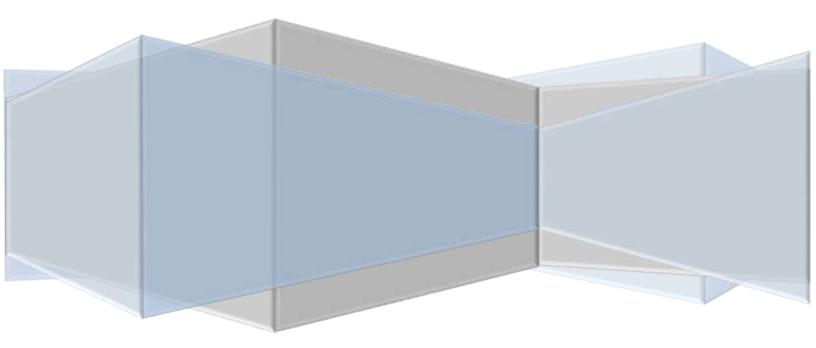
Nebraska State Court Administrator's Office

Creating Inbox Rules

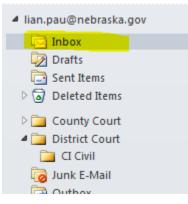
Microsoft Outlook 2010-2013



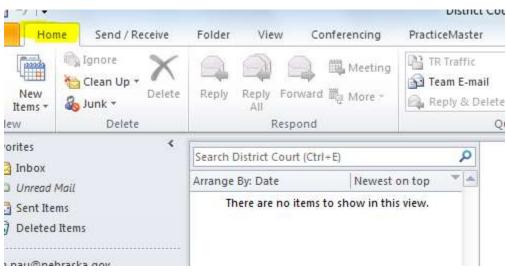
Creating INBOX RULES in Microsoft Outlook

This guide is designed for Microsoft Outlook 2010 and 2013. You should not have any issue while you are creating inbox rules whether you are using Microsoft Outlook 2010 or 2013. However, there could be different screen displays for Microsoft Outlook 2013 users. Please be advised that the screenshots were taken from Microsoft Outlook 2010.

1. Click Inbox

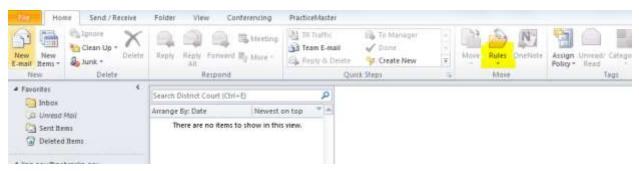


2. Microsoft Outlook has already selected the Home tab. If it is not, Click



the **Home** tab.

3. Click the **Down Arrow** at **Rules.**



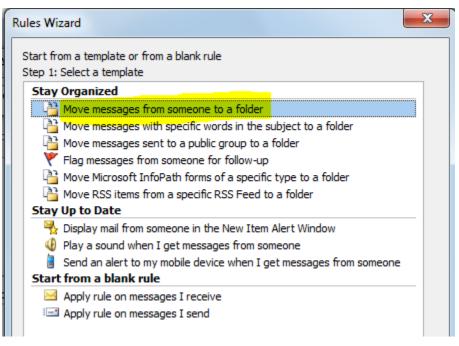
4. Select Manage Rules & Alerts ...



5. Rules and Alerts Window will be displayed. Click New Rule.

Rules and Alerts	×
E-mail Rules Manage Alerts	
🎦 New Rule Change Rule 🗸 🖹 Copy 🗙 Delete 🛛 🔺 💌	Run Rules Now Options
Rule (applied in the order shown)	Actions
Select the "New Rule" button to make a	rule.
Rule description (click an underlined value to edit):	
Enable rules on all messages downloaded from RSS Feeds There are rules created with a different version of Outlook or Out	ook Web Access that are not shown
	OK Cancel Apply

6. Rule Wizard Windows will be displayed. Select Move messages from someone to a folder.



- 7. Click Next.
- In the Rules Wizard Window, under "Which conditions(s) do you want to check? ", the Check Box from people or public group is already

selected. Click the Check Box to deselect it.

Rules Wizard	x
Which condition(s) do you want to check? Step 1: Select condition(s)	
 where my name is in the To box marked as <u>importance</u> marked as <u>sensitivity</u> flagged for <u>action</u> where my name is in the Cc box where my name is in the To or Cc box where my name is not in the To box sent to <u>people or public group</u> 	E
 with <u>specific words</u> in the body with <u>specific words</u> in the subject or body with <u>specific words</u> in the message header with <u>specific words</u> in the recipient's address with <u>specific words</u> in the sender's address 	

9. Click the Check Box with specific words in the subject to select it.

Rules Wizard	
Which condition(s) do you want to check? Step 1: Select condition(s)	
from people or public group	*
✓ with specific words in the subject	
through the <u>specified</u> account	
sent only to me	
where my name is in the To box	
marked as importance	Ξ
marked as <u>sensitivity</u>	
flagged for <u>action</u>	
where my name is in the Cc box	
where my name is in the To or Cc box	
where my name is not in the To box	
sent to people or public group	
with <u>specific words</u> in the body	
with specific words in the subject or body	
with specific words in the message header	
with <u>specific words</u> in the recipient's address	

10. Under Step 2: Edit the rule description (click an underlined value);

Click specific words.

Rules Wizard	×
Which condition(s) do you want to check? Step 1: Select condition(s)	
from people or public group	
✓ with specific words in the subject	
through the specified account	
sent only to me	
where my name is in the To box	
marked as importance	=
marked as <u>sensitivity</u>	
flagged for <u>action</u>	
where my name is in the Cc box	
where my name is in the To or Cc box	
where my name is not in the To box	
sent to people or public group	
with <u>specific words</u> in the body	
with <u>specific words</u> in the subject or body	
with <u>specific words</u> in the message header	
with <u>specific words</u> in the recipient's address	
with <u>specific words</u> in the sender's address	_
assigned to <u>category</u> category	· ·
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after the message arrives	
with <u>specific words</u> in the subject	
move it to the <u>specified</u> folder	
and stop processing more rules	
Cancel < Back Next > Fin	ish

11. There is a textbox under Specify words or phrases to search for in the subject: Type [case name] in the textbox. For example, we will be typing only D93 CI for the case: D93 CI-14-0000023. This way all case types of D93 CI will go into a specified folder. This can be done for any case types you would like.

Search Text	×
Specify words or phrases to sea	rch for in the subject:
D93 CI-	Add
Search list:	
	Remove
	OK Cancel

12. Click **Add**

Search Text	×
Specify words or phrases to search for in the subject:	-
D93 CI-	Add
Search list:	
	Remove
ок	Cancel

13. Click **OK**

14. Click **specified**

Rules Wizard	×
Which condition(s) do you want to check? Step 1: Select condition(s)	
 ☐ from people or public group ✓ with specific words in the subject 	Â
through the <u>specified</u> account sent only to me	
where my name is in the To box marked as <u>importance</u>	Ξ
marked as <u>sensitivity</u> flagged for <u>action</u>	
where my name is in the Cc box where my name is in the To or Cc box	
where my name is not in the To box sent to people or public group	
with <u>specific words</u> in the body with <u>specific words</u> in the subject or body	
 with <u>specific words</u> in the message header with <u>specific words</u> in the recipient's address 	
 with <u>specific words</u> in the sender's address assigned to <u>category</u> category 	-
Step 2: Edit the rule description (dick an underlined value)	
Apply this rule after the message arrives with D93 CI-in the subject move it to the specified folder	
and stop processing more rules	
Cancel < Back Next > Fin	ish

15. Rules and Alerts Windows is displayed again. Then, select District Court folder that you have created because you know D93, where D means District and 93 is the county number. For County Court folder, you may be doing the same thing. For example, C93.

hoose a folder:		
a 🔯 lian.pau@nebraska.gov	*	ОК
🔄 Inbox		
🔯 Drafts		Cancel
🔄 Sent Items	=	New
Deleted Items	÷.	NEW
Description of the second s		
Secontacts	1.1	
County Court		
District Court		
CI Civil		
Journal		
Ga Junk E-Mail	-	
4 [III		

16. Click **OK**

17. Click Next

Rules Wizard	×
Which condition(s) do you want to check? Step 1: Select condition(s)	
<pre>from people or public group v with specific words in the subject through the specified account sent only to me where my name is in the To box marked as <u>importance</u> marked as <u>sensitivity</u> flagged for <u>action</u> where my name is in the Cc box where my name is in the Cc box where my name is in the To or Cc box where my name is not in the To box sent to people or public group with specific words in the subject or body with specific words in the recipient's address with specific words in the recipient's address with specific words in the sender's address assigned to <u>category</u> category</pre>	
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with D93 CI_in the subject move it to the District Court folder and stop processing more rules Cancel < Back	ish

18. Click **Next** again.

Rules Wizard	×
What do you want to do with the message? Step 1: Select action(s)	
✓ stop processing more rules	A
move it to the <u>specified</u> folder assign it to the <u>category</u> category delete it permanently delete it move a copy to the <u>specified</u> folder forward it to <u>people or public group</u> forward it to <u>people or public group</u> have server reply using a <u>specific message</u> reply using a <u>specific template</u> flag message for <u>follow up at this time</u> dear the Message Flag dear the Message Flag print it play a <u>sound</u> start application	
Step 2: Edit the rule description (dick an underlined value)	
Apply this rule after the message arrives with <u>D93 CI-</u> in the subject move it to the <u>District Court</u> folder and stop processing more rules	
Cancel < Back Next > Fini	sh

19. Click **Next** again.

Are there any exceptions? Step 1: Select exception(s) (if necessary)	
In select if from people or public group except if from people or public group except if the subject contains specific words except through the specified account except if sent only to me except where my name is in the To box except if it is marked as importance except if it is marked as importance except if it is flagged for action except if it is flagged for action except where my name is in the Co box except if my name is in the To or Co box except if my name is in the To or Co box except if the body contains specific words except if the body contains specific words except if the subject or body contains specific words except if the message header contains specific words except with specific words in the recipient's address except with specific words in the recipient's address except if assigned to category	
itep 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with <u>D93 C1</u> in the subject move it to the <u>District Court</u> folder and stop processing more rules	

20. Click **Apply**

Rules and Alerts		×
E-mail Rules Manage Alerts		
🙆 New Rule Change Rule 🗸 🗎 Copy 🗙 Del	ete 🔺 🔻 <u>R</u> un Rules Now <u>O</u> ptions	
Rule (applied in the order shown)	Actions	
✓ D93 CI-		*
Rule description (click an underlined value to edit): Apply this rule after the message arrives with <u>D93 CI-</u> in the subject move it to the <u>District Court</u> folder and stop processing more rules		Ŧ
Enable rules on all messages downloaded from RSS F		nown
	OK Cancel	Apply

- 21. Click **OK**
- 22. Under **Step 1: Specify a name for this rule,** Type **[name]** for your rule if you want a specific name. Otherwise, you can use the default name.

Rules Wizard	x
Finish rule setup.	
Step 1: Specify a name for this rule	
D93 CI-	
Step 2: Setup rule options	
Run this rule now on messages already in "Inbox"	
Turn on this rule	
Create this rule on all accounts	
Step 3: Review rule description (click an underlined value to edit)	
Apply this rule after the message arrives	
with <u>D93 CI-</u> in the subject move it to the <u>District Court</u> folder	
and stop processing more rules	
Cancel < Back Next > Fin	ish

23. Click **Finish**

Rules Wizard	x
Finish rule setup.	
Step 1: Specify a name for this rule	
D93 CI-	
Step 2: Setup rule options	
Run this rule now on messages already in "Inbox"	
✓ Turn on this rule	
Create this rule on all accounts	
Step 3: Review rule description (click an underlined value to edit)	
Apply this rule after the message arrives	
with <u>D93 CI-</u> in the subject move it to the <u>District Court</u> folder	
and stop processing more rules	
Cancel < Back Next > Fini	sh