**Creating an Email Rule in Outlook**

The following steps can be taken to create rules in Outlook 2010. The steps to create rules in previous versions of Outlook are similar.

1. Select an individual email in your inbox that you want a rule applied to
2. On the top toolbar in Outlook, click **Rules** to access the drop down menu
3. Select **Create Rule** on the drop down to access the drop-down list
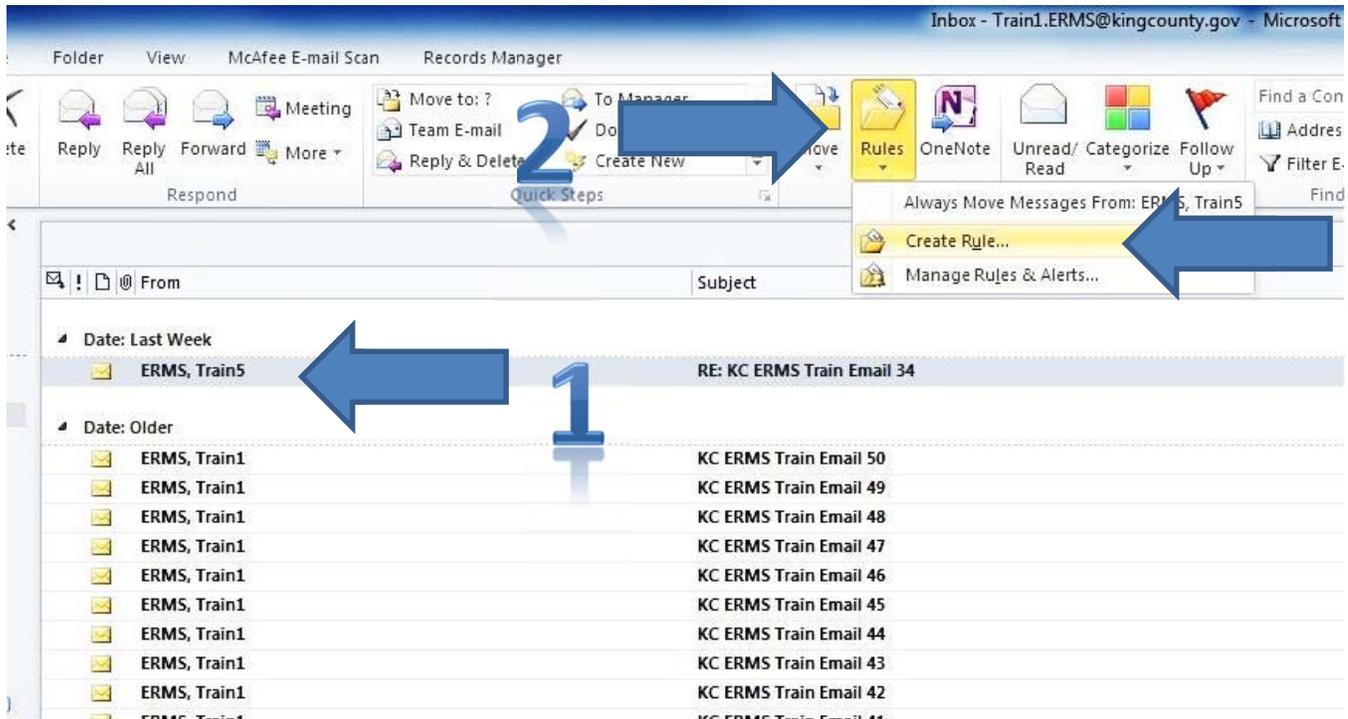
4. Put a checkmark next to "From …." to indicate that you want the rule applied to all emails from that email address. Alternatively, you can select the box next to "Subject contains" and type whatever you want in the box. Any emails with those words in the subject line will have the rule applied to them.

5. Put a checkmark next to "Move the item to folder" which will bring up a dialog box.

6. In the box that opens, either select an existing folder or create a new one.
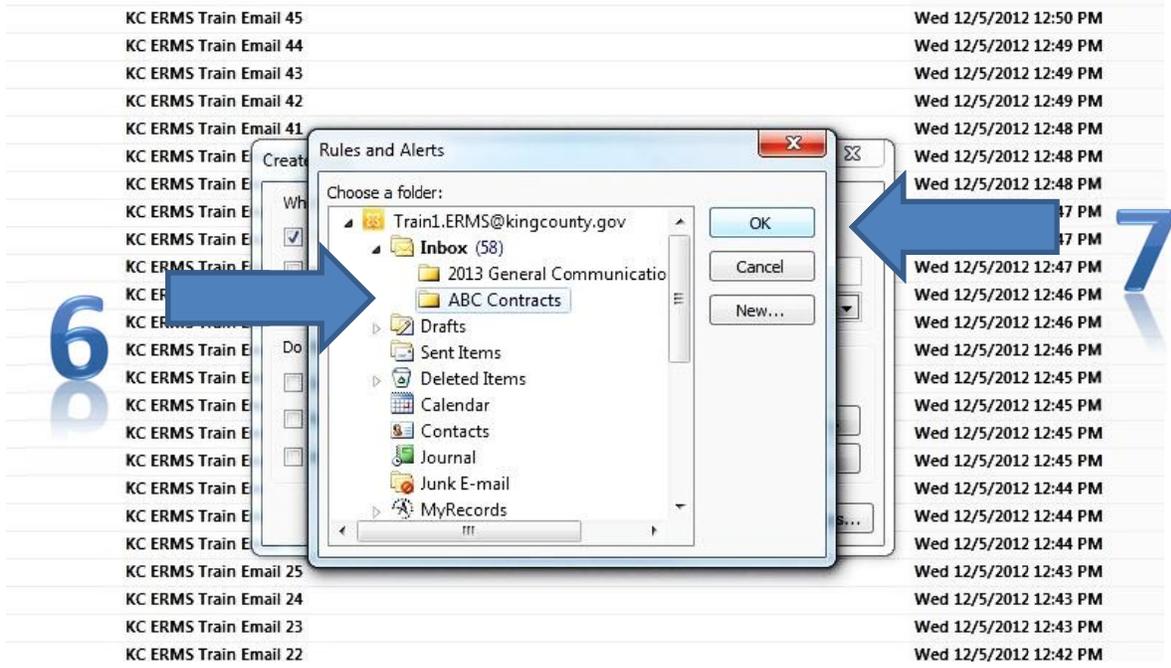
7. Select OK.
8. A new dialog box will open. Select "OK" to complete the process. If you want the rule applied to messages already in your inbox, select the box next to "Run this rule now on messages already in the current folder".
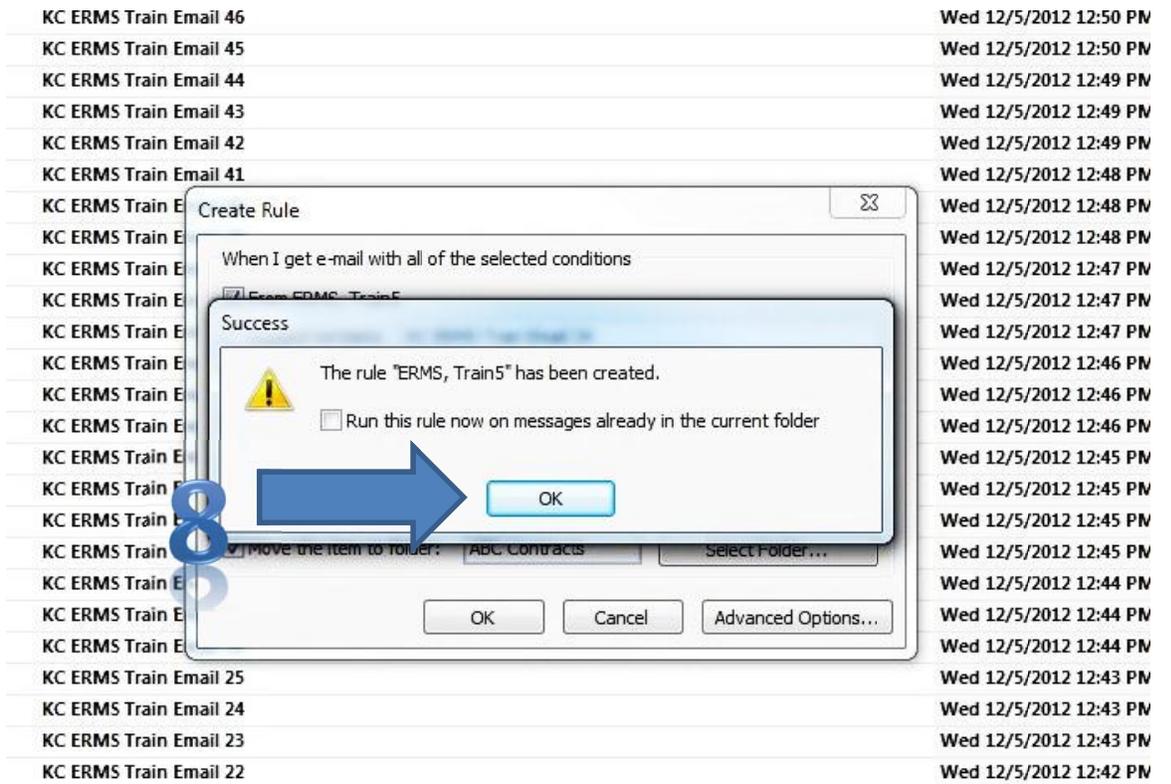
9. Your rule is now active! According the conditions set in this rule example, every time an email is addressed to this Outlook user from the sender named *ERMS, Train5* it will be automatically filed into the Outlook folder named *ABC Contracts.*