



CREATING A RULE IN OUTLOOK 2016/2019 DESKTOP APP

Please see [Tips for Microsoft 365](#).

NOTE: Keep your rules as simple as possible. They don't need to be complicated to work.

Note: The example shown below is setting a rule for unwanted emails.

1. In your Outlook desktop app, click on **File > Info > Manage Rules & Alerts**.
2. When the **"Rules and Alerts"** dialog box is displayed, click the **New Rule...** button.
3. In **Step 1**, click on the option labeled **Apply rule on messages I receive** and click **Next** to continue.
4. Check the condition(s) that you want the filter to apply. For this example, **with specific words in the subject** filter is selected.
5. In **Step 2**, click the link for **specific words** and enter the words or phrase to search for in the subject. For this example, *shopping* and *bargain* are being searched. Once you have entered the word click **Add** and **OK** to close the dialog box.
6. Click **Next** to continue.
7. When prompted for **what to do with the message** in **Step 1**, check the condition(s) that you want to set upon arrival of the email. For this example, **move it to the specified folder** option will be selected.
8. In **Step 2**, click the link for **specified folder** and choose **Junk Email** and click **OK**.

*Note: If you need to create a new unwanted email folder, click the **New** button and follow the steps below.*

If you have selected **Junk Email**, click **Finish** to complete the spam filter.

9. In the **Create New Folder** dialog box, enter the following information and then click **OK** to close the dialog box:
 - a. **Name: Unwanted Emails** (or any name you wish).
 - b. **Folder contains:** ensure that **Mail and Post Items** is selected.
 - c. **Select where to place the folder:** click the folder under which you want the spam folder to be created.
10. Click **OK** to close the dialog box that is displaying your folders.
11. On the next three windows click **Next** to continue.
12. Enter a name for the rule and verify that the box for **Turn on this rule** is checked and click **Finish**.
13. The **Rules and Alerts** dialog box will be displayed. Click **Apply** to run this rule on new messages.

Click **OK** to close the **Rules and Alerts** dialog box.