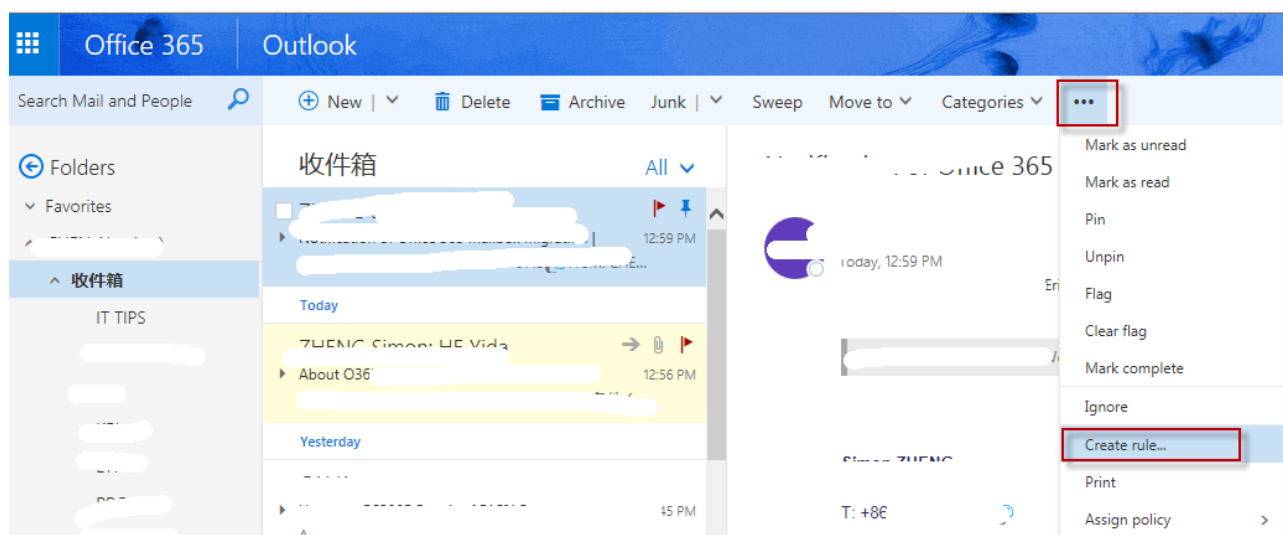


How to create rules on Office 365 Web mailbox

Company will start a mailbox migration planning, we will introduce some tips about OFFICE 365 webmail. This time, we show you how to create rules in the webmail.

Steps :

1. If employees complete the mailbox migration, through the company's website "http://Outlook.com/sodexo.com" to log in to your webmail.
2. Select an email, click more commands, pop drop-down menu, click create rule.



On the Create Rule page are required to complete four sets. Can be set according to your needs. Save it after Setup is complete.

1. Rule name.
2. The conditions of rule came into effect. (Send the message as received from someone)
3. The actions when the rule came into effect. (Such as moving a message to a folder)
4. The exceptions to the rule conditions, meet the exception rule action is not performed.

When you check the stop processing more rules, will give priority to the most recent set of operations, the existing rules will stop execution.

✓ OK ✕ Cancel

New inbox rule

Name

rule testing



When the message arrives, and it matches all of these conditions

It was received from...



on

Add condition

Do all of the following

Move the message to folder...



Select one...

Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules [\(What does this mean?\)](#)

See you next week.