

Writing an Outlook Online Rule to Move Certain Tagged Messages to a Folder

Outlook rules are a powerful way to manage your inbox. As you become comfortable writing rules, you can refine your rules to better suit your individual needs. These instructions are written for the person who is writing their first Outlook rule, and outlines how to write a rule that specifically moves messages with particular tags directly into an Outlook folder that the user creates. They may then choose when they want to go into that folder to review the messages and take action, e.g. do a batch delete.

1. From Chrome, Internet Explorer or Firefox, log into your Office 365 Outlook with your UW NetID credentials at <https://outlook.office365.com/uw.edu>.
2. Click on the gear icon in the upper right.
3. In the “Search Outlook settings” box enter “rules” and select “Inbox rules”.
4. Near the center top click “+ Add new rule”.
5. Enter a descriptive name for your rule in the “Name your rule” box, e.g. “Tags filtering”.
6. Click the “Select a condition” drop-down under “Add a condition” and select “Subject includes”.
7. In the “Enter words to look for” box, enter your first tag *including the brackets*, e.g. [JOBS] that is associated with the kind of messages you want to filter to a folder, and then click enter.
8. Repeat previous step until all desired tags you want to go directly into the folder (that you will create in the next few steps) are entered into the same box. Do not use the “Add another condition” option for additional tags.

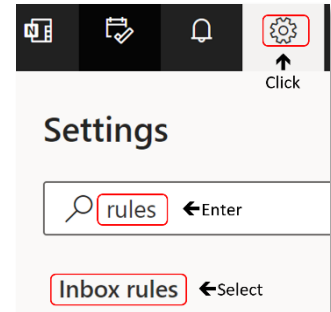
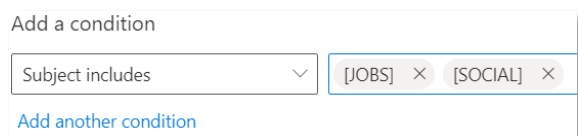
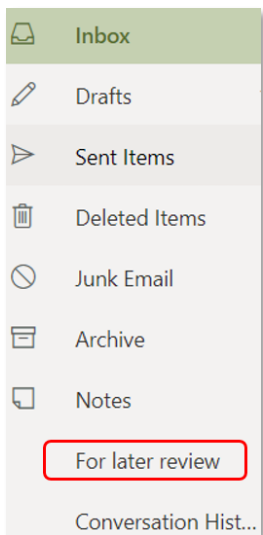


Figure 1, correct method, i.e. rule applies to messages that have either [JOBS] OR [SOCIAL] in the subject line



9. After entering all desired tags into the same box as seen in Figure 1, click the “Select an action” drop-down under “Add an action” and choose “Move to”.
10. In the “Select a folder” drop-down, choose “New folder”.
11. Give your new folder a descriptive name, e.g. “For later review” in the “Add a folder name” box and then hit enter.
12. It is recommended to leave the “Stop processing more rules.” box checked.
13. Click “Save” at the bottom of the window.

Your folder will be located in your folder list where you can review your filtered messages at a more convenient time:



To edit your rule at a future date, repeat steps 1-3, then click the “Edit rule” icon that looks like a pencil to the right of your rule’s name and make your rule changes. Click “Save” when you are done.

EXAMPLE: screen shot of rule that moves all messages that have either the [JOBS] tag or the [SOCIAL] tag in the subject line directly to your new “For later review” folder:

