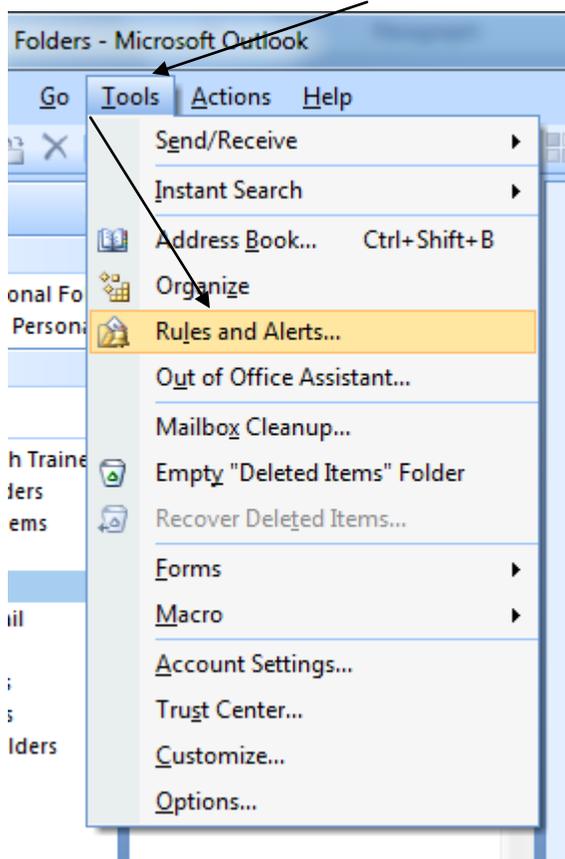
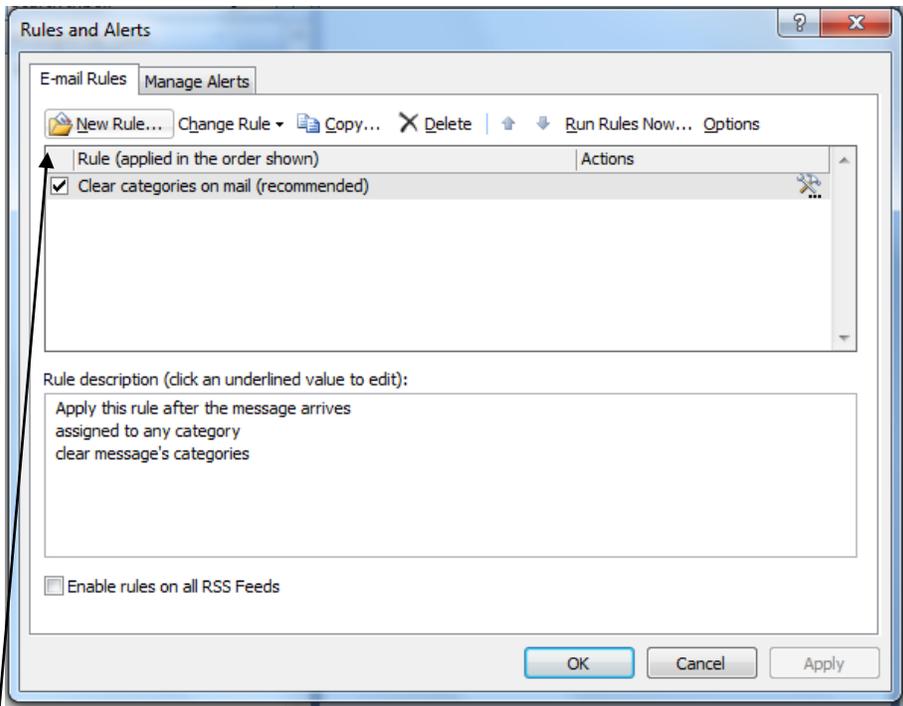


## Managing Outlook 2007 E-mail: Rules and Alerts

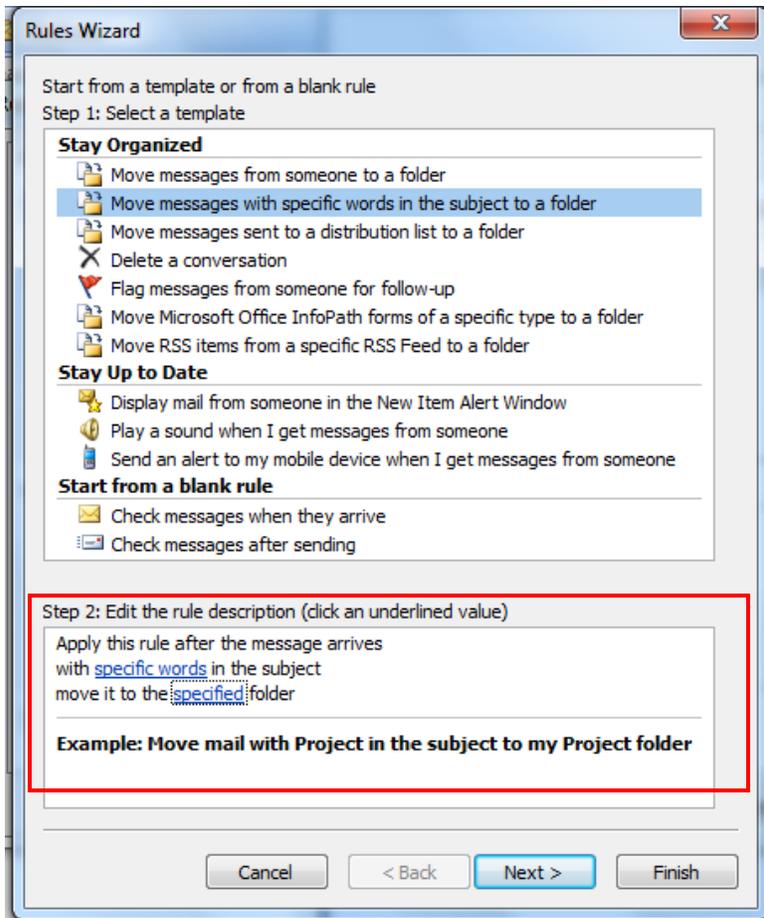
Rules and alerts in **Outlook 2007** can be used to help manage junk e-mail and spam, as well as other e-mail.

To create a rule, from the Menu bar select **Tools > Rules and Alerts...** to open the **Rules and Alerts** dialogue box.





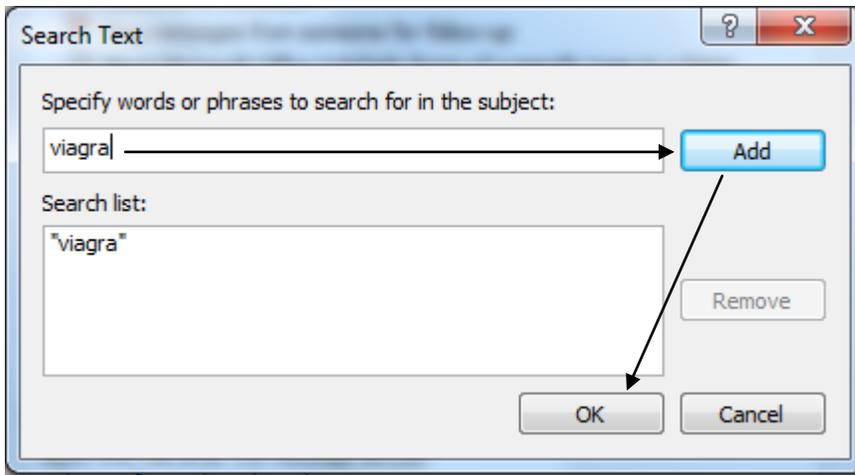
Select **New Rule...** to open the **Rules Wizard** dialogue box.



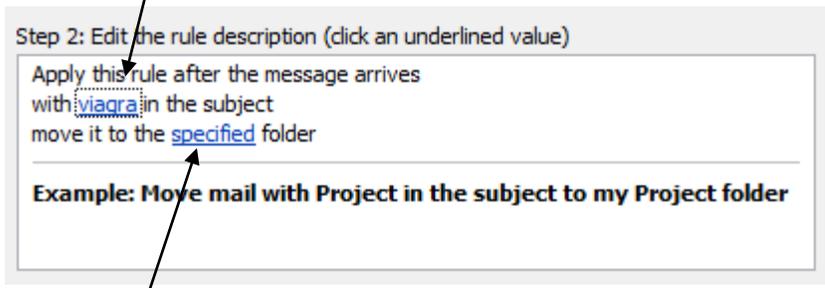
The **Rules Wizard** helps to create a rule step-by-step. There are several options that can be used. This example will build a rule to place e-mails with the word “Viagra” into the **Junk E-mail** folder.

When the selection **Move messages with specific words in the subject to a folder** is chosen in **Step 1**, the options in **Step 2** change to specify the words and folder to be used.

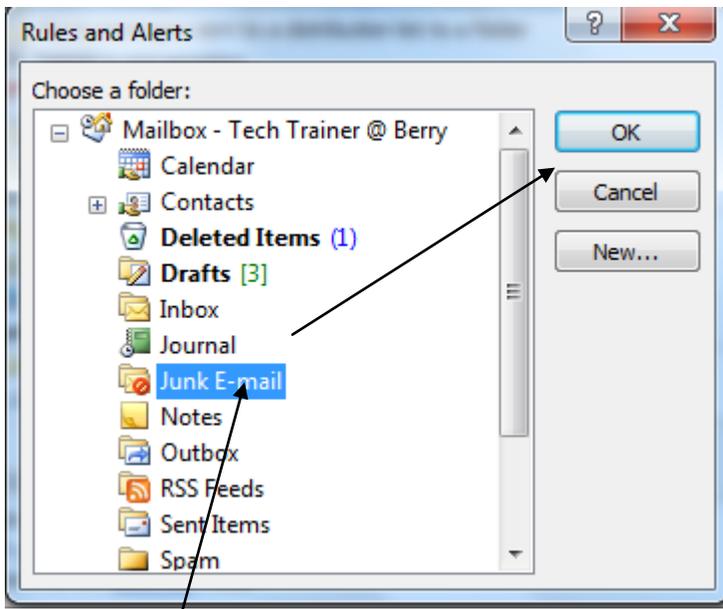
Select **specific words** in **Step 2** to open the **Search Text** dialogue box. A word or words can be added to the rule by typing the word and clicking **Add**. When finished entering, click **OK**.



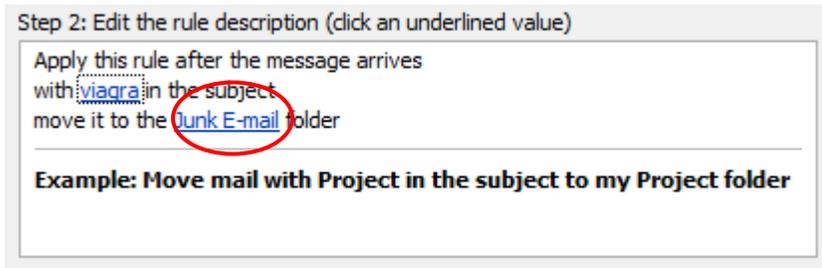
The word or words now appear in **Step 2** of the wizard.



When **specified** is selected, the **Rules and Alerts** dialogue box opens so the destination folder can be selected.

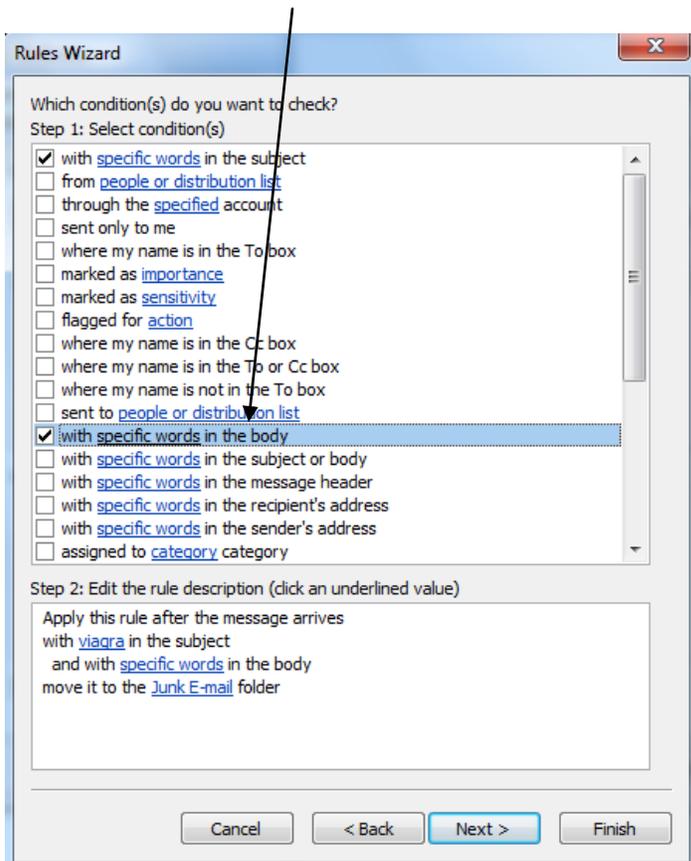


After the folder is selected, click **OK**. This will place the folder name in the selection in **Step2**.

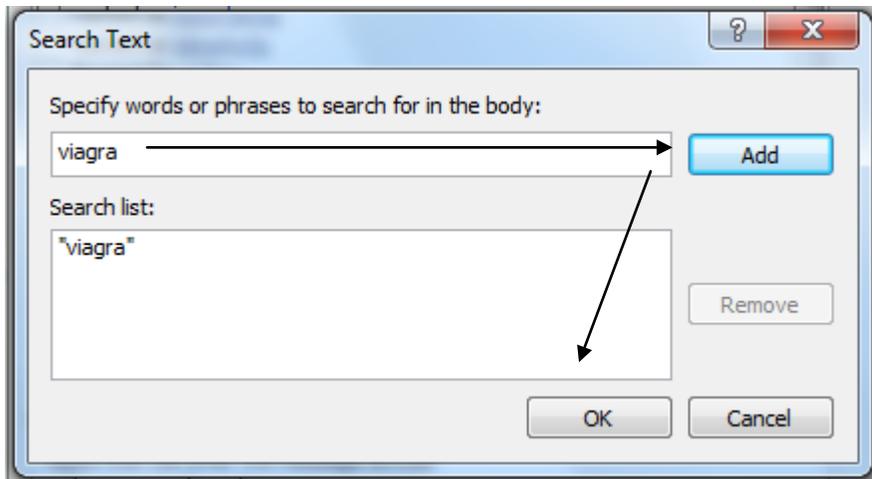


Clicking **Finish** now would create a rule that would send all e-mails with the word "Viagra" in the subject to the **Junk E-mail** folder. Selecting **Next** will allow more options to be entered to further define the rule.

By selecting **specific words ...**

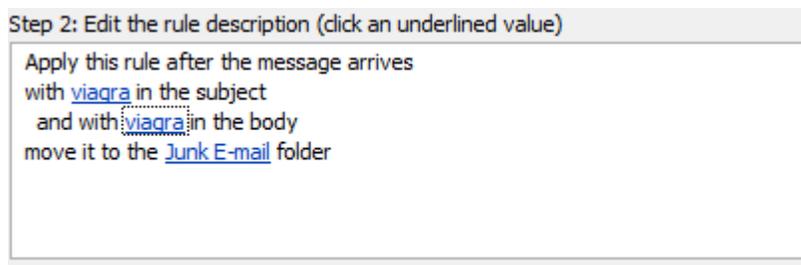


...the same word or additional words can be added so that if they are found in the body of the e-mail, it will be sent to the **Junk E-mail** folder.



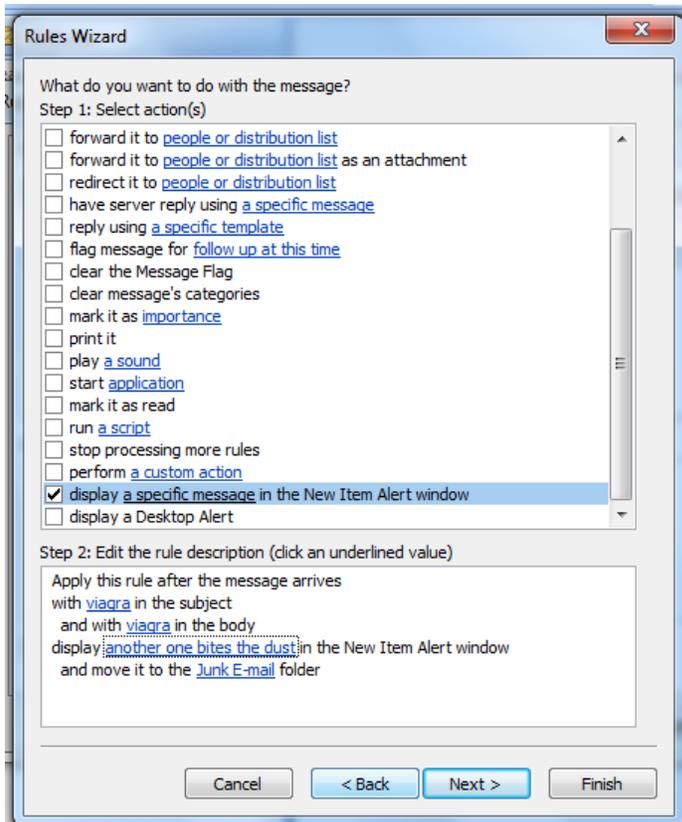
Enter the word and click **Add** to build the word list. Then click **Next**.

This will add the word or words to be searched in the body of the e-mail and then send the e-mail to the **Junk E-mail** folder if it is found.



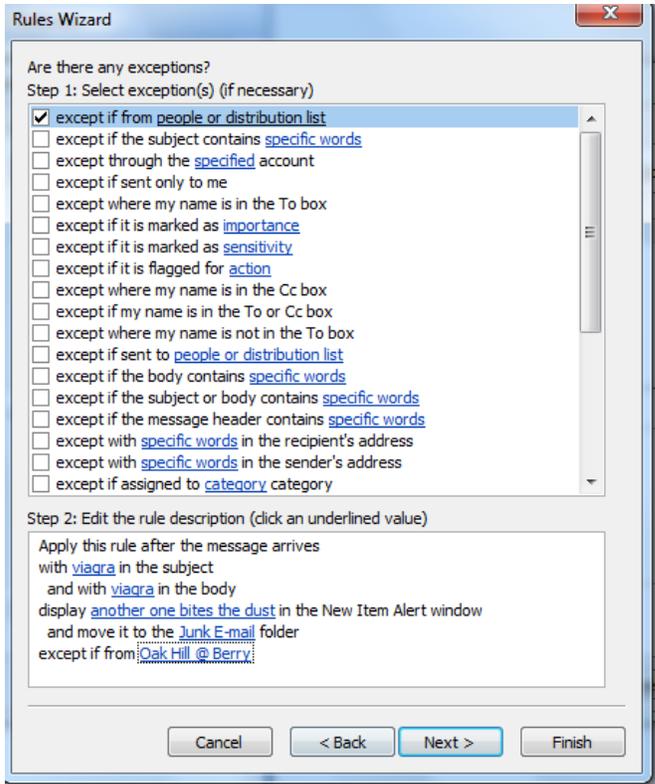
Click **Finish** to save the rule or **Next** to continue.

Additional options are displayed that can be used to improve the use of the rule. More than one option can be added at a time, though no options are required.

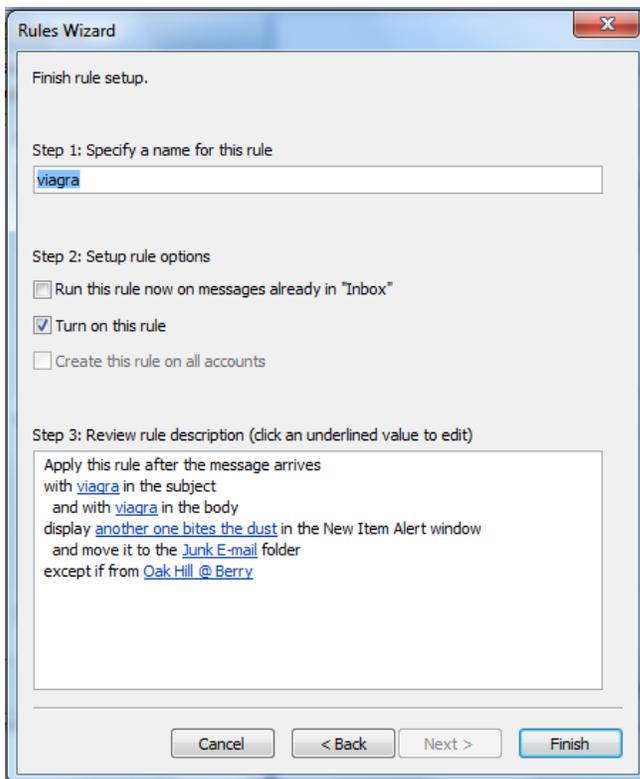


In this example, when the offending e-mail is moved to the **Junk E-mail** folder, the message, “Another one bites the dust.” will be displayed as an **Alert**. Click **Finish** to save the rule or **Next** to continue.

“Exceptions to the rule” can be set in this next step. More than one can be selected, but exceptions are not necessary.



Click **Finish** to save the rule or **Next** to continue.



Review the new rule, give it a name and click **Finish**.

For further assistance with rules please visit [tips.berry.edu](https://tips.berry.edu) or call the Technical Support Desk at ext. 5838.