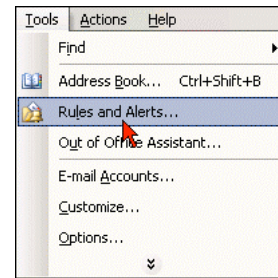


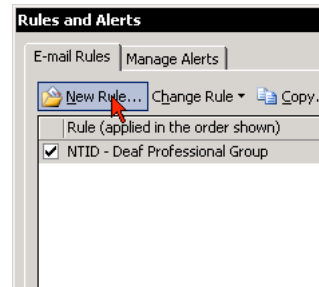
Microsoft Outlook How-To: Divert mail from a mailing-list or from certain people to a folder, or delete them entirely.

Nov. 2006 - Nate Lowndes – NTID TSS CO-OP

1 – In Outlook, Open the Tools menu, select “Rules and Alerts...”



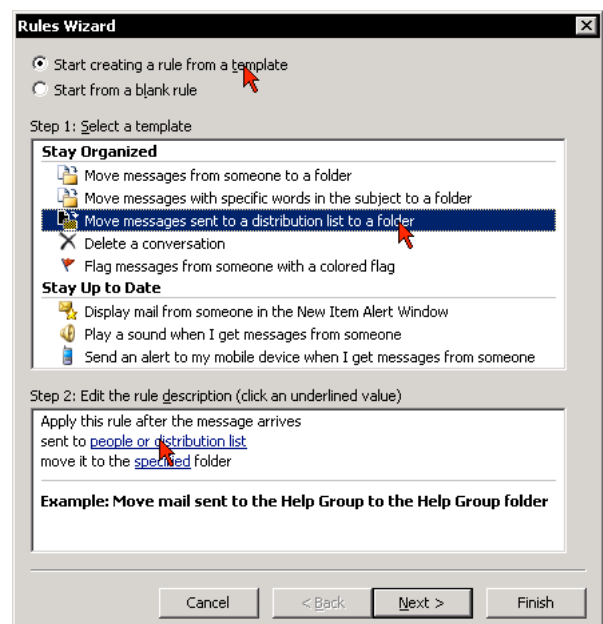
2 – Click on “New Rule...”



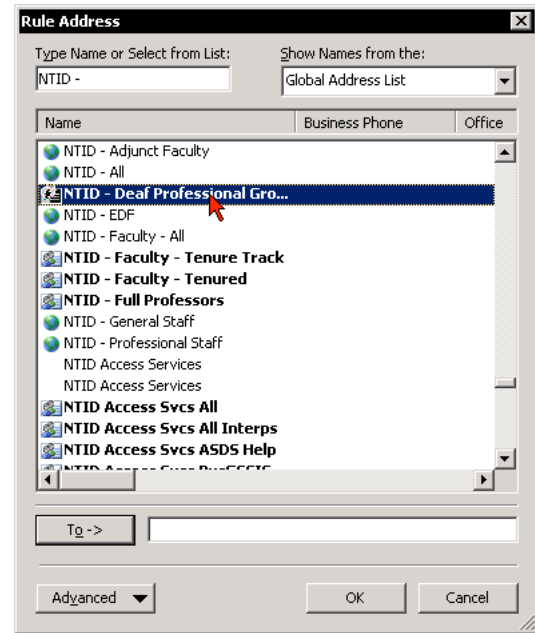
3 – Select “Start creating a rule from a template” if it’s not already selected.

4 – Select “Move messages sent to a distribution list to a folder” in the upper area

5 – Click “people or distribution list” in the lower area

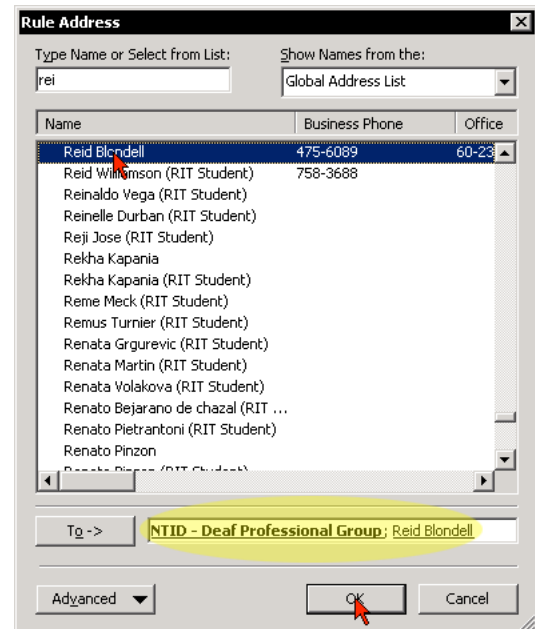


6 – Locate the contact or distribution list whose mail you want to divert away from your Inbox, and **double-click it**

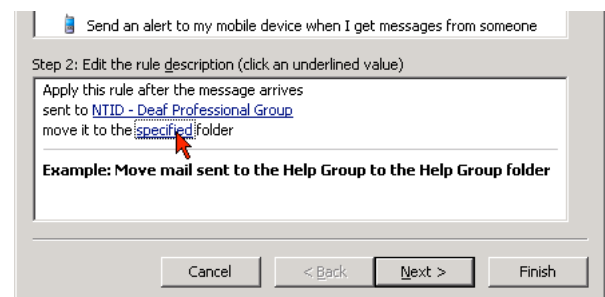


7 – **OPTIONALLY**, Divert mail from *several* people or lists by double clicking each in succession.

Press **OK** when you're done adding contacts (even if you've only added one)

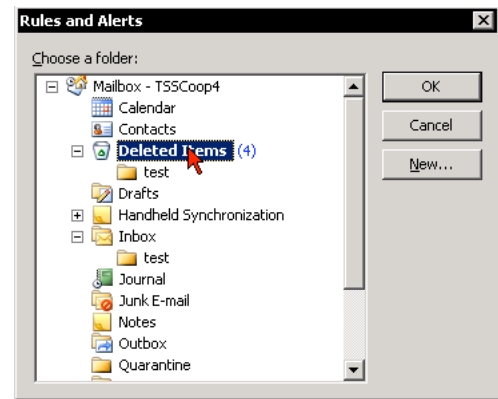


8 – Click "**specified**" in the lower area.



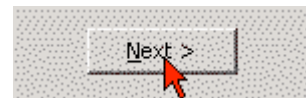
9 – Select the destination folder:
an **existing folder**,
a **new folder**,
or “**Deleted Items**” to delete the messages.

Press **OK** to continue.



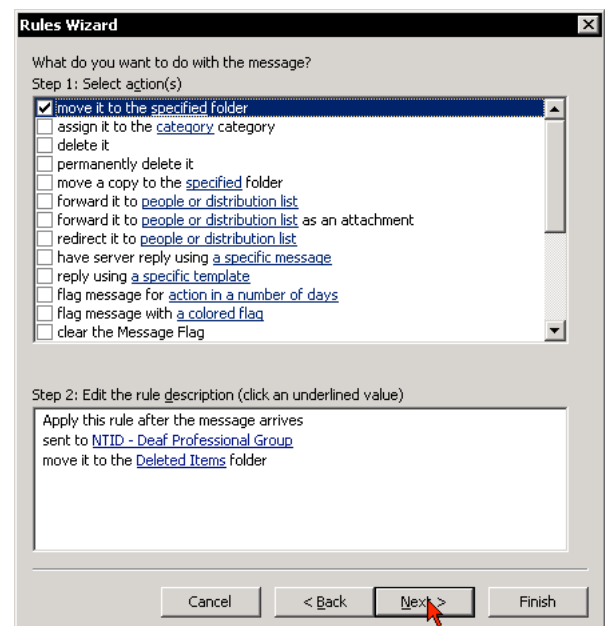
10 – Hit “**Next**”

11 – Hit “**Next**” again



12 – **OPTIONALLY**, Choose **additional actions** to apply to the messages. **Note:** “**Delete it**” has same effect as **moving to “Deleted Items”** folder, so don’t use both.

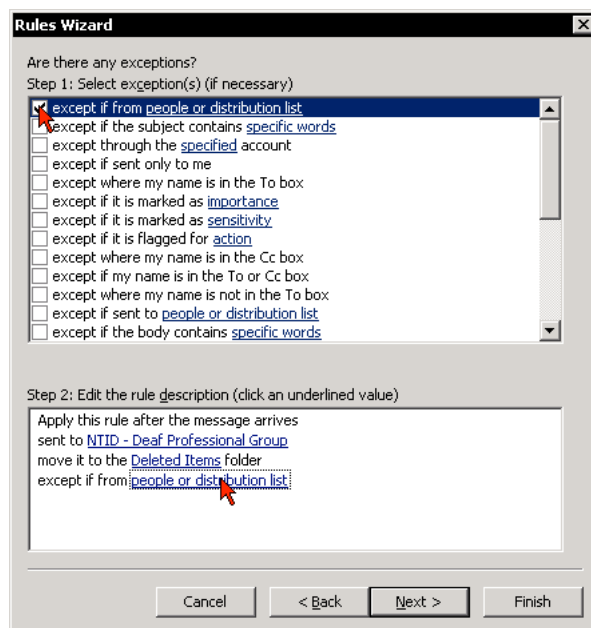
Press “**Next**” to continue.



13 – **OPTIONALLY**, To create exceptions, check the box beside “**except if from...**” in the upper area. Messages from people you specify here *will not be moved* with the other messages like it. These will *remain in your Inbox* for you to read as usual.

After enabling “**except if from...**”, click “**people or distribution list**” in the lower area.

If you don’t want any exceptions to the rule, simply hit “**Next**” and skip to step 15.

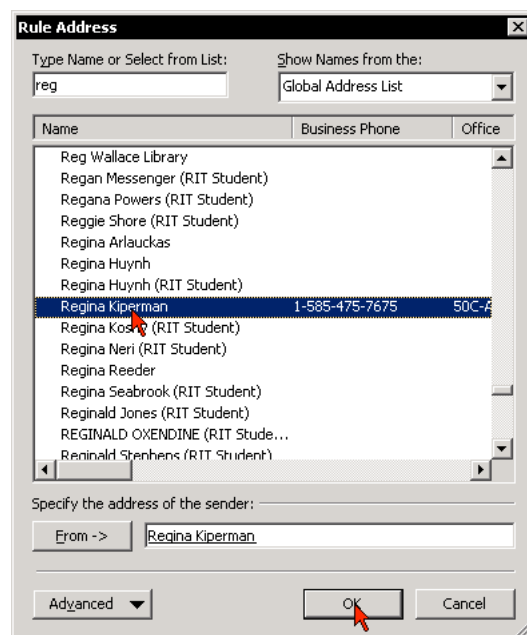


(Do #14 only if you did #13. Otherwise skip to #15)

14 – Add users to the **Exception** list by searching for and then **double-clicking** their name(s).

Hit “**OK**” when finished adding contacts, and then

Hit “**Next**” to continue to step 15.



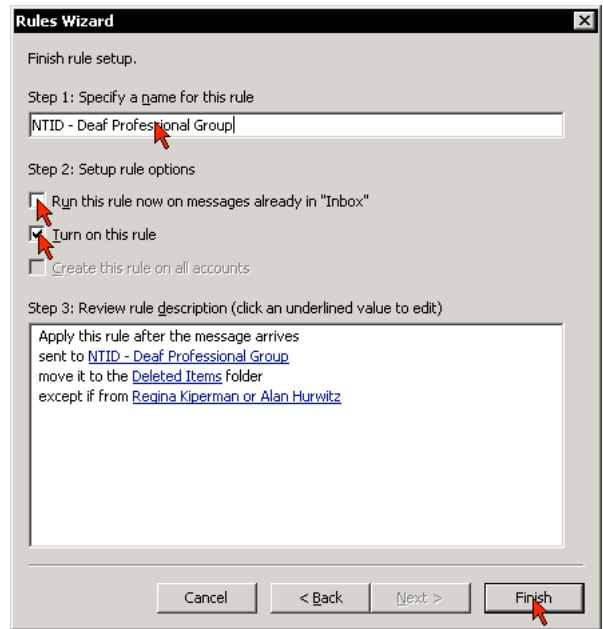
15 – **OPTIONALLY**, you may modify the default name given to the rule (“*Step 1*” In this Illustration)

16 – If you’d like **existing Inbox messages** to be filtered according to your new rule, check the box marked “**Run this rule now on messages already in Inbox**”

17 – Be sure “**Turn on this rule**” is checked.

18 – Click “**Finish**” to create the rule.

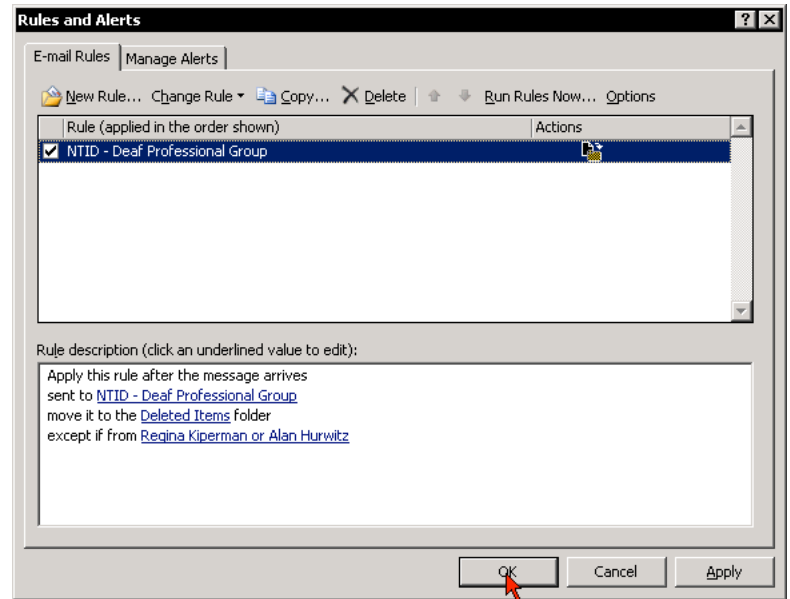
*Note: If you’ve selected “**Run this rule now on messages already in Inbox**,” there will be a processing delay after hitting “**Finish**” while Outlook scans your existing messages. This scan can take several minutes if you have a lot of mail in your mailbox – please be patient.*



19 – The completed rule should now be visible.

You may choose to delete or edit rules from this location. To return to this window in the future, Repeat Step 1.

When you’re done, hit **OK** to return to Outlook.



For Further Assistance, Please Contact the NTID TSS Helpdesk:

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