Defining Inbox Rules in Office 365

Use inbox rules to automatically sort certain types of email into separate folders.

1. Go to FSU’s Outlook 365 page and log in (https://outlook.com/fsu.edu)

2. Click on the Settings icon in the top right-hand corner of the page

3. Click on “Options”
4. Look on the left-hand navigation and click on the Inbox and Sweep Rules menu option.

5. To create a new rule, click on the Plus sign. The Pencil sign will allow a user to edit an existing rule, while the Trash icon will allow a user to delete a rule.
6. When adding a new rule, enter a name, add at least one condition and at least one action using the drop-down menus. When finished, click OK to finalize the new rule.

One example of an inbox rule is provided below: