

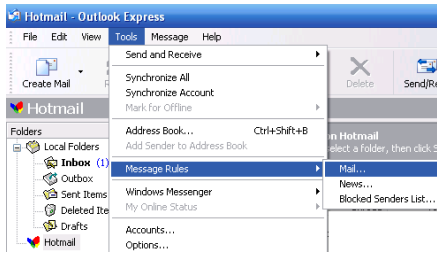
Outlook Express Message Rules



Email programs, like Outlook and Outlook Express, allow programming of “rules”. Rules can be used to route messages to specific folders and to “screen” messages by deleting unwanted email.

For example:

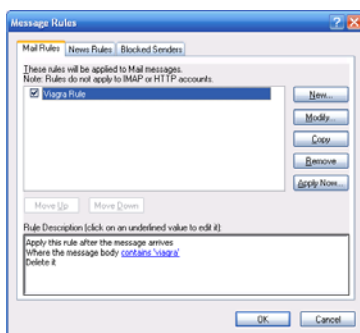
Begin by selecting Tools -> Message Rules ->Mail



Next set Conditions and Actions for the Rule



Lastly, you may turn on/off the rule, modify it or delete it



Outlook has more options than Outlook Express but the process is basically the same!