Moving specific mail by sender, subject or body text moved into a special folder in Outlook using the Rules Wizard.

**NOTE:** Before you start to create your rules using the wizard, create the folder you want your messages moved into.

- Open Outlook and go to the TOOLS Menu and select Rules Wizard... from the drop down menu.

Once you see the following window, click on the New... button
• Click on NEXT
• Check “with specific words in subject” in the top section of the window and then click on the link to “specific words”

• Type in or paste into the **Add new** field the exact words used in the subject field of the incoming e-mail messages you want moved to the folder. Then click on the **Add button** and you will see the next window.
Click on the **OK** button

Now you can see what subject line is going to be moved to the folder.

Click on **NEXT**
• Click in the "Move to specified folder" box
• Now click on the link in the lower portion of the window for “specified folder”

• Click on the “+” sign to the left of the **Inbox** to see all the folders you have in your Mailbox.
• Select the folder you want the messages moved into.
• In this case, I have selected the ESU/PSE folder.

• Now click on the **NEXT** button.
If you have any exceptions, add them here. Otherwise click on **NEXT**.
• You can rename the rule name to anything you want to make it easier to know what it is.
- Click on **FINISH**
- Now you have a new Rule