

# ITD Fact File:

## Outlook- Creating Email Rules (Exchange)



Information Technology Directorate – UNE Microsoft Exchange Project

### Creating and Setting Rules

Go to ‘Tools’ on the top action bar and select ‘Rules and Alerts’.

To make a new rule click ‘New Rule...’

Select which rule/s you wish to apply and click the hyperlink text to select criteria that you wish to set to incoming mail. Select ‘Finish’ when done.

