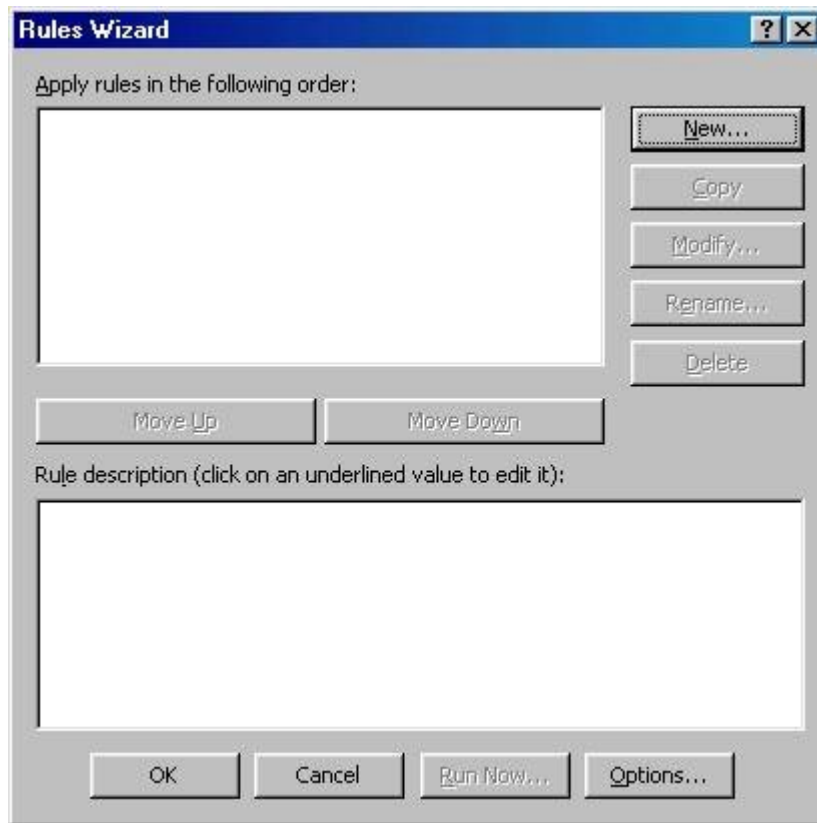


Moving specific mail by sender, subject or body text moved into a special folder in Outlook using the Rules Wizard.

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

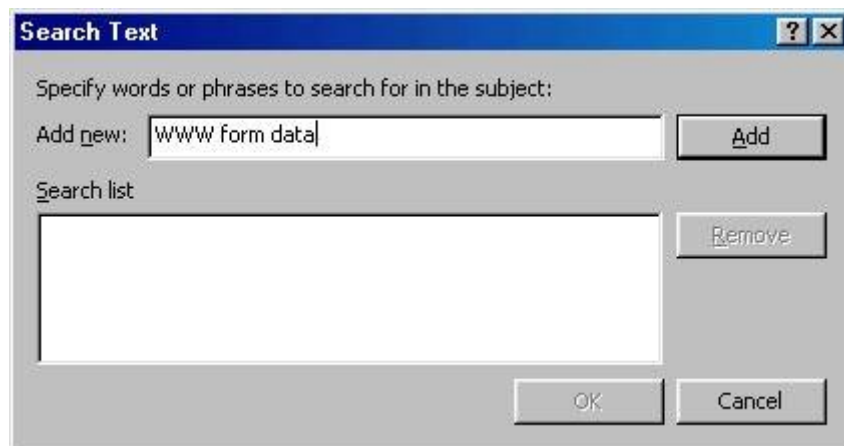




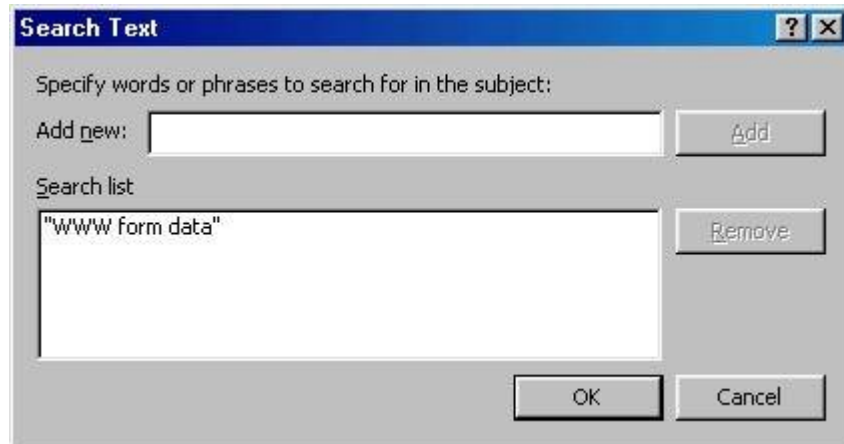
- Click on NEXT



- 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



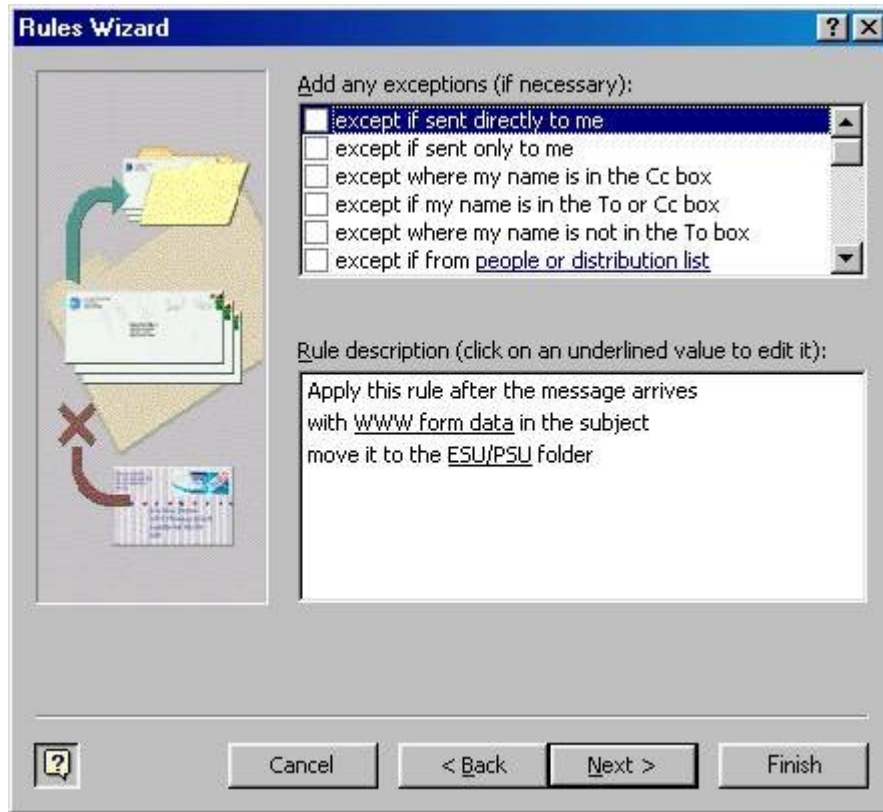
- Now click on the link in the lower portion of the window for “specified folder”



- 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

