

Creating Inbox Rules in OWA

Table of Contents

- [Step 1: Navigate to the Settings Menu](#)
- [Step 2: Select the Inbox and Sweep Rules Menu](#)
- [Step 3: Create a New Rule and Rule Specifics](#)
- [Step 4: Save the Inbox Rule](#)

Inbox Rules

Inbox rules allow you to filter messages based on a certain criteria:

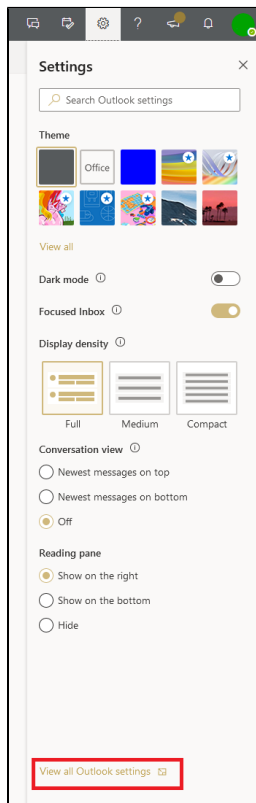
- sender
- subject
- date, etc.

and to perform certain actions on them:

- marking them as read
- moving them to a specified folder
- deleting them, etc.

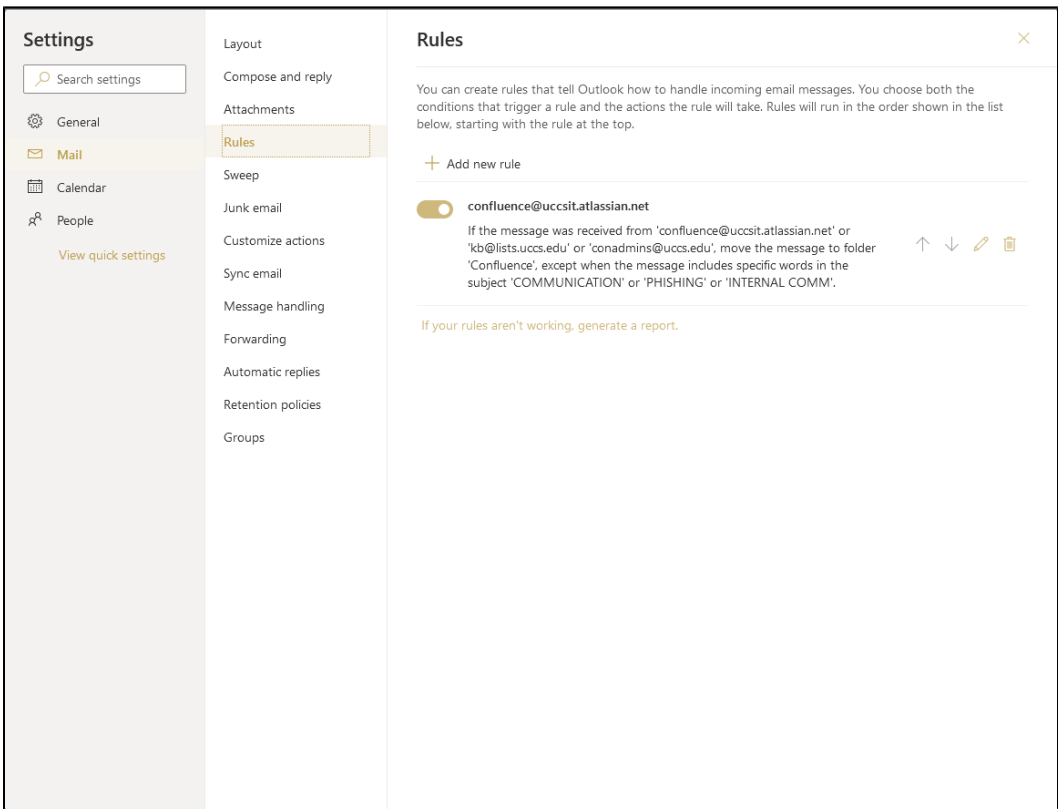
Step 1: Navigate to the Settings Menu

Once you log in, click on **Settings** in the upper right hand corner of the screen, then select **View all Outlook settings**.



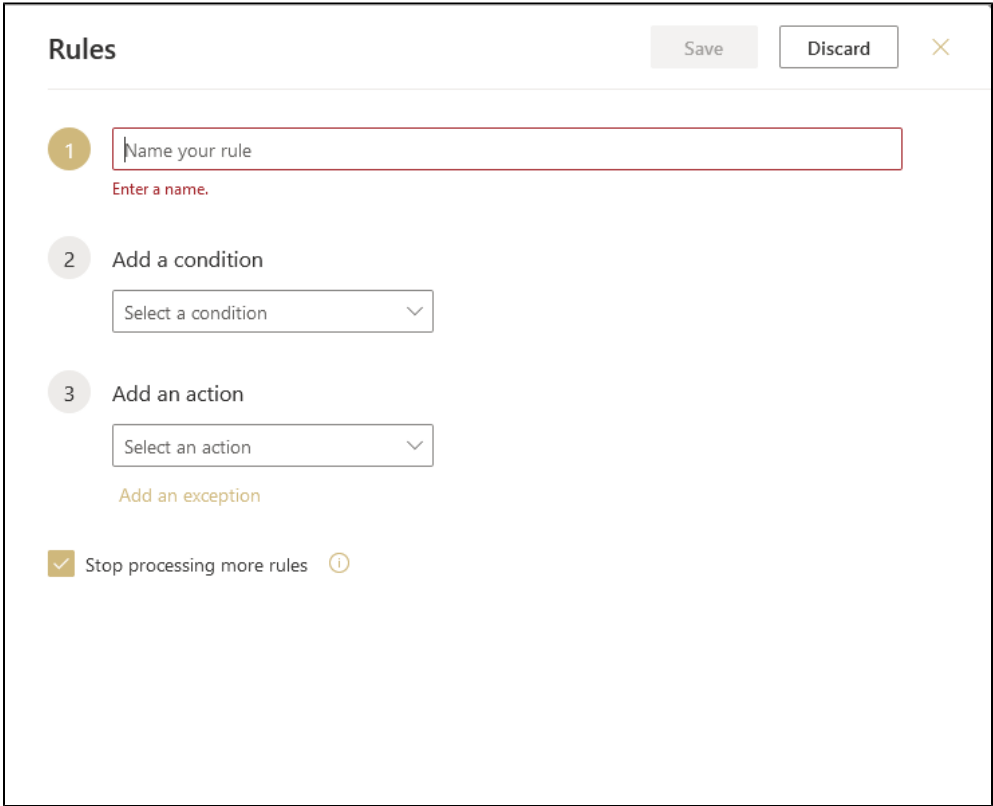
Step 2: Select the Inbox and Sweep Rules Menu

In the Settings menu, select **Mail** and then select **Rules**.



Step 3: Create a New Rule and Rule Specifics

Click "Add new rule". Choose the type of rule you wish to create, this will decide what you select for 'When the message arrives' and 'Do all of the following.'



Step 4: Save the Inbox Rule

Click **OK** to finish creating the rule.

Rules

Save Discard ✕

- Enter a name.
- Add a condition
- Add an action

Add an exception

Stop processing more rules ⓘ

You will then be able to view and edit the rule from the Inbox and Sweep Rules menu.