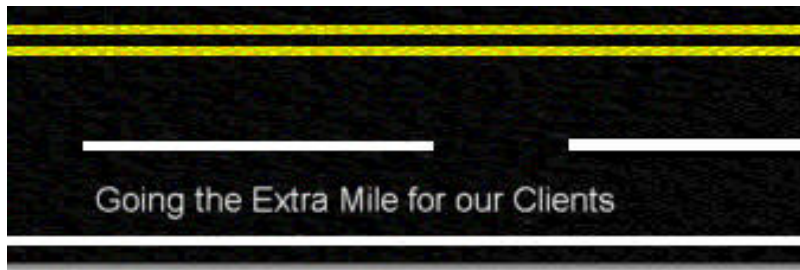


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# How to Create Rules within Outlook Express

# Why would I want to?

- To remove SPAM from the Inbox automatically
- To find important e-mails quickly
- To group e-mails which are alike
- To save important e-mails in a location other than the Inbox

First

Turn on the computer

# Open Outlook Express

If you are on dial up,  
you can stay off-line.

If you are on Broadband,  
click on Send/Recv.

This will eliminate the program from going out and  
checking mail while your creating a rule.



Print



Delete



Send/Recv



Addresses

First decide on what type of Rule  
you would like.

Delete spam

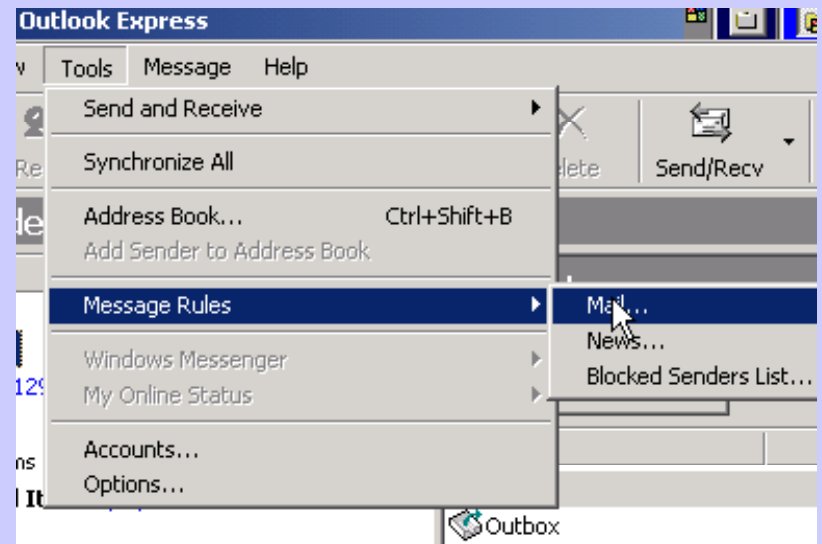
Save e-mails from children

Save e-mails from grandchildren

Save e-mails from Palm Lakes Village  
etc.

# Now

- Click on Tools
- Choose Message Rules and then Mail





# Anti Spam

- For this example, let's create a New Rule which will take all e-mails, with a specific word in the Subject line, and move it to the Deleted Items folder

# Select the condition

**Edit Mail Rule** ? X

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the From line contains people
- Where the Subject line contains specific words
- Where the message body contains specific words
- Where the To line contains people

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives  
Where the Subject line contains specific words  
Delete it

4. Name of the rule:

New Mail Rule #1

OK Cancel

- Here, we will choose where the Subject line contains a Specific Word or Words

# Selecting an action

**New Mail Rule** ? x

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the From line contains people
- Where the Subject line contains specific words
- Where the message body contains specific words
- Where the To line contains people

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives  
Where the Subject line contains specific words  
Delete it

4. Name of the rule:

New Mail Rule #1

OK Cancel

- In the next section, we will select what action we want to have happen
- Let's delete them!

# Adding a description to the Rule

**New Mail Rule** ? x

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the From line contains people
- Where the Subject line contains specific words
- Where the message body contains specific words
- Where the To line contains people

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives  
Where the Subject line contains specific words  
Delete it

4. Name of the rule:

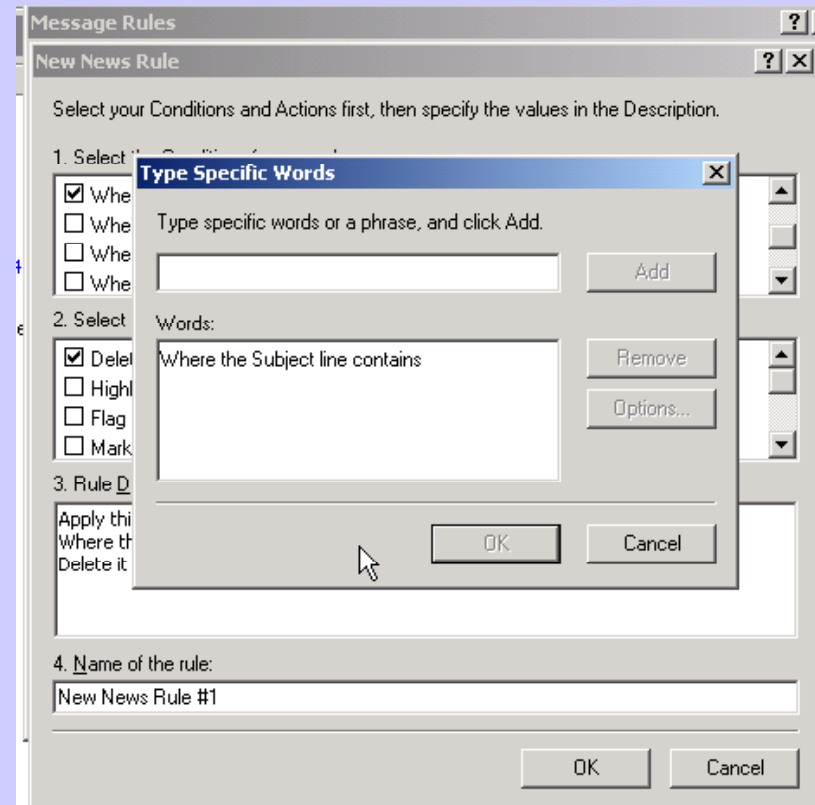
New Mail Rule #1

OK Cancel

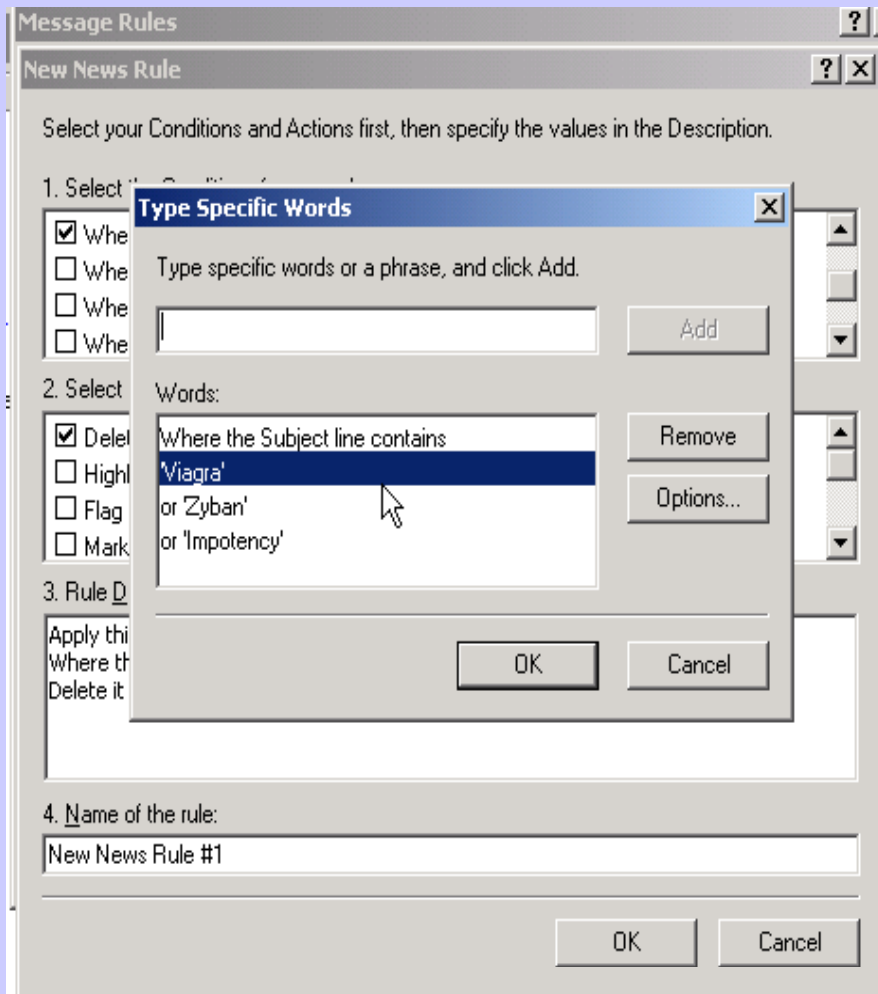
- In this rule, since we are creating a Rule which will delete an e-mail which contains certain words, we must now define those words.
- Click on **CONTAINS SPECIFIC WORDS** in the lower section.

# Adding Specific Words

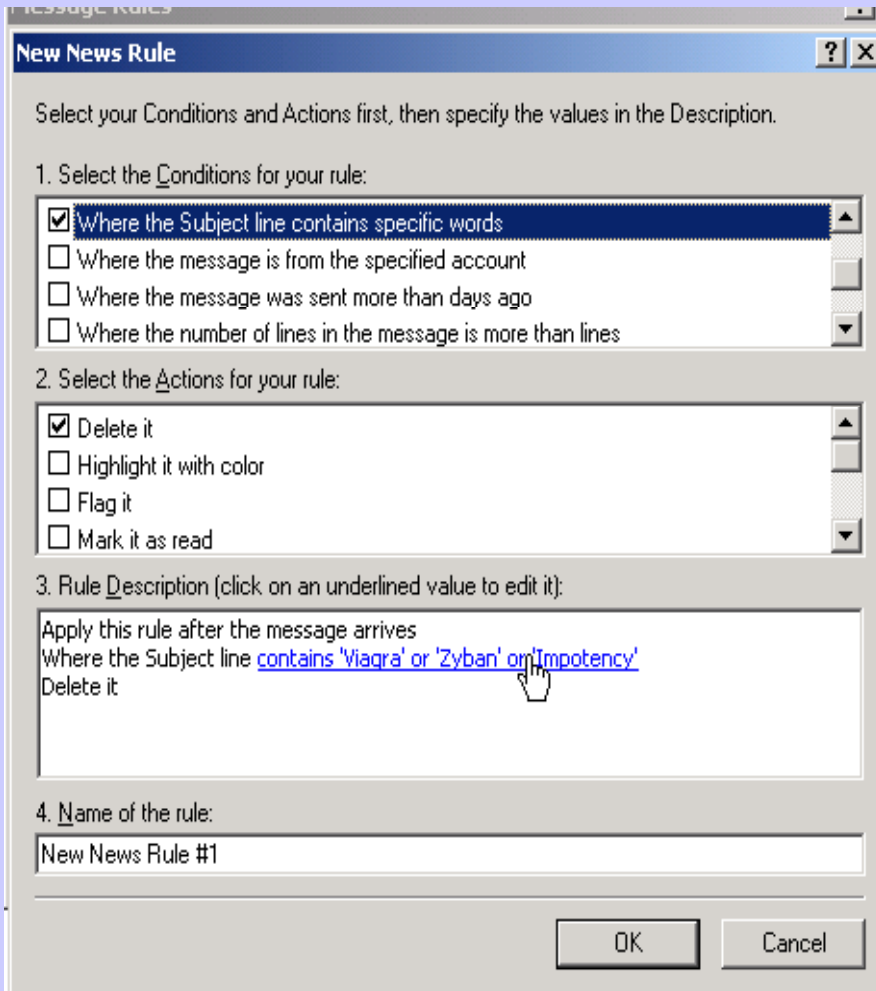
- In the upper text box, add any word and click the ADD button.
- To add additional words, repeat the previous step.



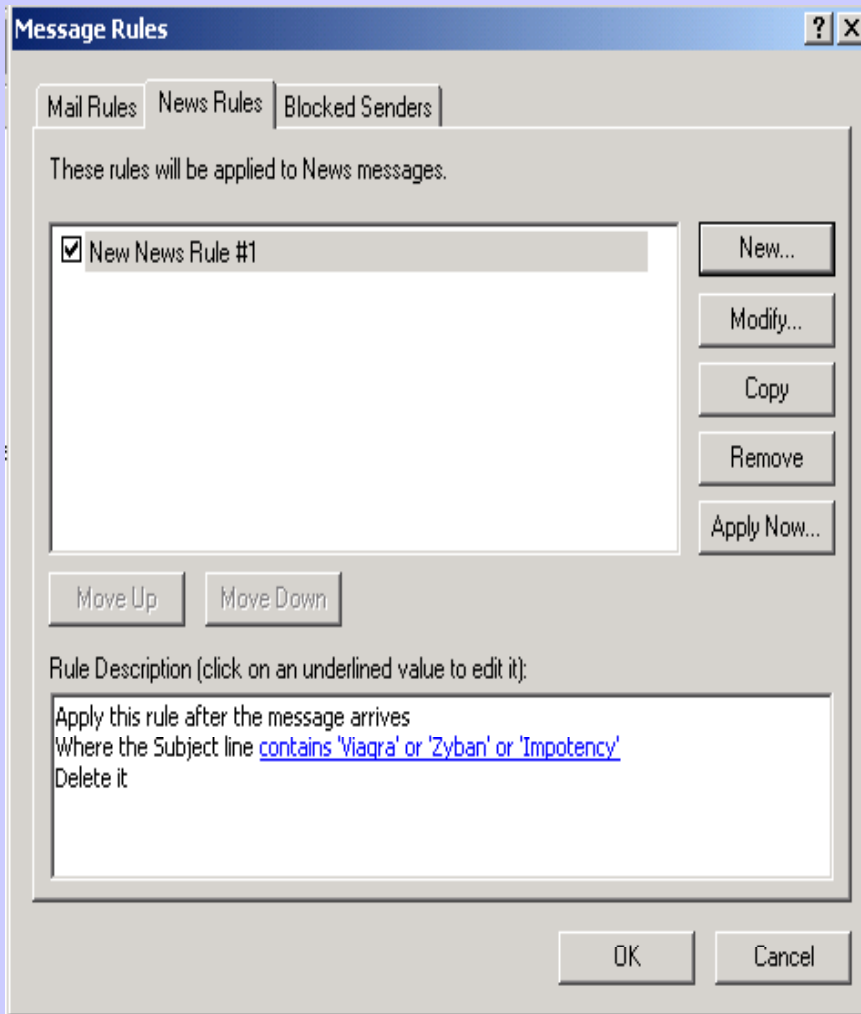
# Finishing the Rule



- When you have finished adding words, click on the OK button



- Click on the OK button again.



- And click on the OK button one more time.



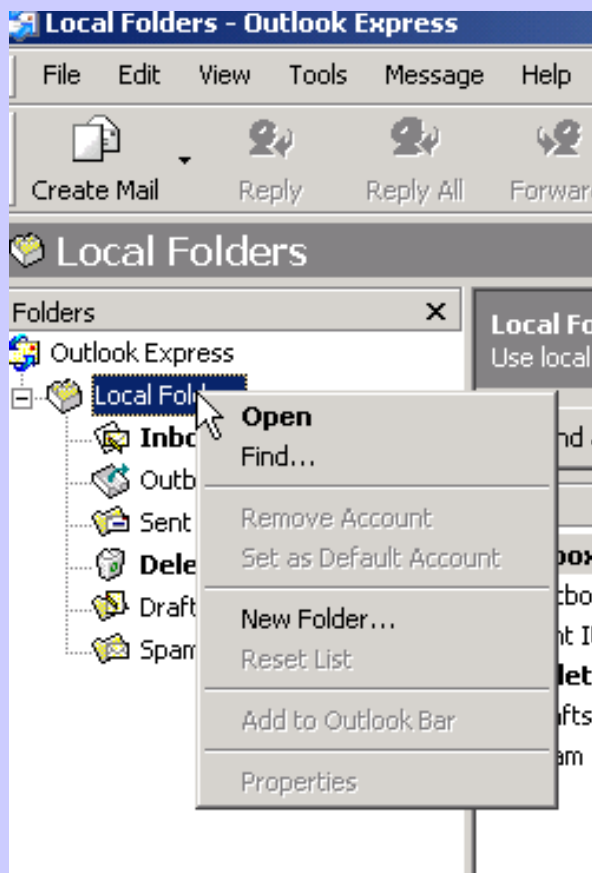
You're Finished!

Now any e-mail you get with those chosen words, will automatically be deleted.

Now let's create a second rule which will move an e-mail based on who sends the e-mail.

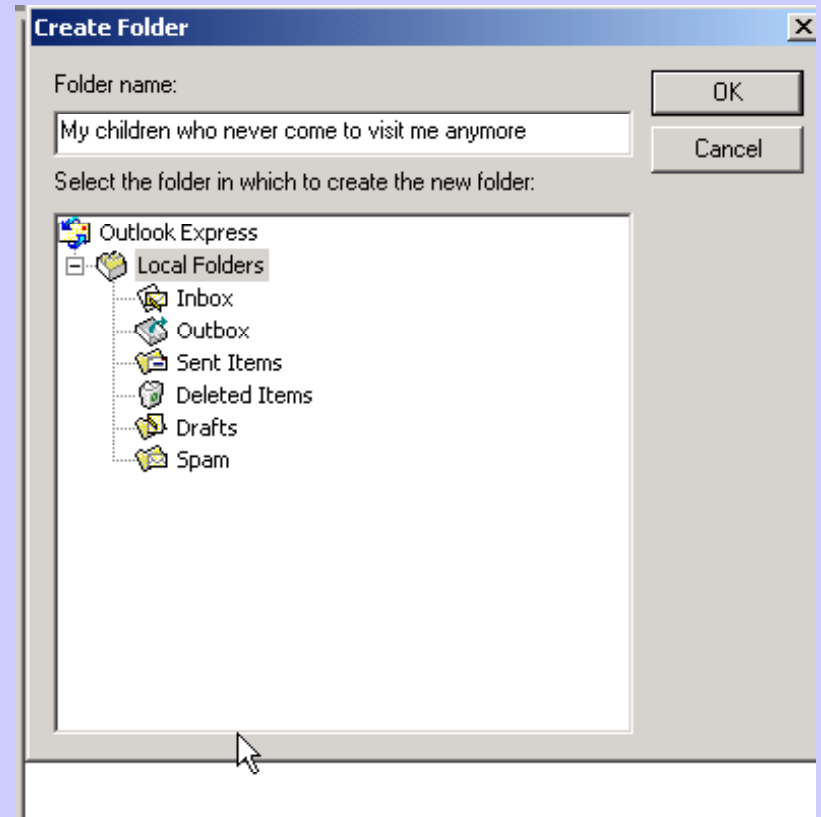
# First, let's create a folder

- Left click once on Local folders. This will highlight Local Folders
- Right click and choose New Folder



# Naming the new folder

- Type a name for the new folder
- Click OK



# New folder is added

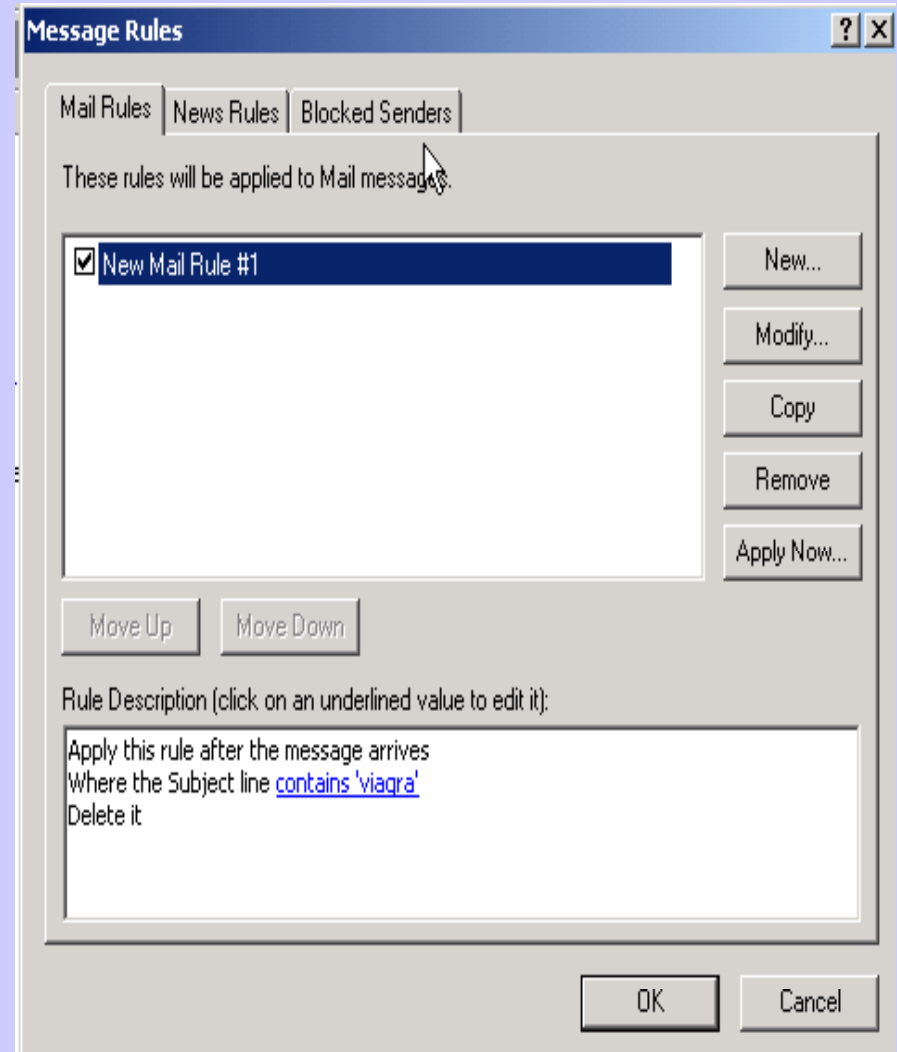
The screenshot shows the Outlook Express interface. The 'Local Folders' pane on the left displays a tree view with the following folders: Outlook Express, Local Folders (selected), Inbox (129), Outbox, Sent Items, Deleted Items (14), Drafts, My children who never come to visit me anymore, and Spam. The main pane on the right shows the 'Local Folders' summary, including a 'Send and Receive All' button and a table of folder statistics.

Folder	Unread	Total
<b>Inbox</b>	<b>129</b>	<b>139</b>
Outbox	0	0
Sent Items	0	98
<b>Deleted Items</b>	<b>14</b>	<b>17</b>
Drafts	0	0
My children who never c...	0	0
Spam	0	0

Working Online

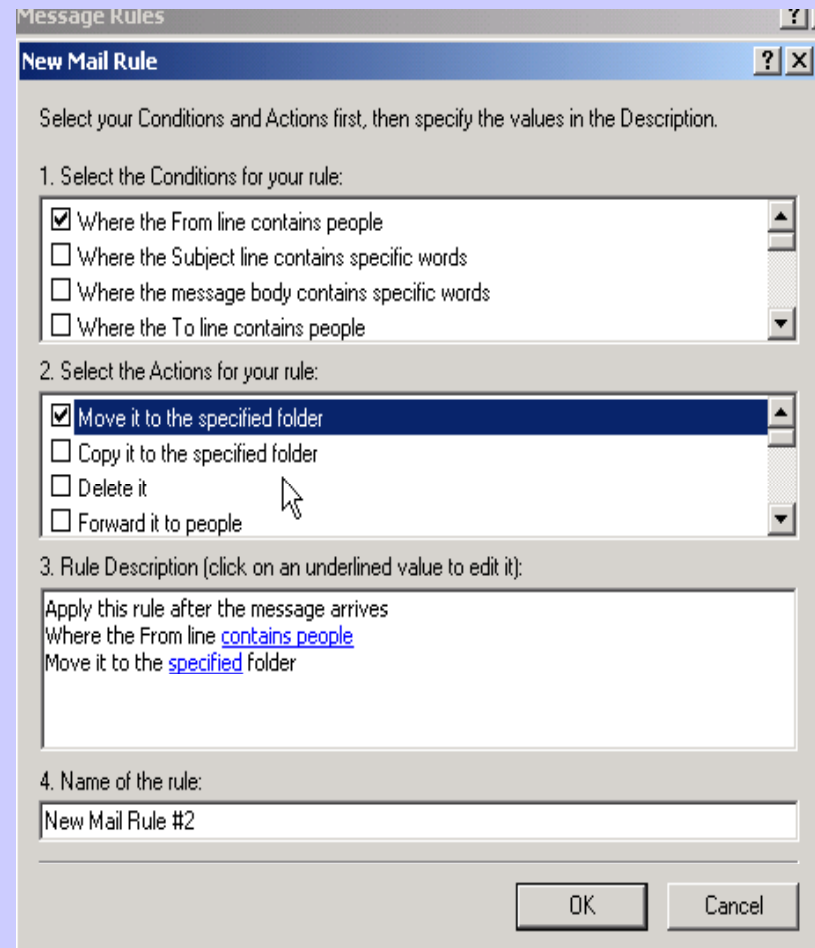
# Let's create rule #2

- Click on Tools
- Choose Message Rules and then Mail
- Ensure your still on the Mail tab
- Click the NEW button



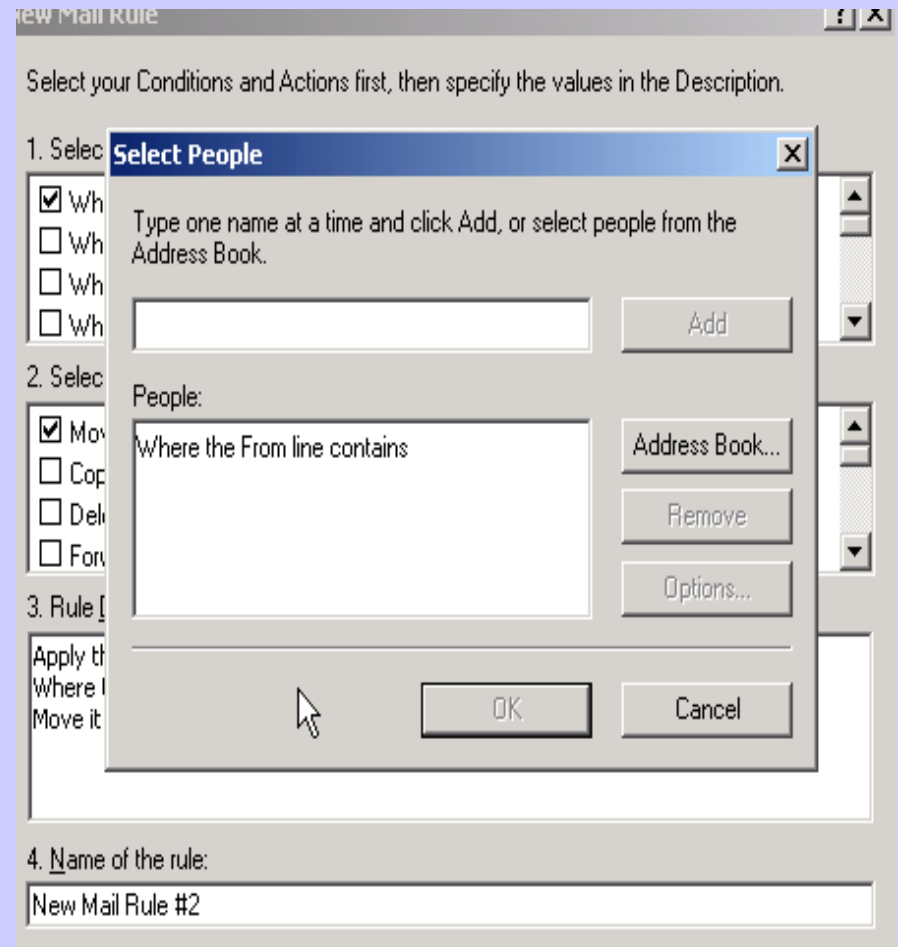
# Choose a Condition & Action

- Choose the condition where the “from” line contains people
- Choose the action of Move it to the specified folder



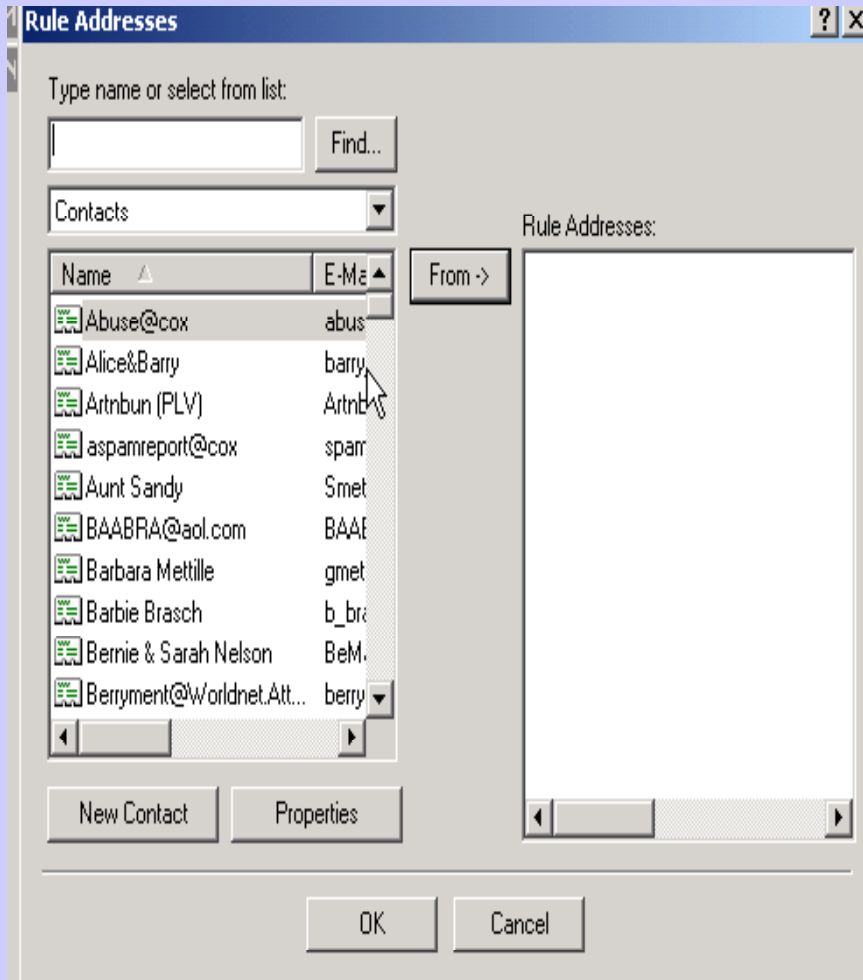
# The Rule Description

- For the Rule Description, let's click on the words **CONTAINS PEOPLE**
- You can add the e-mail address manually or click on the button titled **Address Book**





# The Address Book



- From here you can pick from the address book as many people as you want, or as few as you want. Just double click their name or single left click and then click on the FROM button.

When you have added all the names for this rule, click on OK.

And then click OK again.

# Specific Folder

Message Rules

New Mail Rule

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the From line contains people
- Where the Subject line contains specific words
- Where the message body contains specific words
- Where the To line contains people

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives  
Where the From line contains 'qmettille@cox.net' or 'spamreport@cox.net' or 'Artnbun@aol.com'  
Move it to the specified folder

4. Name of the rule:

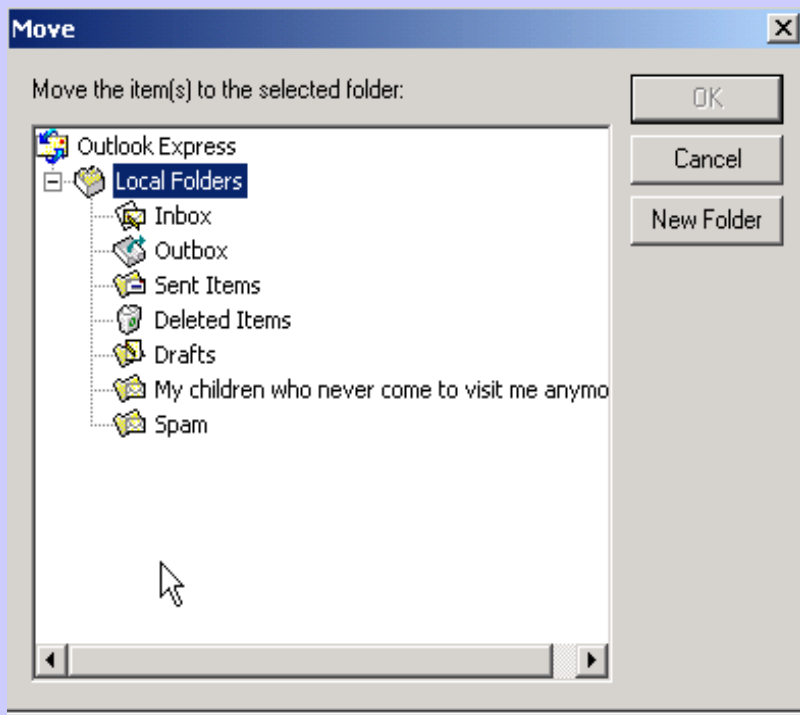
New Mail Rule #2

OK Cancel

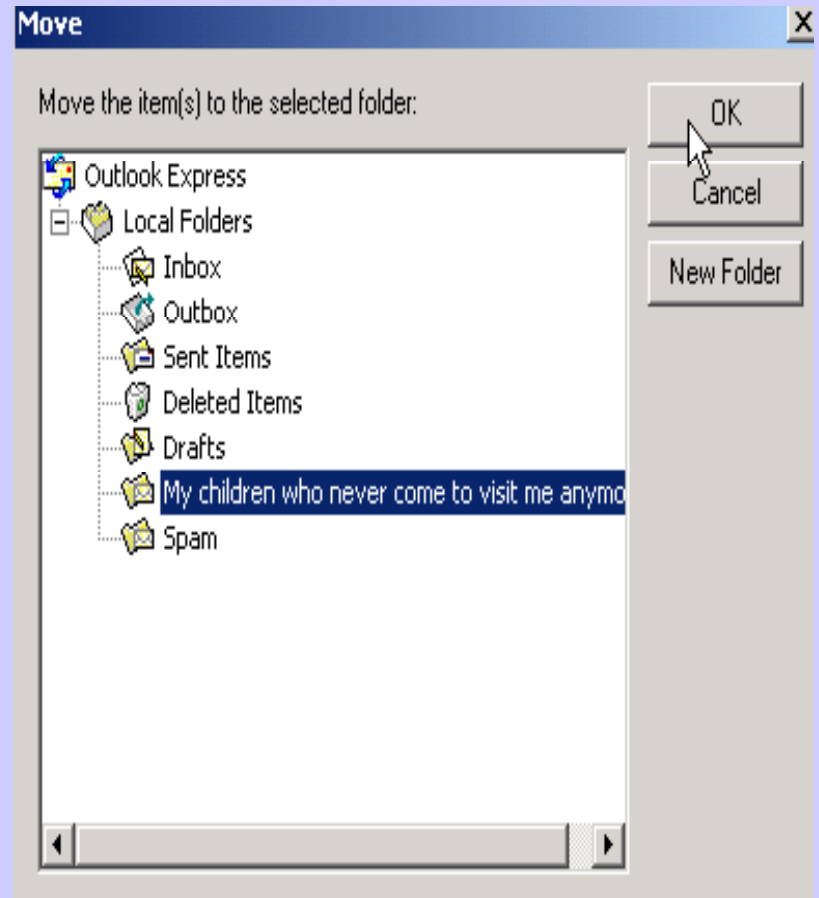
- Now let's choose which folder we want these e-mails moved to.

# The Proper folder

- You'll notice this list of folders is the same as when you first started Outlook Express.
- Choose which folder to move these e-mails to.



- Select a folder
- Click OK
- Click OK again
- And OK a third time



Your Finished!

Now, any e-mails which you receive from this person or persons will automatically be moved to your selected folder.

# How do I tell when I've received an e-mail from these people?

- Notice the numbers in blue to the right of the folders?
- Those numbers in blue mean the number of e-mails within those folders which have not been read.



## NOTE:

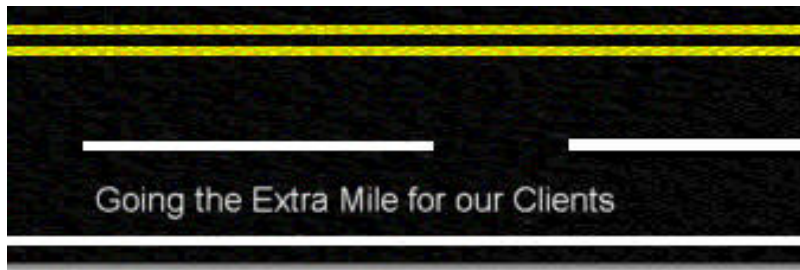
You can add to these rules any time you wish.

You can remove a word or e-mail address, if you wish.

You can also create new rules.



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