert window

☐ Enable rules on all messages downloaded from RSS Feeds

OK | Cancel | **Apply**