



## CREATING A RULE IN OUTLOOK 365 WEB APP

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

**NOTE: Keep your rules as simple as possible. They don't need to be complicated to do what they are intended to do.**

1. Sign into your Outlook 365 web app account at <https://outlook.office.com/salud.unm.edu> or <http://hsclink.health.unm.edu/>.
2. In the **Mail** app, at the top right corner, click on the **Settings** icon (cogwheel).
3. A dialog box will open and click on **View all Outlook settings**.
4. Another dialog box will open.
5. From the left navigation pane, under **Mail > Rules**, click on **+ Add new rule**.
6. Enter the following in the new screen:
  - a. **Name your rule;**
    - i. For this example, the rule name is "Advertisement Solicitations".
  - b. **Add a condition:** insert a new condition for the same rule;
    - i. **Subject or body includes** is chosen, and the words "Shopping" and "Bargain" are entered.
  - c. **Add an action:** insert a new action for the same rule.
    - i. **Mark as Junk** is chosen, so that the email can be marked as junk and delivered to the **Junk Email** folder.
7. Click **Save**.