

## Using Rules within Outlook Web App

Getting emails that you don't want to see? You can set up "rules" in Outlook to automatically send these messages to another folder if you wish. This is a simple way to clear clutter or unwanted emails from your student inbox.

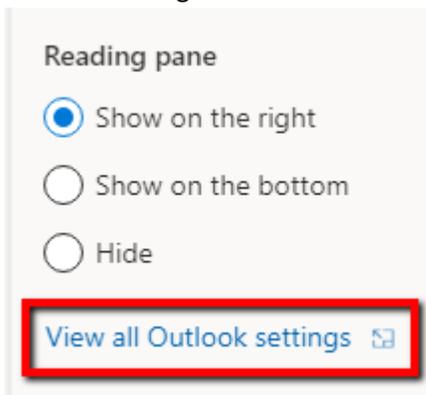
1. Login to webmail - on the LWTech home page, hover over "Current Students" and under Access, click Webmail. Use your student email and password to login



2. Once logged in, click the Settings (or gear) icon in the top-right corner



3. A side pane will appear. Scroll to the bottom of this pane and click on the hyperlink for "View all Outlook Settings"



4. A dialogue box will appear. On the left-side menu, navigate to "Rules" and then select "Add a new rule"



5. Create your rule by naming it, then putting your conditions. The conditions could be things like
  - a. From a specific sender or specific email address
  - b. Email subject contains keywords
  - c. Message body includes keywords
  - d. Received before or after a specified time

You can also add more than one condition (example: if sender is [noname@gmail.edu](mailto:noname@gmail.edu) AND subject contains “cool”, proceed to Outlook action)

**Rules**

- 1 Name your rule  
Enter a name.
- 2 Add a condition  
Select a condition
- 3 Add an action  
Select an action  
[Add an exception](#)

6. Then add your action. This action will apply to any email that meets your condition. Options include:
  - a. Deleting
  - b. Moving to a different folder (we suggest creating folders within your inbox if you want to keep emails organized)
  - c. Mark as read (instead of unread)
  - d. Mark as junk (we encourage you to not mark emails from LWTech offices as junk as they may have important information for you as a student)
7. If you are creating more than one rule, you will need to determine if any of the rules contradict another. If they do, you want to check the “stop processing more rules” check box. If you create only one rule, you do not need to worry about this box.
8. Once you’ve set your rule, click Save