

# Creating inbox rules

In this guide, you will find instructions about creating inbox rules in Outlook.

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The purpose of inbox rules is to simplify sorting of incoming messages into folders.

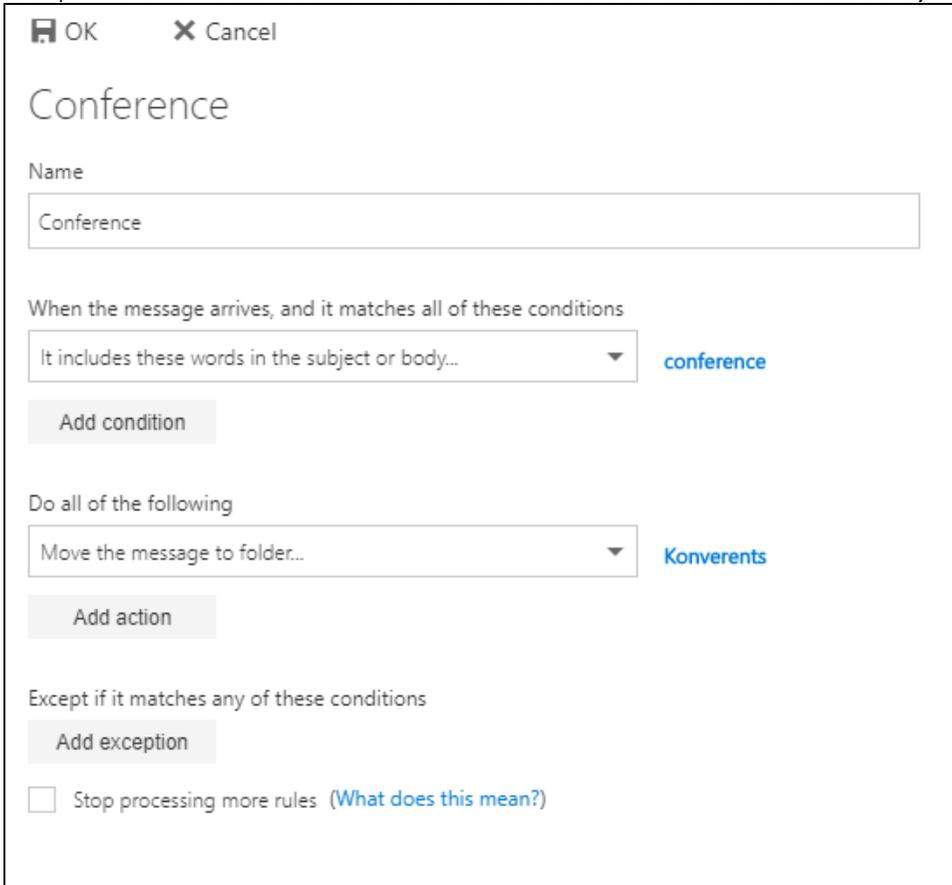
Rules will automatically check if incoming e-mails have all the conditions met which are set up in the rule and moves the e-mails to the desired folder. Below you can find instructions on how to set up such rules.

## Creating inbox rules

1. Log into your e-mail account [here](#).
2. When you've logged in, choose **Settings (Gear icon)** on the top-right corner. Choose **Mail** from the bottom of the menu. In the new menu, which opened at the left side, choose **Mail Automatic processing Inbox and sweep rules**.
3. Clicking on the "+" sign opens a new window where you can create a new rule for your incoming e-mails. In the Name field **write the name of your rule**.  
**From the first drop-down menu choose a condition of the e-mail.**

From the second drop-down menu choose, what to do with the e-mail which meets the rule conditions.

In the picture below is shown a rule which moves the e-mails that have the word "conference" in the subject or e-mail text into the folder "Konverents".



The screenshot shows a dialog box for creating an Outlook rule. At the top, there are 'OK' and 'Cancel' buttons. The title of the rule is 'Conference'. Below the title, there is a text box for the rule name, which contains the word 'Conference'. The next section is titled 'When the message arrives, and it matches all of these conditions'. It features a dropdown menu with the text 'It includes these words in the subject or body...' and a blue link 'conference'. Below this is an 'Add condition' button. The following section is titled 'Do all of the following' and has a dropdown menu with the text 'Move the message to folder...' and a blue link 'Konverents'. Below this is an 'Add action' button. The final section is titled 'Except if it matches any of these conditions' and has an 'Add exception' button. At the bottom, there is a checkbox labeled 'Stop processing more rules' with a blue link '(What does this mean?)' next to it.

4. When you've finished setting up the rule, click **OK**.
5. If you want to temporarily disable a rule, **remove the tick** in front of the rule and click **Save**.
6. If you want to delete a rule, **choose the desired rule** and click **delete**. After that, click **Save**.