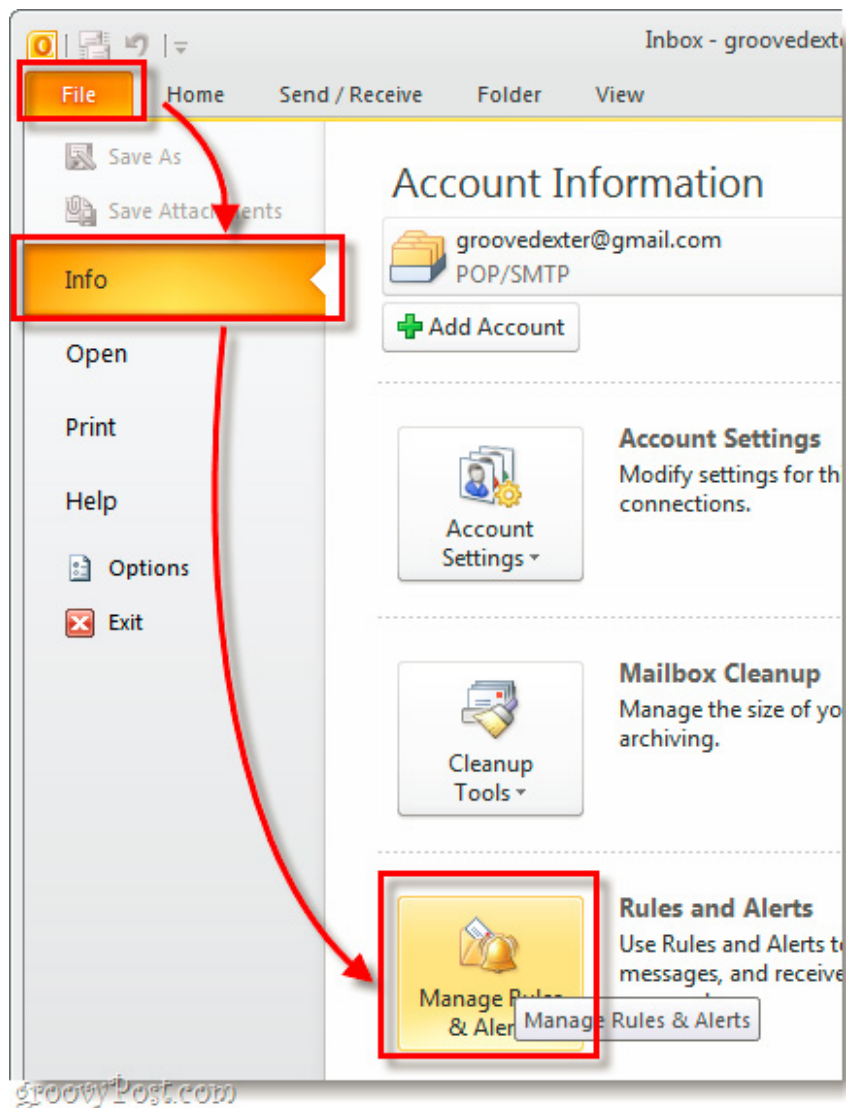


# Automatically convert Important email to Normal in Microsoft Outlook 2010

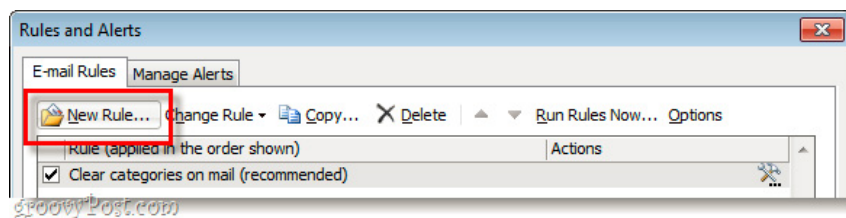
Have you ever received Important marked emails? How to avoid distraction when most of these Important messages are just a sender's joke?

**TipsMake.com - Have you ever received Important marked emails? How to avoid distraction when most of these Important messages are just a sender's joke?** In the following article, we will show you some basic steps to convert email identification from Important level to Normal as other messages in Microsoft Outlook 2010.

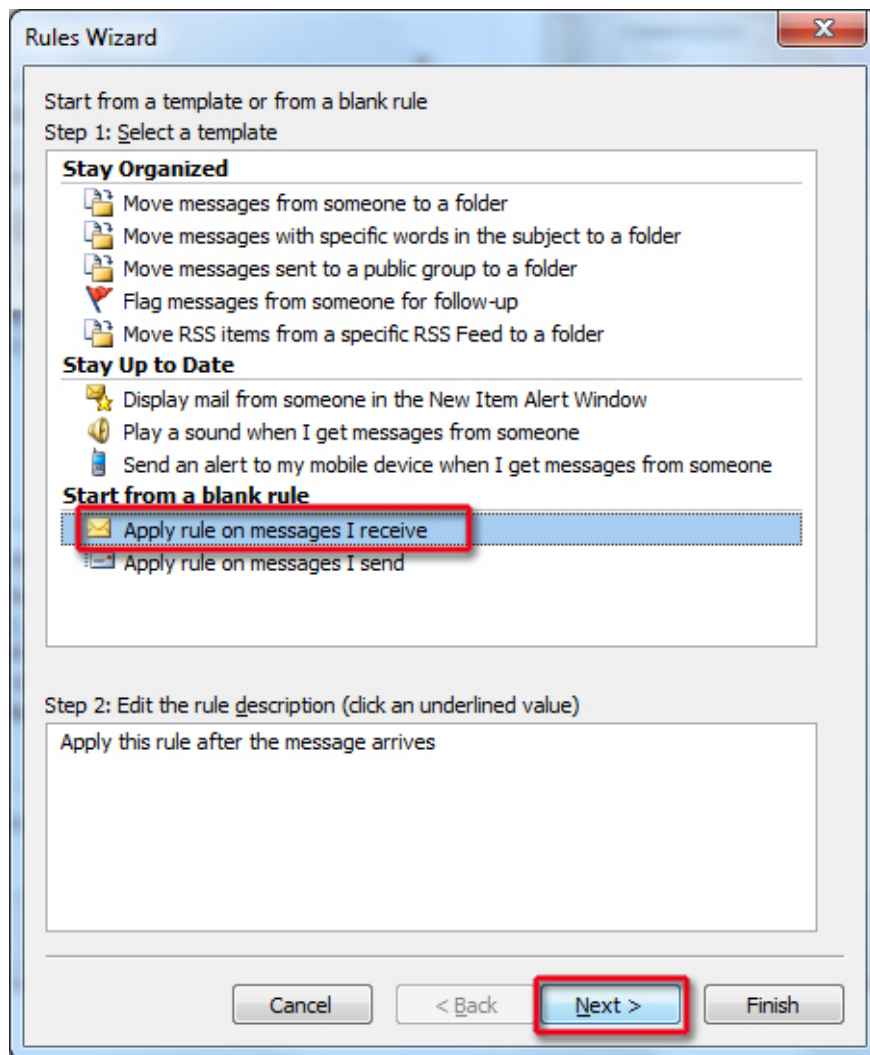
First, open **Outlook** , and select the menu **Info> Manage Rules & Alerts:**



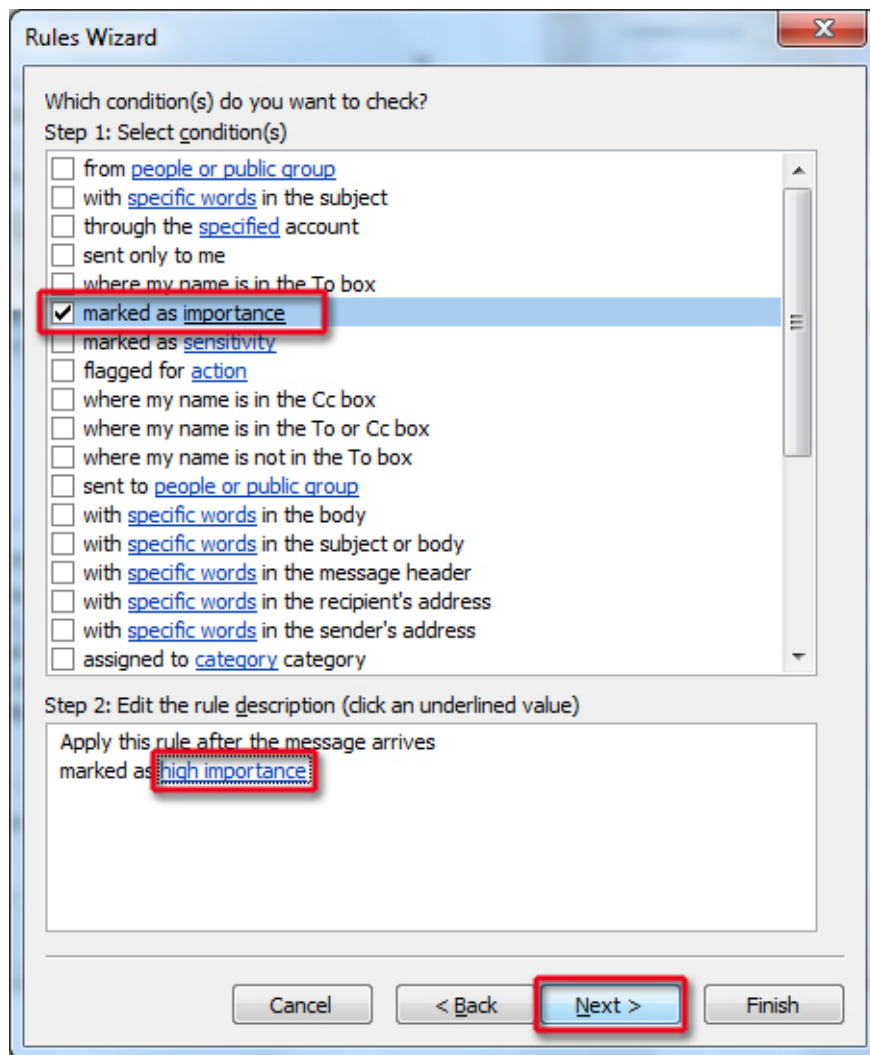
A pop-up window will appear with the heading **Rules and Alerts** . Here, we click the **New Rule** button . at the top left corner:



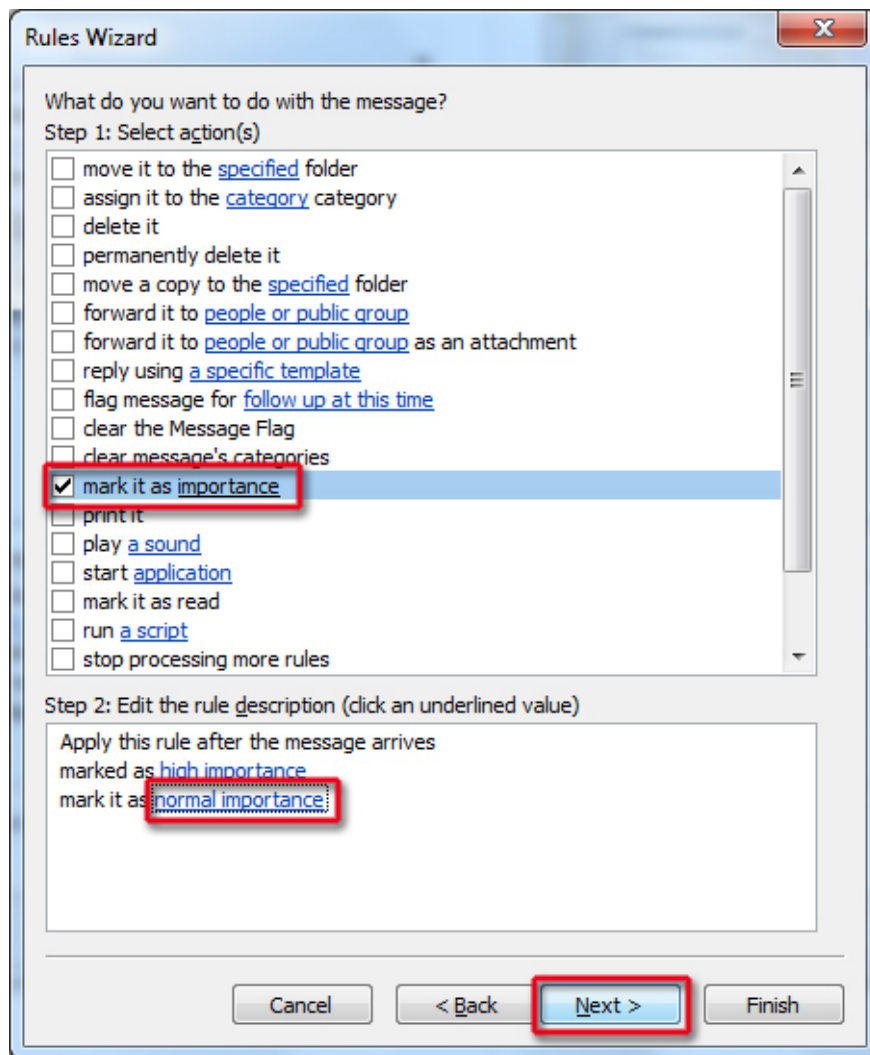
The process of setting up the Rules Wizard displays, here we need to apply the rules from the beginning, so please select **Apply rule on messages I receive** and click **Next** .



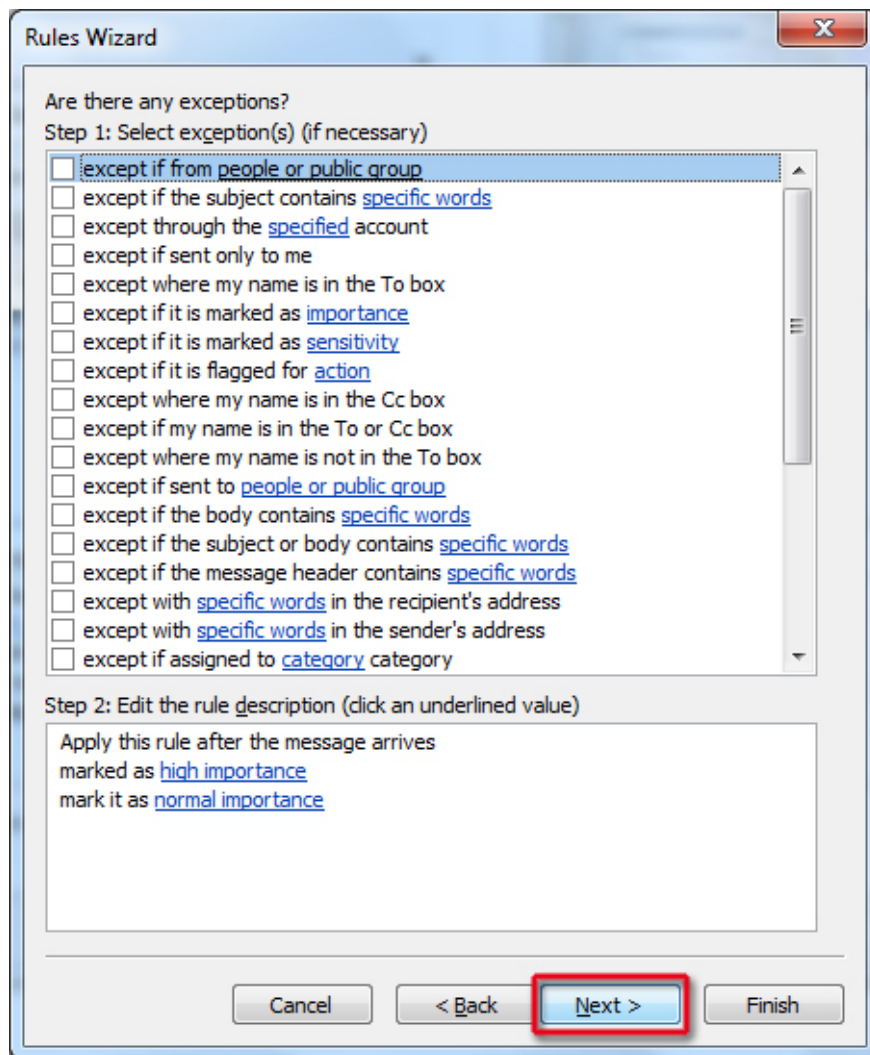
On the next page, check the checkbox with **marked as importance** content, then move the information under **Step 2** into **high importance** . Click **Next** to continue:



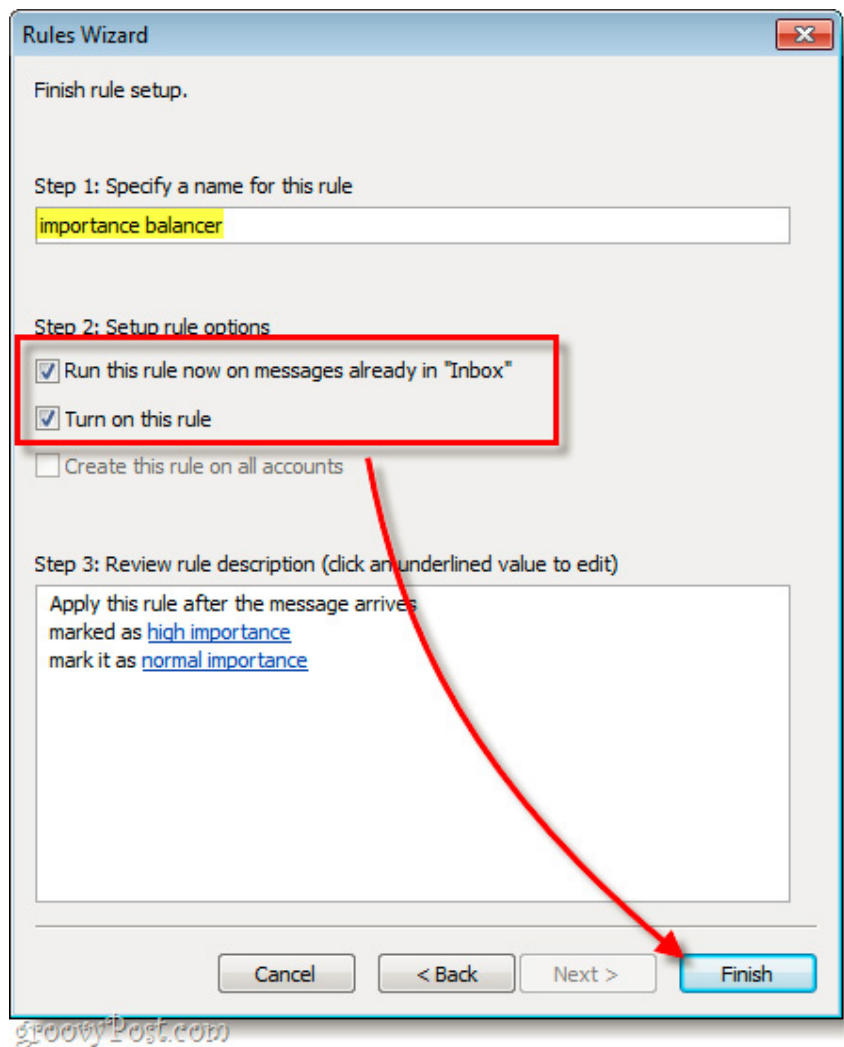
The next window displays the same content as the previous step, tick the **it as importance mark** , but this time we will move the **Step 2** cell into a **normal importance** . Click **Next** :



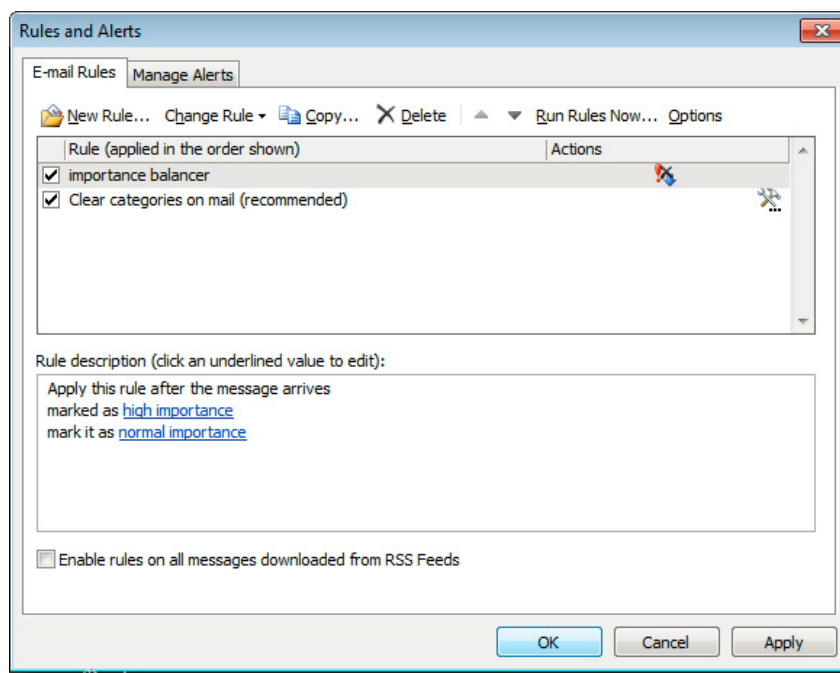
After that, you will see the information sheet accompanying some sorting rules. Leave these items as they are and continue to click **Next** :



All you have to do in the next step is to name the rule you just created and activate the mode. After completing this process, check all check box boxes and click **Finish** :



Now, we have finished setting up our own rules according to the needs of use. The entire email you receive will automatically change to Normal even if they have been marked Important by the sender:



But if you want to go back to normal mode, open the **Rules and Alerts** control panel, uncheck the check box or delete the created rule. Good luck!

You finished reading the article "**Automatically convert Important email to Normal in Microsoft Outlook 2010**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.