



Create an Email Rule in Webmail

Rules can be created to prioritize, organize, copy, move, and reroute email messages that are sent to your email address. Be sure and test each rule after it is created or changed to make certain that messages are being handled by the email system properly.

 Rules created in **Webmail** will automatically apply to any other clients used to check email. For instance, if a mobile device such as an iPhone is used to access email, messages will be filtered according to rules set up in Webmail.

Configure Rules and Alerts in Webmail

1. In webmail, click the **Settings** icon in the top-right of the screen (gear-shaped icon).
2. Select **organize email** in the menu on the left side of the screen.
3. Click the **plus** icon on the right side of the screen. Choose **Create a rule for arriving messages...** in the menu that appears.
4. Enter a **name** for the rule in the new window that appears.
5. Choose a **condition** for this rule in the drop-down menu labeled ***When the message arrives, and:**.
6. Choose an **action** to take when this rule is applied in the drop-down menu labeled **Do the following:**.
7. Advanced settings may be optionally configured by clicking the **More options...** link. CIS recommends using Outlook 2010 or Outlook 2013 to configure advanced rules or filters for email.
8. Click **Save** to create the new rule.

 More advanced rule features can be configured by using a desktop email client such as **Outlook 2013**.

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