



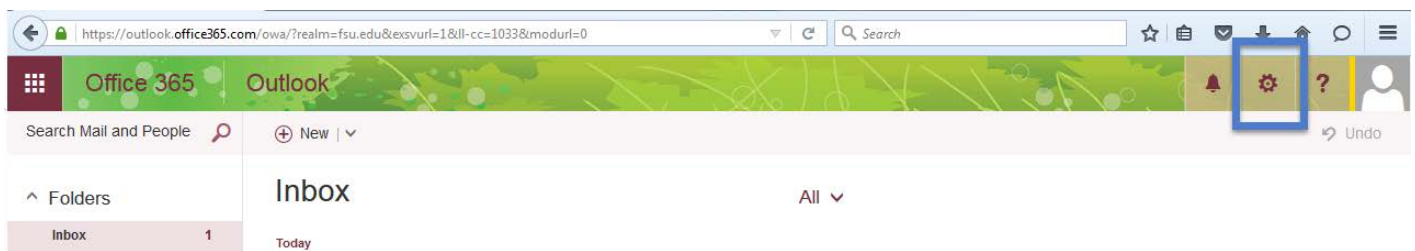
Defining Inbox Rules in Office 365

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

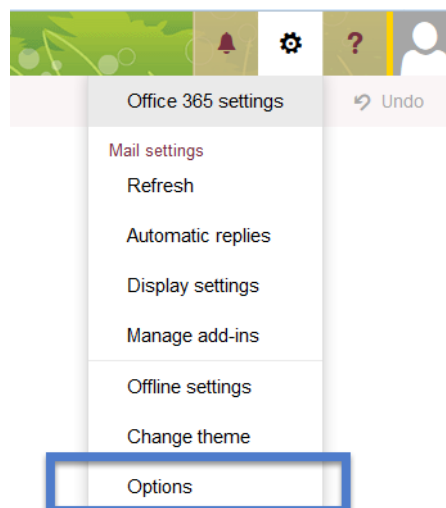
1. Go to FSU's Outlook 365 page and log in (<https://outlook.com/fsu.edu>)



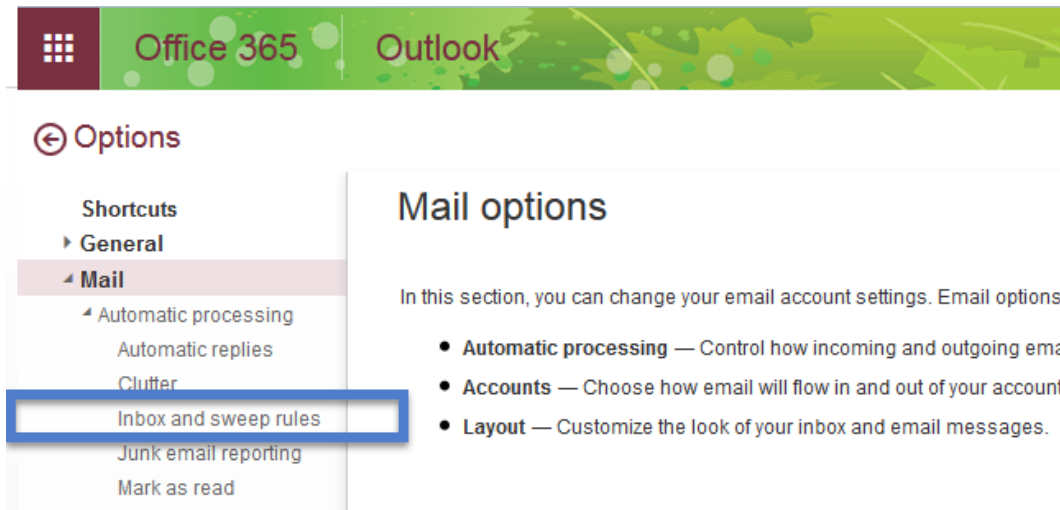
2. Click on the Settings icon in the top right-hand corner of the page



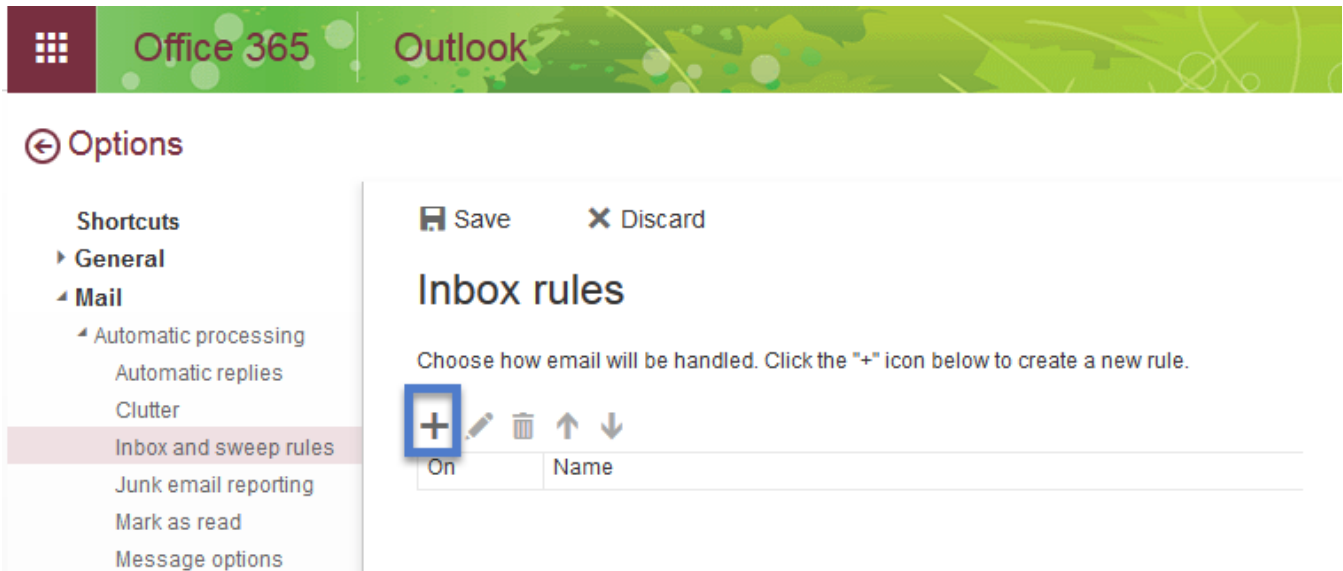
3. Click on "Options"



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.



- 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:

OK Cancel

New inbox rule

Name

HEUG

When the message arrives, and it matches all of these conditions

It includes these words in the subject... **HEUG**

Add condition

Do all of the following

Move the message to folder... **Misc**

Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules [\(What does this mean?\)](#)