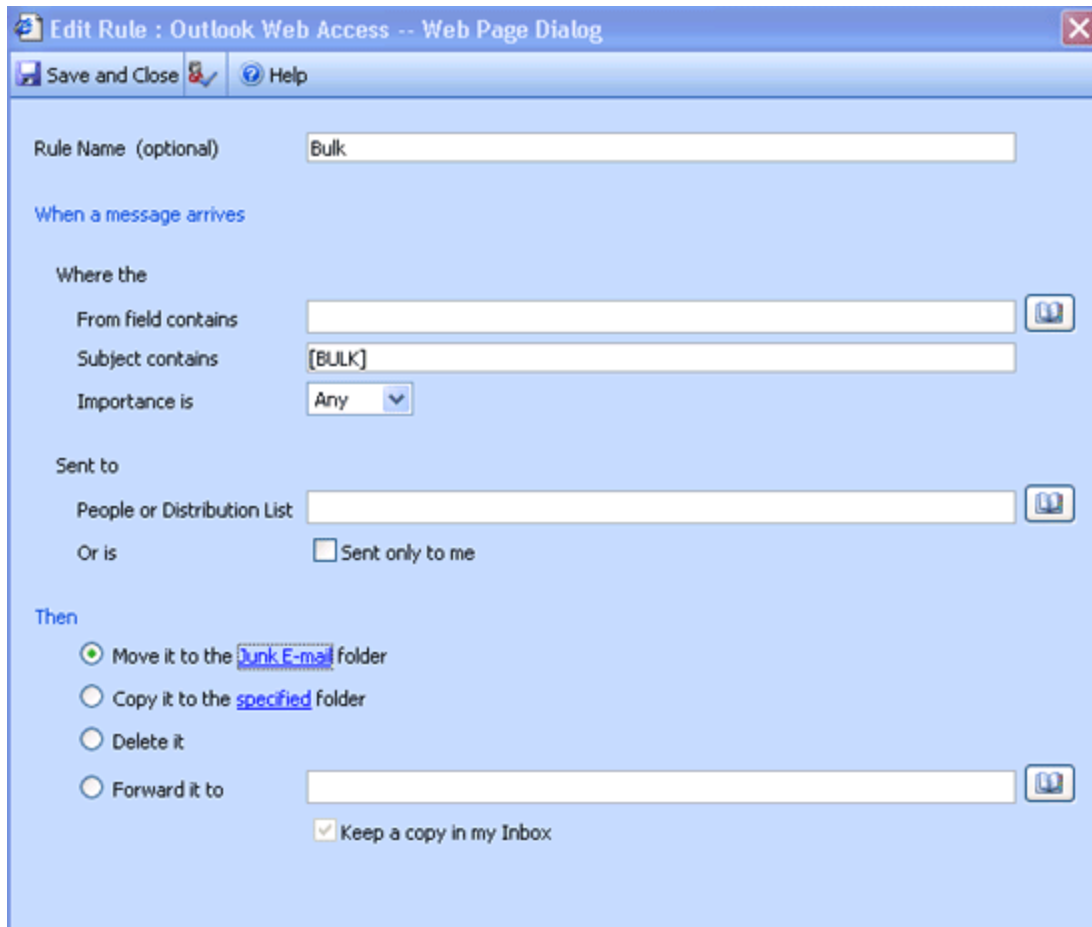



WebMail Rules


You can manage your e-mail messages by using rules to automatically perform actions on incoming messages. After you create a rule, Microsoft Office Outlook Web Access applies the rule to messages that arrive in your Inbox. For example, you can automatically forward all messages sent to you when they arrive in your Inbox.

To view your rules, click Rules  from the Navigation bar.


Creating a New Rule



1. From the Rules screen, click New. 
2. At the prompt for Rule Name, enter the name you want to give that rule.
3. Under the heading **When a message arrives**, select the appropriate criteria for your rule:
 1. **Based on the From field:** This rule is based on the sender. You can either type the e-mail address of the sender or lookup the information from your address book by clicking on the icon.
 2. **Based on the contents of the Subject Line:** This rule is based on the contents of the Subject Line. You can specify words from the Subject line to setup this rule.
 3. **Based on the Importance:** This rule is based on the importance of a message. Depending on the High or Low importance of a message, you could set this rule.
 4. **Based on the Recipients Information:** This rule is based on the recipients e-mail address. You can either type the e-mail address of the recipient or lookup the information from your address book by clicking on the icon.

5. **Based on you being the only recipient of the message:** This rule is based only for those messages that are specifically sent to you. To set this rule, select the Sent only to me check box.
4. Under the heading **Then**, select the appropriate action that needs to be taken for your rule:
 1. **Move:** Based on the above criteria, this action will move the message to the specified folder.
 2. **Copy:** Based on the above criteria, this action will copy the message to the specified folder.
 3. **Delete:** Based on the above criteria, this action will delete the message.
 4. **Forward:** Based on the above criteria, this action will forward a copy of the message. You can either type the e-mail address of the recipient or lookup the information from your address book by clicking on the icon.
5. Click Save and Close. 

Update a Rule

1. Double click the Rule you wish to edit.
2. To change or add any information, type new text over the existing text.
3. Click **Save and Close** . 

Delete a Rule

1. Select the Rule you wish to delete.
2. Click the **Delete** button "DeleteButton" from the toolbar.