

Create a Rule in Outlook 2016

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 **Outlook 2016** 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 Outlook.

Configure Rules and Alerts in Outlook 2016

1. Click the **File** menu in the top left of the Outlook window.
2. Click **Manage Rules & Alerts**.
3. In the **Rules and Alerts** dialog box that appears, on the **E-mail Rules** tab, click **New Rule**.
4. Choose from a rule **template** or start with a blank, customizable rule under **Step One**. Click **Next**.
5. Set **conditions** of the rule. Links in the bottom pane may be clicked to specify parameters for the conditions. Each underlined value must be specified before continuing. Click **Next** to continue.
6. Set **actions** to take when this rule is used. This could include moving the mail to a different folder. Similarly to step 5, all underlined values must be specified before continuing. Click **Next** to continue.
7. Set any **exceptions** to this rule. Exceptions are optional. Click **Next** to continue.
8. Specify a **name** for the rule. Optionally, set **rule options** which could run the rule on existing messages in the Inbox. Unchecking **Turn on this rule** will disable the rule, preventing it from working as intended. This option should almost never be unchecked.
9. Review the rule and click **Finish** to create the new rule for the email account.



The Outlook Rules contain a seemingly infinite number of possibilities and configuration options. Each rule may have many variables. Please reference the following links for additional information when creating rules in Outlook 2010/2013:

For more information on configuring rules in Outlook 2016, see this [article on Microsoft's website](#).

Related articles

- [Send Department Communications via Email](#)
- [iPhone Email Client Configuration](#)
- [Recover Deleted Items](#)
- [Junk Mail Filtering](#)
- [Create a Rule in Outlook 2016](#)