

Rules can quickly be created directly from an email message. There are other methods for creating rules:

- Rules can also be created starting from a template. Templates provide pre-selected, default conditions and actions.
  - **Please note that outgoing message rules cannot be created from a template.**
- Rules can be created directly from an incoming email message.
- Rules can also be applied to Automatic Replies (also known as away notifications or out-of-office notifications).

Please see the quick reference guides for help on these topics.

### Create a Rule from an Incoming Email Message in the INBOX

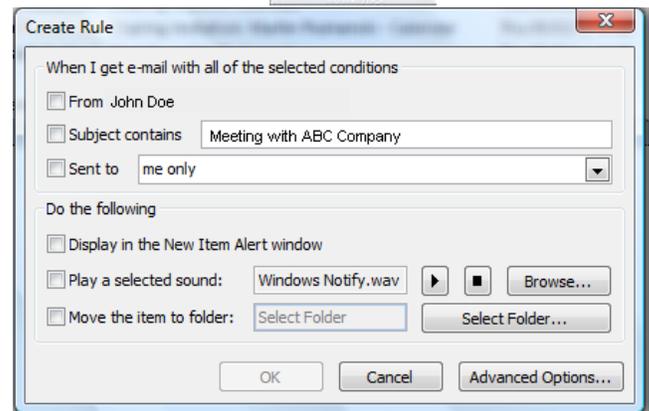
You can create a rule directly from a message. For example, you can create a rule to move messages from someone to a specific folder.

- From the Inbox, right-click the message that you want to base the rule on and select **Rules** and then **Create Rule**.

- OR... when displaying your mail folders, on the **HOME** tab, click on **Rules** and then **Create Rule**.



- The **Create Rule** dialog box is displayed.
- Check the boxes with the conditions (from, subject and/or sent to) you want set for the rule.
- Check the boxes for the actions you want to happen (display alert, play sound, move to a folder). If you select **Move the item to folder** check box you will be prompted to select the folder.
- Click on **OK**.



**Note:** If you need additional conditions, actions or to set exceptions, click on the **Advanced Options** button. The Rules Wizard will be displayed.

### Create a Rule from an open Email Message

If you have already opened the email message, from the ribbon click on **Rules** and follow the same steps as above.

