

Create a Rule to move and store email to another folder in Outlook

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If multiple emails are received from the same sender every day, why not create a separate folder for that address. And to keep the order in place for this Inbox, create your own Rule to move and store when you receive the email.

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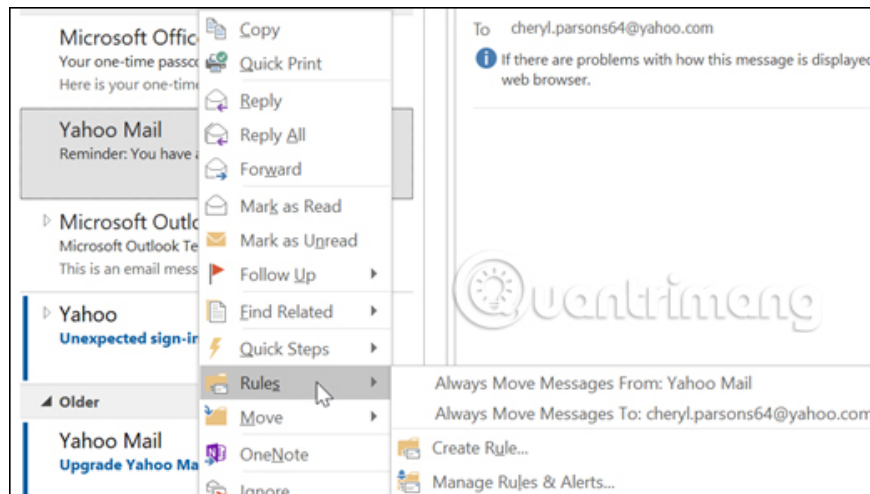
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1. How to create rules to manage email
2. Create rules by using the Rules Wizard
3. Delete the rule
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How to create rules to manage email

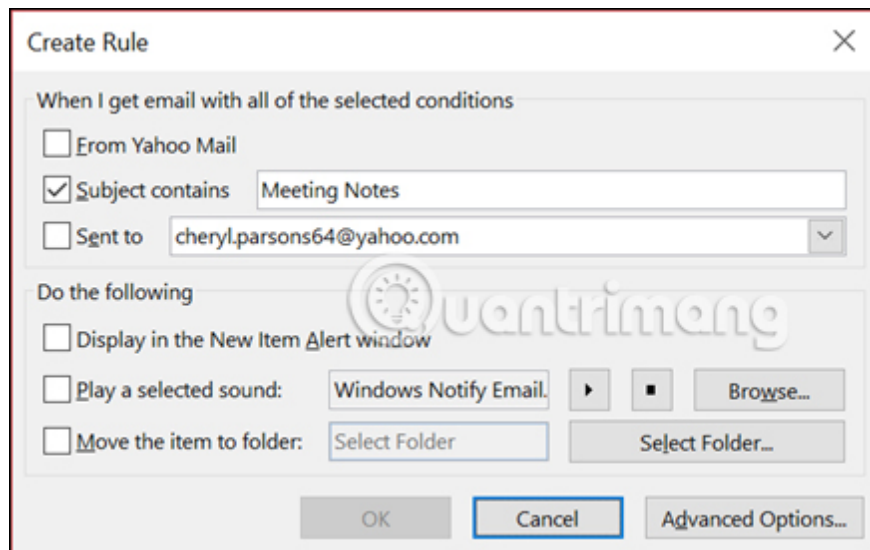
This guide applies to Outlook for Office 365, Outlook 2016, Outlook 2013, Outlook 2010, Outlook 2007

Step 1 . Start Outlook, right-click an email in the inbox or another email folder and select **Rules** .

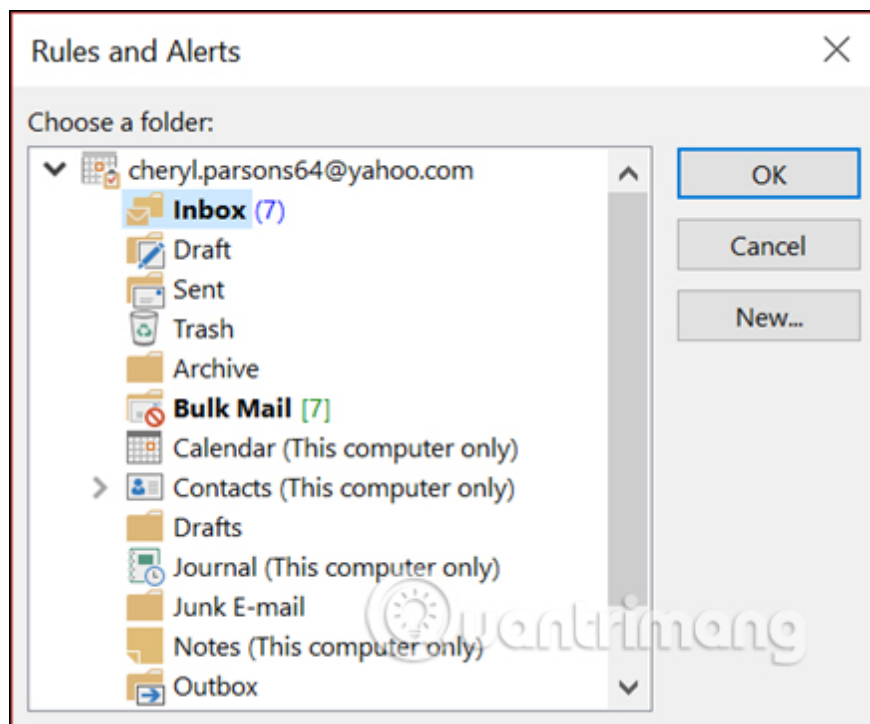


Step 2 . Choose one of the options. Outlook will automatically suggest creating rules based on senders and recipients. To see other options, select **Create Rule** .

Step 3 . In the **Create Rule** dialog box, select one or more options in the first three options.



Step 4 . In the **Do the following** section , if you want the rule to move email to a specific folder, select the **Move item to folder** box, then select the folder from the **Select Folder** dialog box that pops up, and then click **OK** .



Step 5 . Click **OK** to save your rule.

Note : If you want to apply the rule to the email you received, select the box on the confirmation dialog that pops up and then click **OK** .

Create rules by using the Rules Wizard

There are three types of rules you can create with the Wizard Rules:

1. **Stay organized** : These rules help you filter, send and track emails.
2. **Stay up to date**: These rules notify you when you receive emails that match specific criteria.
3. **Custom rules** : These are rules you create without templates.

You can customize these rules. There are many options for you to apply to each type of rule you create. Follow the steps below to learn how to create rules with the Rules Wizard.

Step 1:

1. Select **File > Manage Rules & Alerts** to open the **Rules and Alerts** dialog box.
2. On the **Email Rules** tab , select **New Rule**.
3. Select one of the templates from **Step 1** . To start from the rule, select **Apply rule on messages I receive** or **Apply rule on messages I send** .
4. In **Step 2: Edit the rule description** , click on any underlined options to set them up. For example, if you selected **Flag messages from someone for follow-up** on **Step 1** , click on **people or public group** to select the email of the sender you want to flag, then click **follow up at this time** to select the flag and tracking date.
5. Click **Next** .

Step 2:

On the second page of the Rules Wizard, you can add additional conditions to your rule. For example, you can choose emails sent from a specific person who also have certain words in the subject or email content.

1. In **Step 1: Select condition (s) box** , any conditions you set on the previous screen are selected. You can select additional conditions by checking the checkbox.
- 2 In the **Step 2: Edit the rule description box** , click the additional underline conditions you just added, and then click **Next** .

Step 3:

On the third page of the Rules Wizard, you can select additional actions to receive mail. For example, you can flag emails to track and mark important emails.

1. In **Step 1: Select condition (s) box** , any conditions you set on the previous screen are selected. You can select additional conditions by checking the checkbox.
- 2 In the **Step 2: Edit the rule description box** , click the additional underline conditions you just added, and then click **Next** .

Step 4:

On the fourth page of the Rules Wizard, you can add any exception in your rule.

In **Step 1: Select condition (s) box** , select any exception to your rule by selecting the checkbox.

In **Step 2: Edit the rule description** , click on any additional underlined exceptions you just added, then click **Next** .

Step 5:

1. On the fourth page of the Rules Wizard, enter a name for the rule.

2. If you want to apply the rule to the email you just received, select the **Run this rule now option on messages already in "Inbox "**.

3. By default, the **Turn on this rule** option will be selected. You can uncheck it if you don't want this rule to be enabled at this time.

4. Click **Finish** to save and apply the rule.

Delete the rule

You can remove the rule when it is no longer needed.

Step 1 . On the **File** tab, select **Manage Rules & Alerts** .

Step 2 . In the **Rules and Alerts** dialog box , on the **E-mail Rules** tab, select the rule you want to delete.

Step 3 . Select **Delete> OK**.

Manually apply rules

You can apply one or more rules manually by following the steps below:

Step 1 . On the **File** tab, select **Manage Rules & Alerts** and on the **E-mail Rules** tab, select **Run Rules Now** .

Step 2 . In the **Run Rules Now** box , in **Select rules to run** , select the checkbox for each rule you want to use.

Step 3 . In the **Run in Folder** box, to select another folder, click **Browse** , then select the folder, then select **OK** .

Step 4 . Select the **Include subfolders** option to include all the folders you have selected. .

Step 5 . In the **Apply rules to list** , accept the default settings of all emails or change them to read or unread emails.

Step 6 . Select **Run Now**.

I wish you all success!

See more:

1. How to create a folder in Outlook 2013 by creating a rule
2. Instructions for creating incoming mail filters on Gmail
3. 7 ways to filter, classify and search effective email

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