

Creating message rules in Outlook Express



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Outlook Express is a free software distributed By Microsoft®

The instructions in this document guide you through the process of creating message rules in Outlook Express. I have used version 5, but the same would apply to later versions with a few modifications.

What is Outlook Express?

Outlook Express is freeware from Microsoft. It is one of the best email clients for the Windows platform. An email client is just a fancy name for a program that downloads and sends email. Outlook Express is very user friendly and comes along with a lot of features. Here we will look at how to create message rules in the software.

What is a “message rule”?

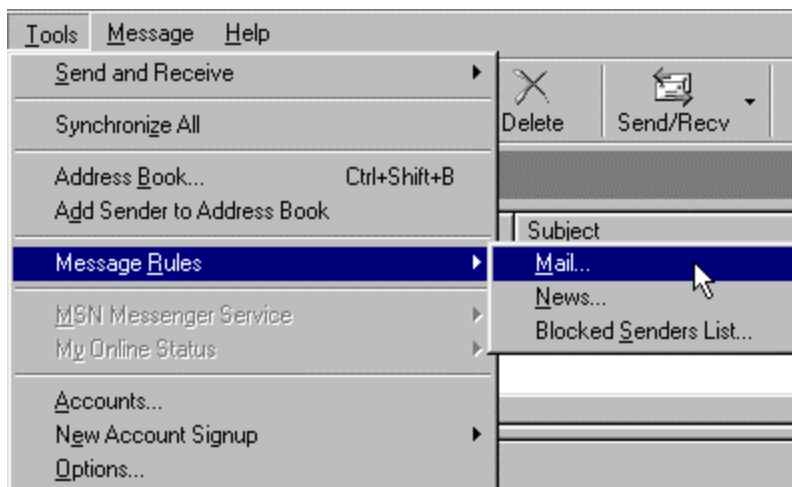
Message rules are simply a set of instructions (rules) that tell Outlook Express what to do with the emails (messages) that you receive. For example, you can configure Outlook Express to automatically move emails that you receive at a particular email account.

This document assumes that you know how to create a new email account in the email client. If not, send me a mail and I'll forward you the guide on “Creating a new account in Outlook Express”.

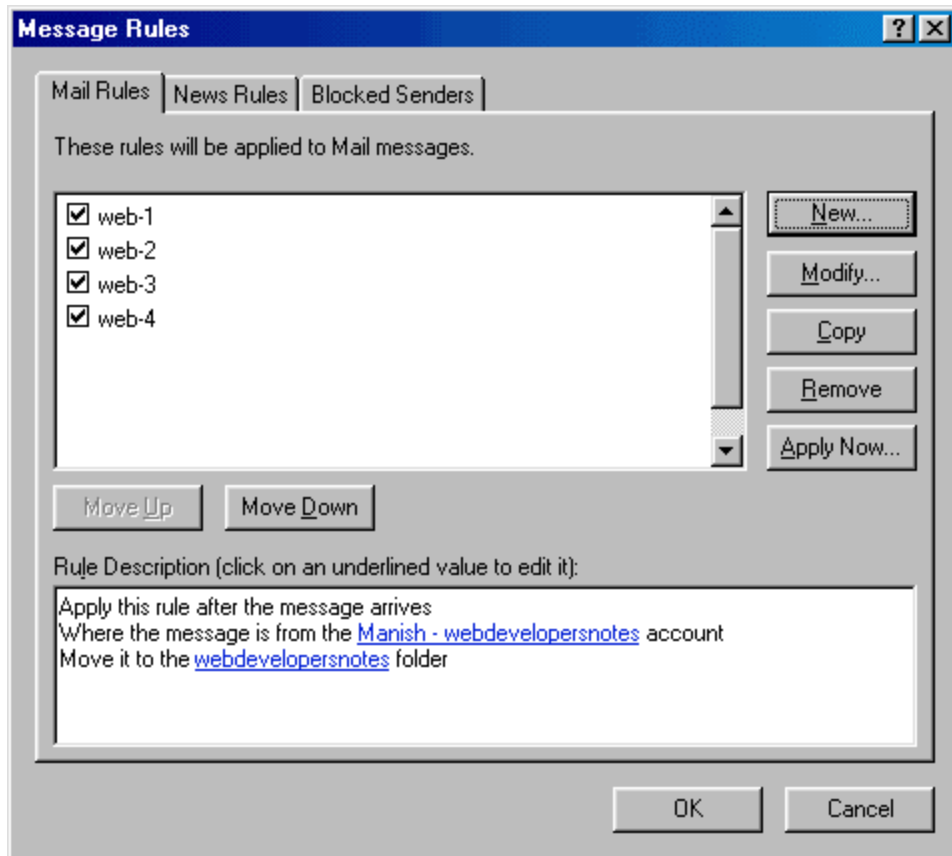
1. Start Outlook Express

Let's begin by starting the email client.

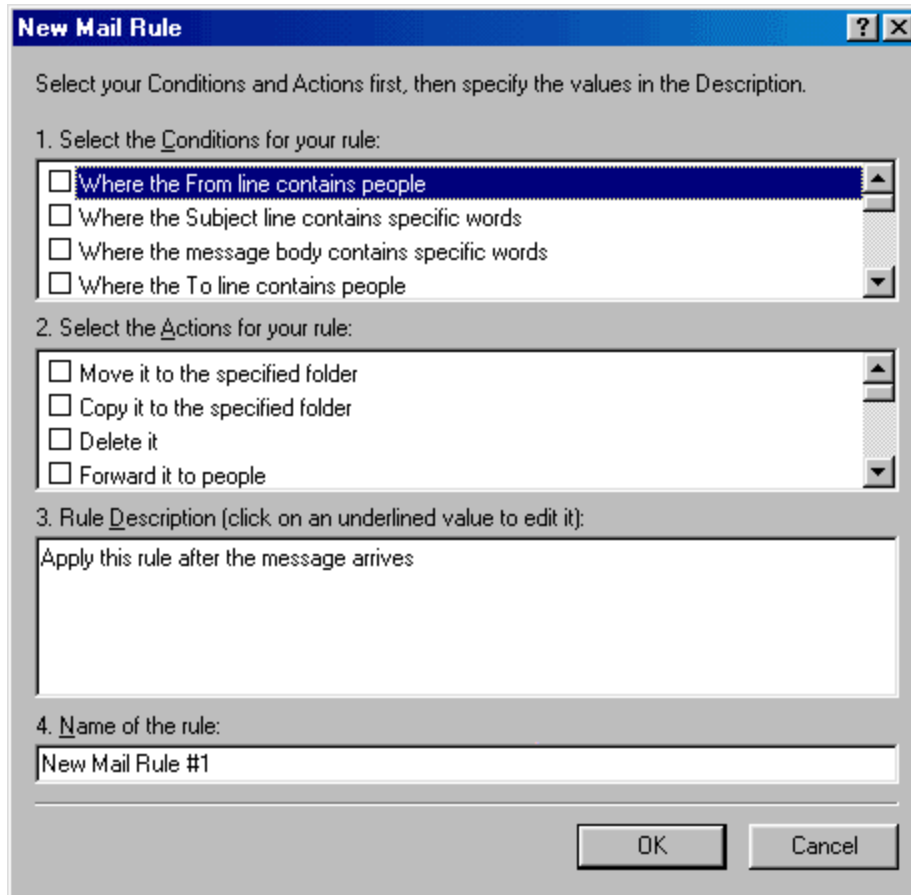
2. Go to “Tools”, select “Message Rules” from the drop down and then click on “Mail”.



3. If your Outlook Express already contains rules they would be listed in the pop-up window. But this is unlikely (that's why you are reading this document ☺).



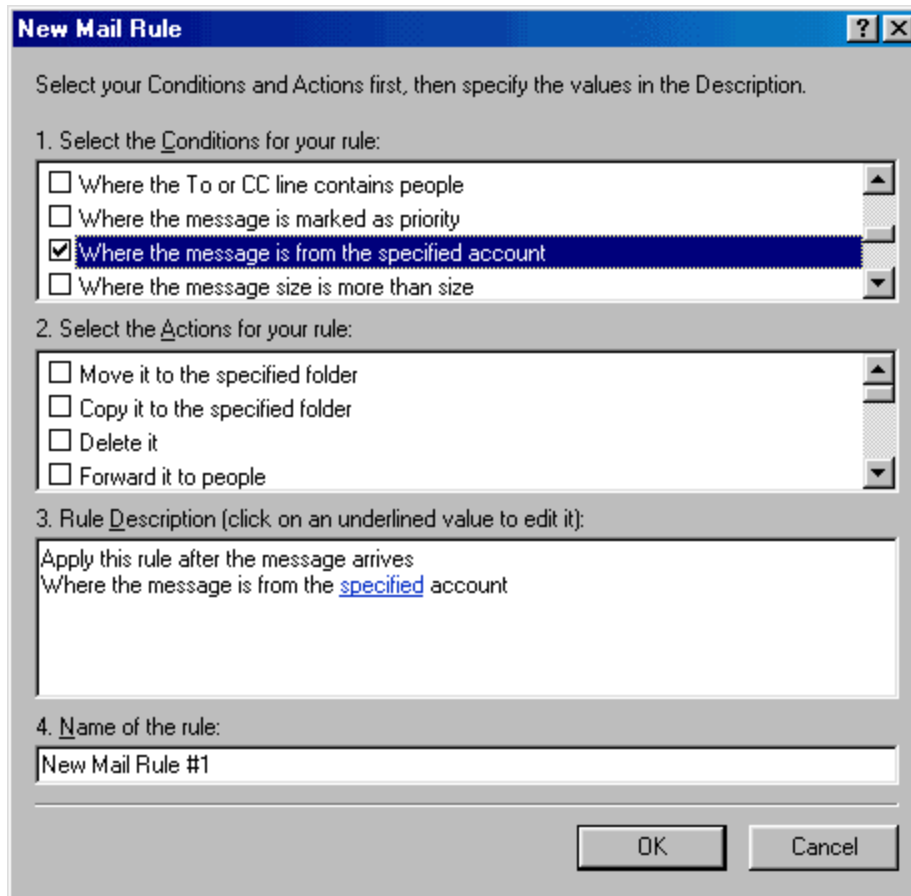
4. Since I'm assuming that you do not have any Message Rules configured, the program would display the following window.



The window has four boxes "Select the conditions for your rule", "Set the actions for your rule", "Rule Description" and "Name of the rule". Outlook Express allows you to set simple rules through mouse-clicks. We would be working on three of the boxes, the first, second and the fourth. The program fills the third box automatically.

A simple message rule is to tell the program to move the emails received at a particular email address to its folder. For example, we'll set a message rule that moves all email received at **manish@fontmagic.com** to its folder in Inbox called **fontmagic**.

5. Scroll down the first text box and click on the “**Where the message is from the specific account**” checkbox as shown in the image below.



You'll notice that the moment you click on the checkbox, Outlook Express writes the rule in the "Rule Description" text box.

6. Now select the checkbox in the second textbox that says **“Move it to the specific folder”**. Once again, the program writes some instructions the Rule Description textbox.

New Mail Rule [?] [X]

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- Where the To or CC line contains people
- Where the message is marked as priority
- Where the message is from the specified account
- Where the message size is more than size

2. Select the Actions for your rule:

- Move it to the specified folder
- Copy it to the specified folder
- Delete it
- Forward it to people

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives
Where the message is from the specified account
Move it to the specified folder

4. Name of the rule:

New Mail Rule #1

OK Cancel

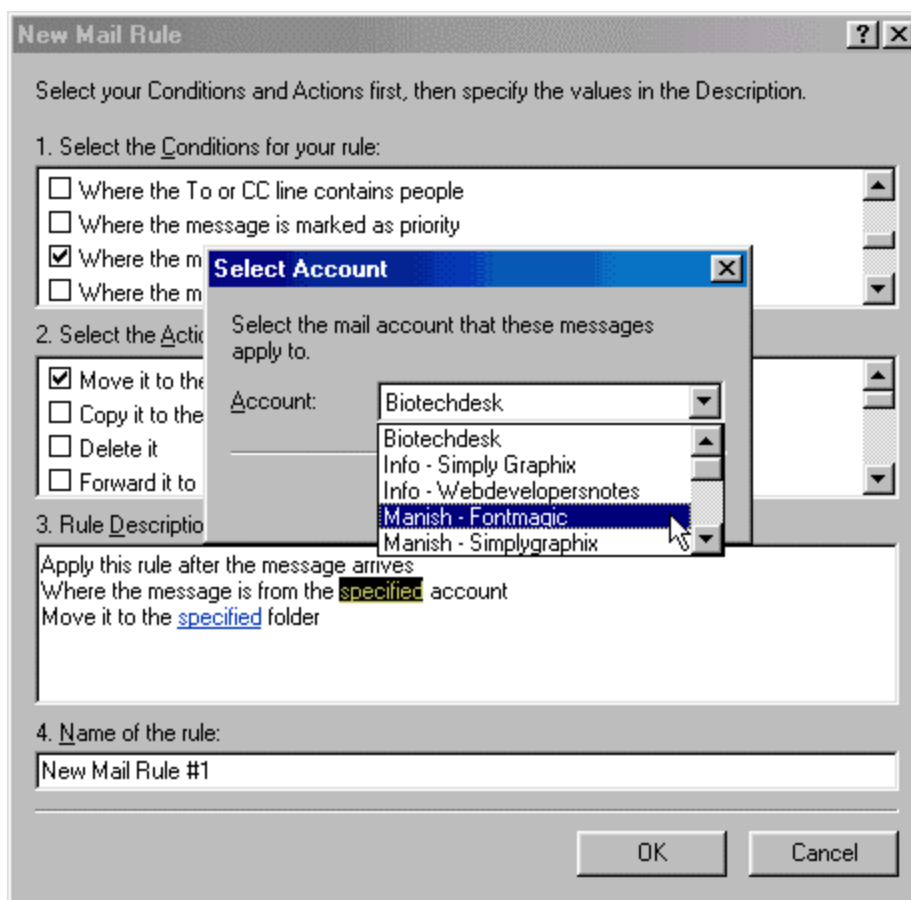
7. The rules that Outlook Express has written in “Rule Description” textbox are very general. They are as follows:

Apply this rule after the message arrives
Where the message is from the [specified](#) account
Move it to the [specified](#) folder

This is a Message Rule in its barest form. It’s very general; it just says that emails from a *specified account* should be moved to a *specified folder*.

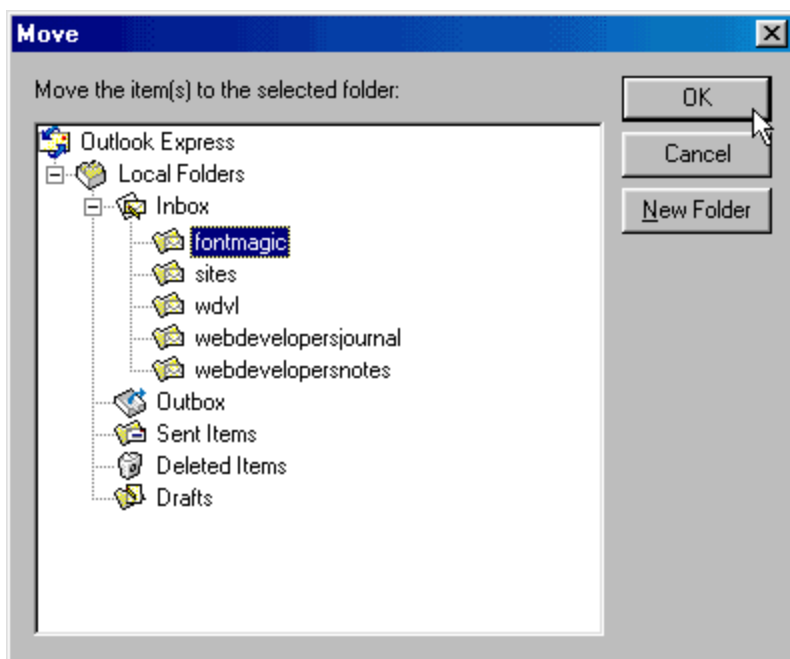
We want all emails that arrive at **manish@fontmagic.com** to be moved to **fontmagic** folder in the Inbox. Hence, we need to set the values for the *specified account* and the *specified folder*.

8. The word “specified” in the “Where the message is from the [specified](#) account” rule is a link. Click on this word.

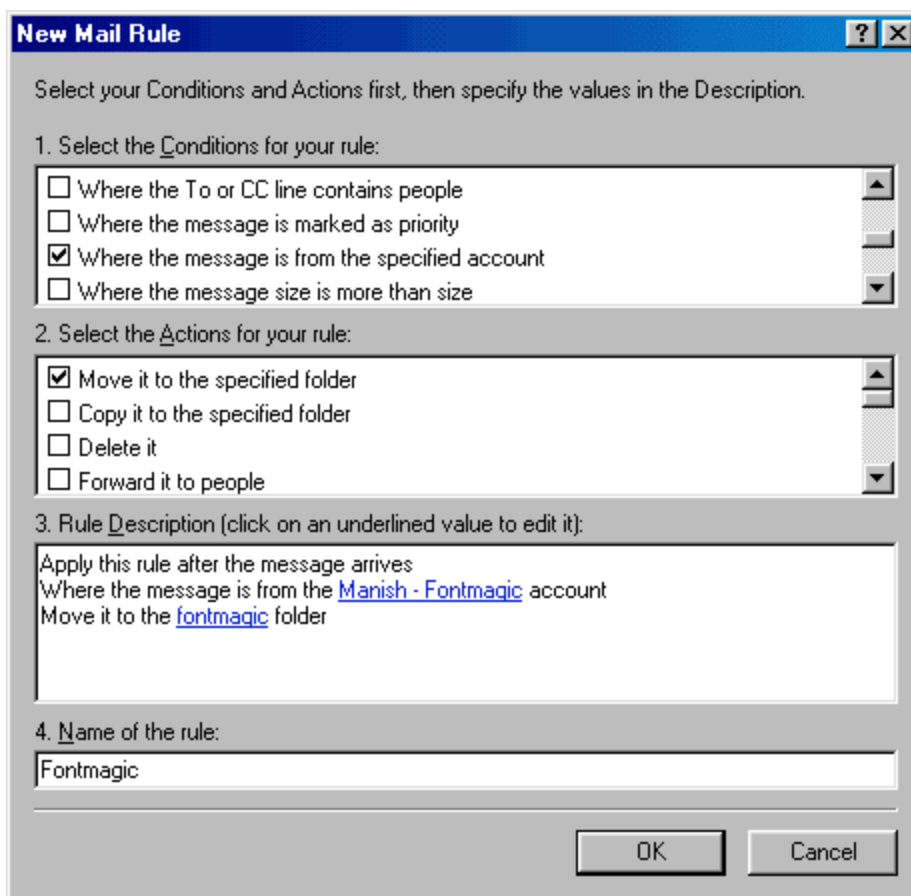


A “**Select Account**” pop-up window is displayed. Select the account from the drop down. Carrying out example further, we’ll select “Manish – Fontmagic” email account.

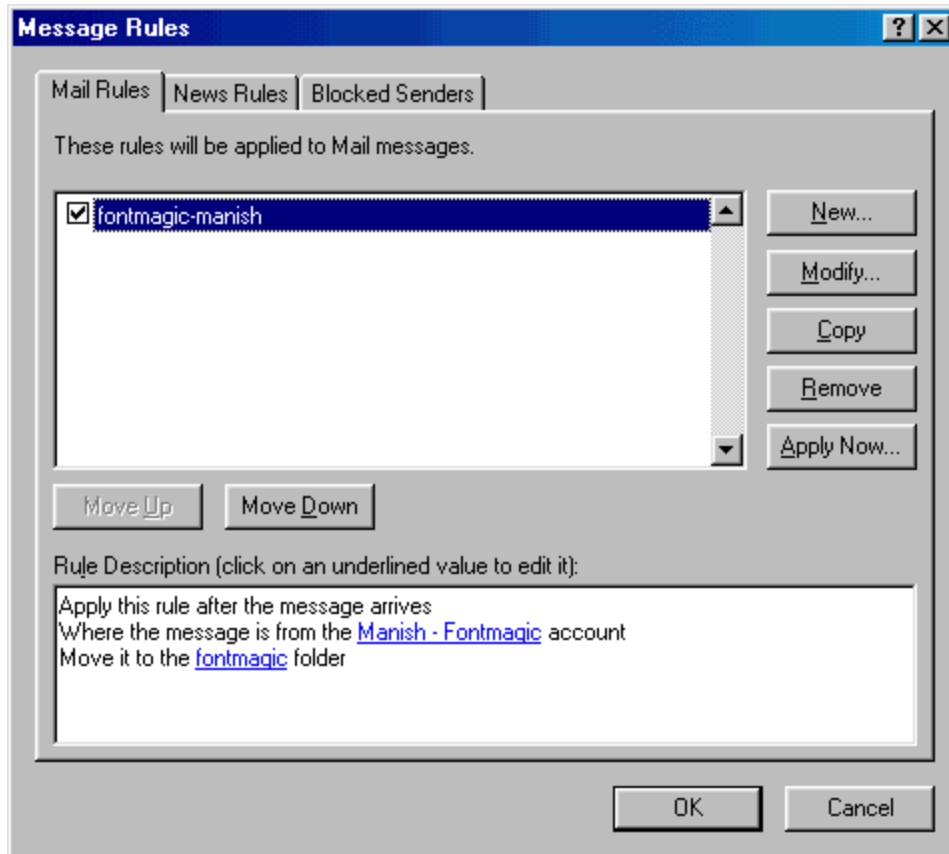
9. Now click on the “specified” word in the “Move to the [specified](#) folder” rule. This pop-ups a window that displays the folders in your Outlook Express. I had already created **fontmagic** folder in the Inbox, which I now select.



10. You'll notice that the Message Rule displayed in the “Rule Description” textbox has now changed.



11. Click on the "OK" button to complete the process. Your Message Rule has been created and Outlook Express has been configured to move all emails received at **manish@fontmagic.com** to **fontmagic** folder. You can set up additional rules for other accounts by clicking on the "New" button and following the steps detailed above.



You can set various rules by choosing the different options from the first and second textboxes. For example, you can create a Message Rule that would delete a mail that has an attachment or forward an email if the email subject contains a particular word. Play around a little and have fun.