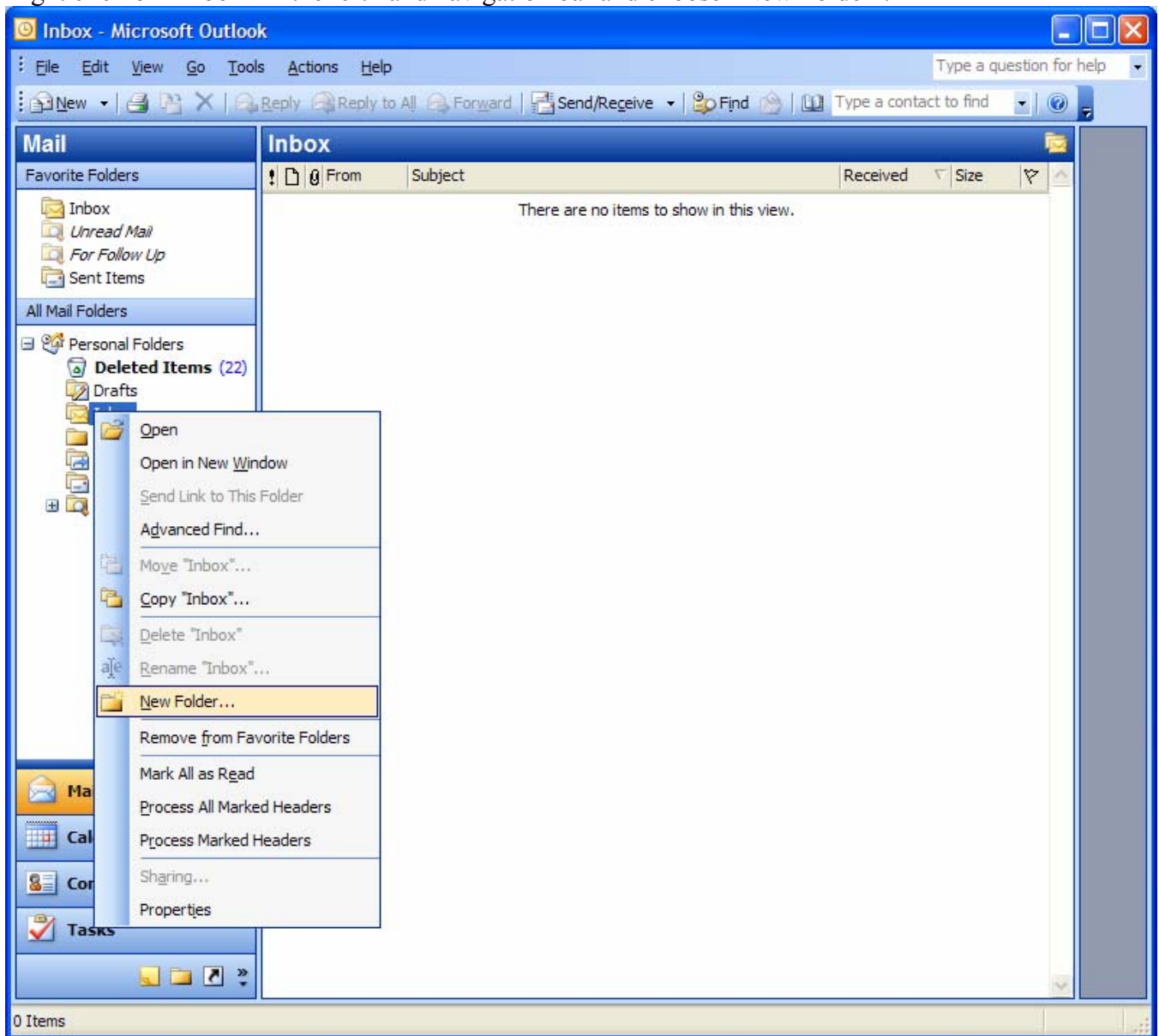


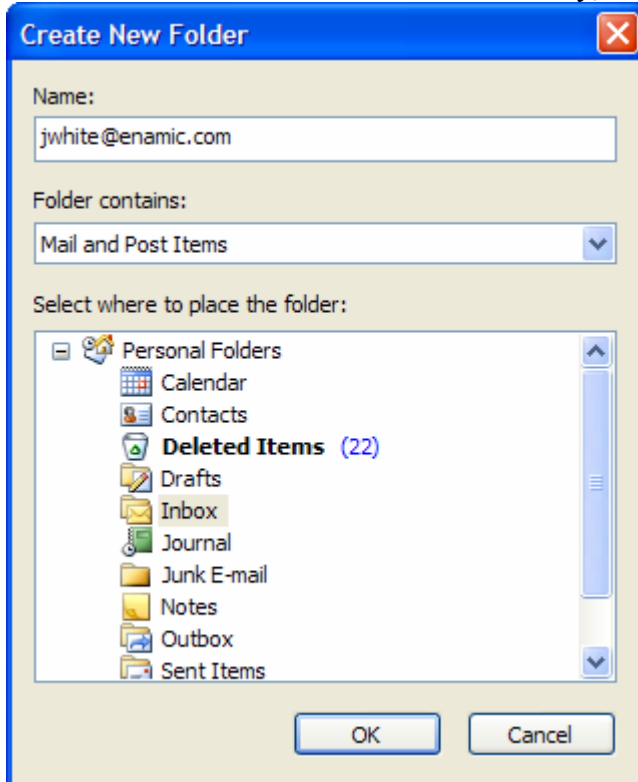
Using Microsoft Outlook Rules to Manage Your E-mail Accounts

Note: Different versions of Outlook may have slightly different looks or options. This guide uses Outlook 2003, but should still be helpful for older versions.

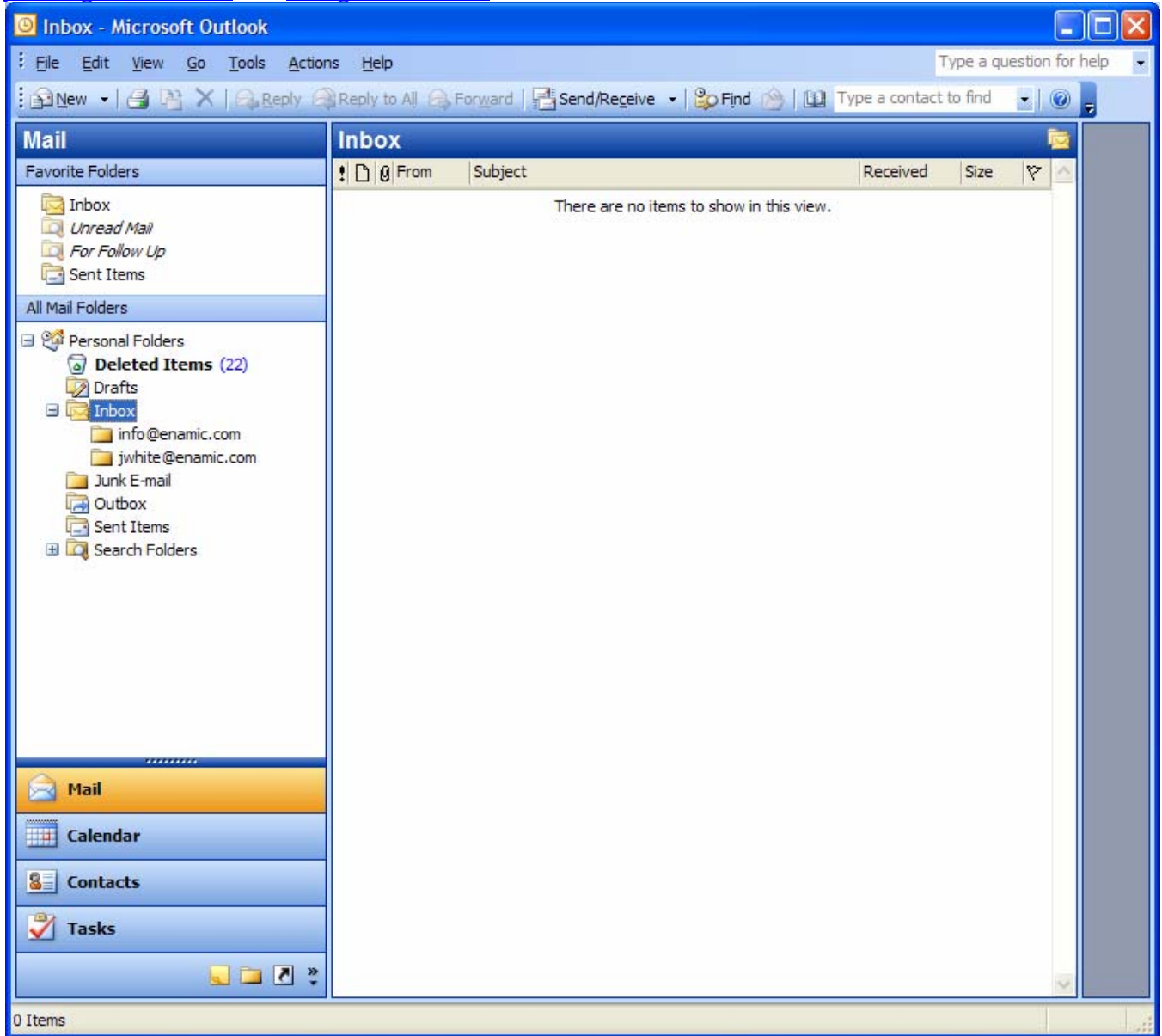
- 1) Follow the instructions outlined in the document “**E-mail Account Setup in Microsoft Outlook**” to set up at least one e-mail account.
- 2) Right click on “Inbox” in the left hand navigation bar and choose “New Folder”.



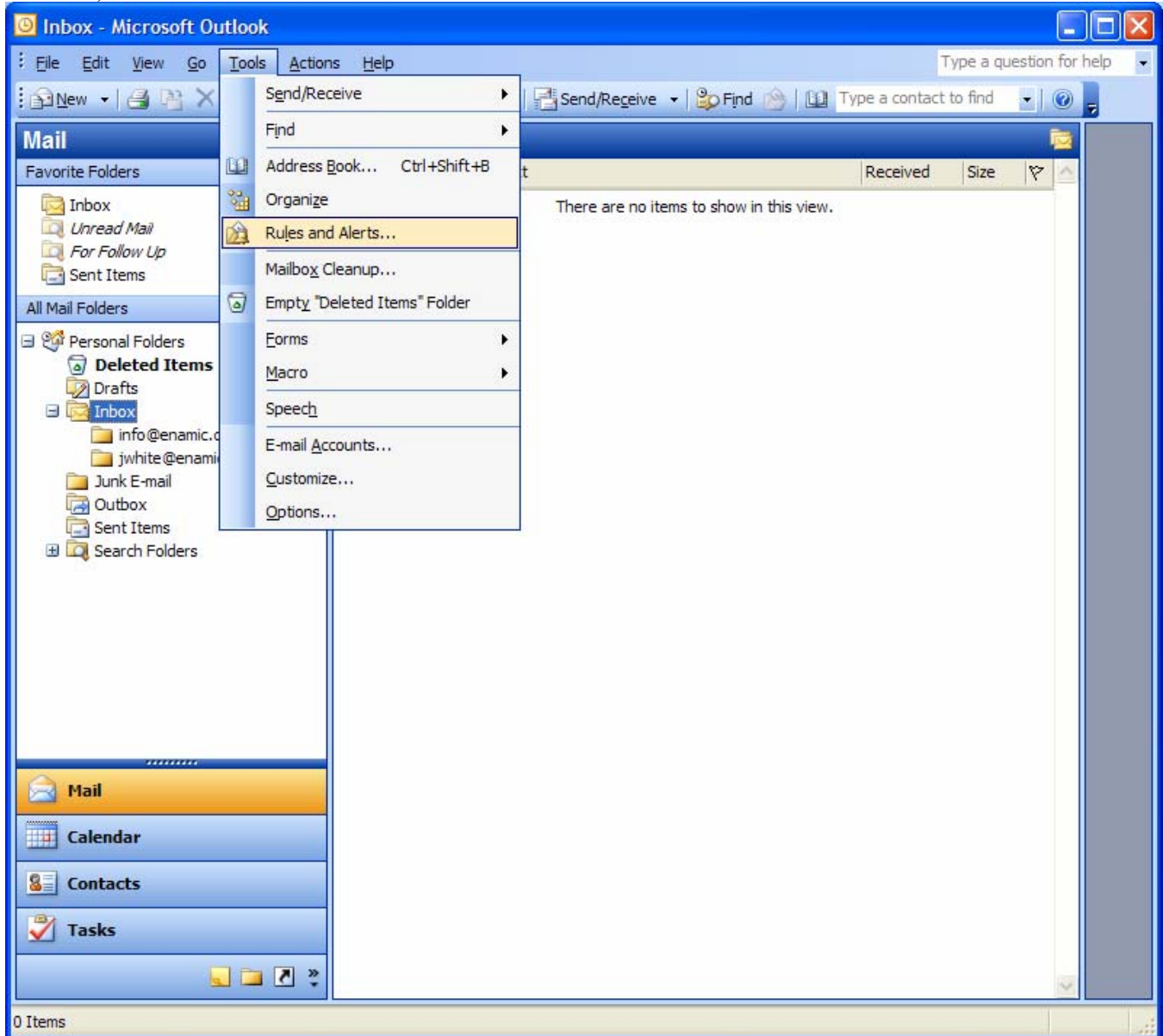
- 3) Name the new folder after one of your e-mail addresses (in this example, jwhite@enamic.com). The folder doesn't have to be named that way, but it will make things easier to manage later.



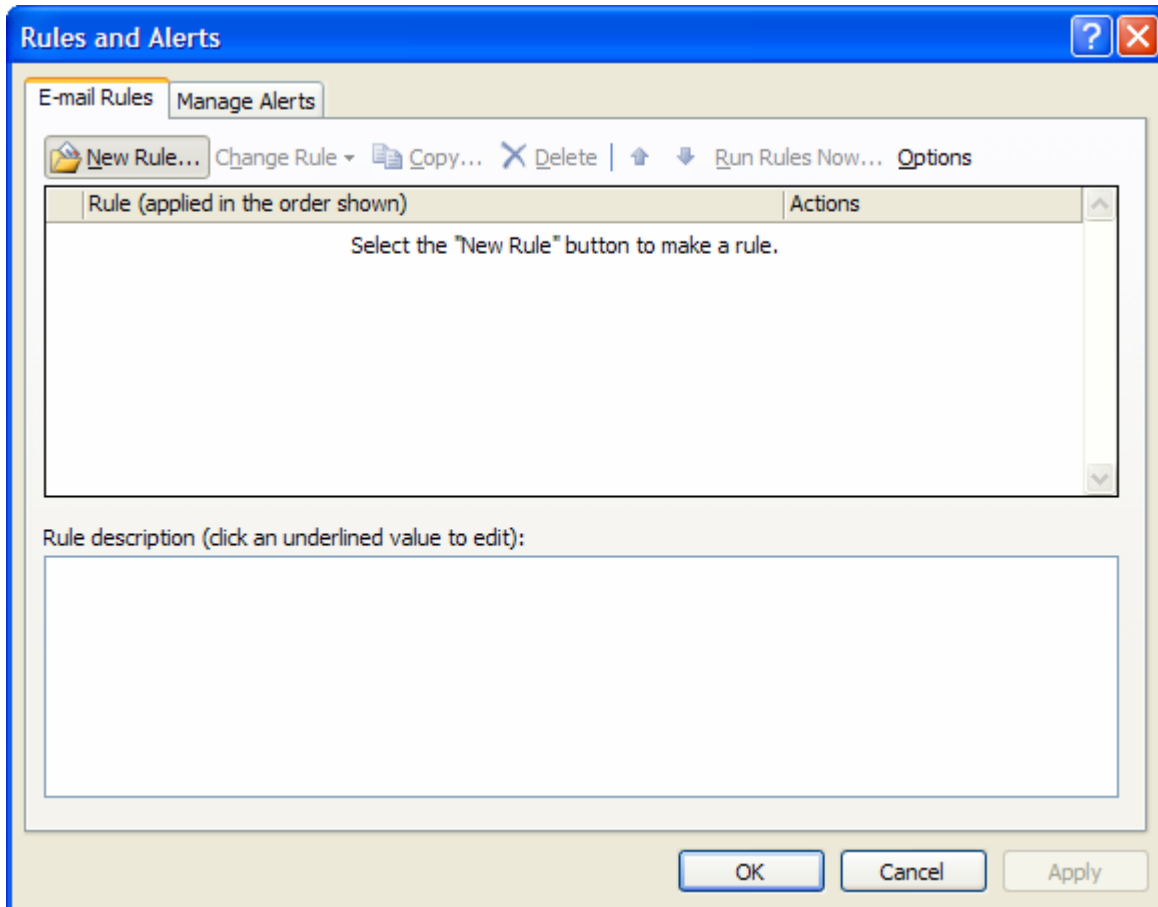
- 4) Repeat step 3 for all of your e-mail accounts. In this example, we've added folders for jwhite@enamic.com and info@enamic.com.



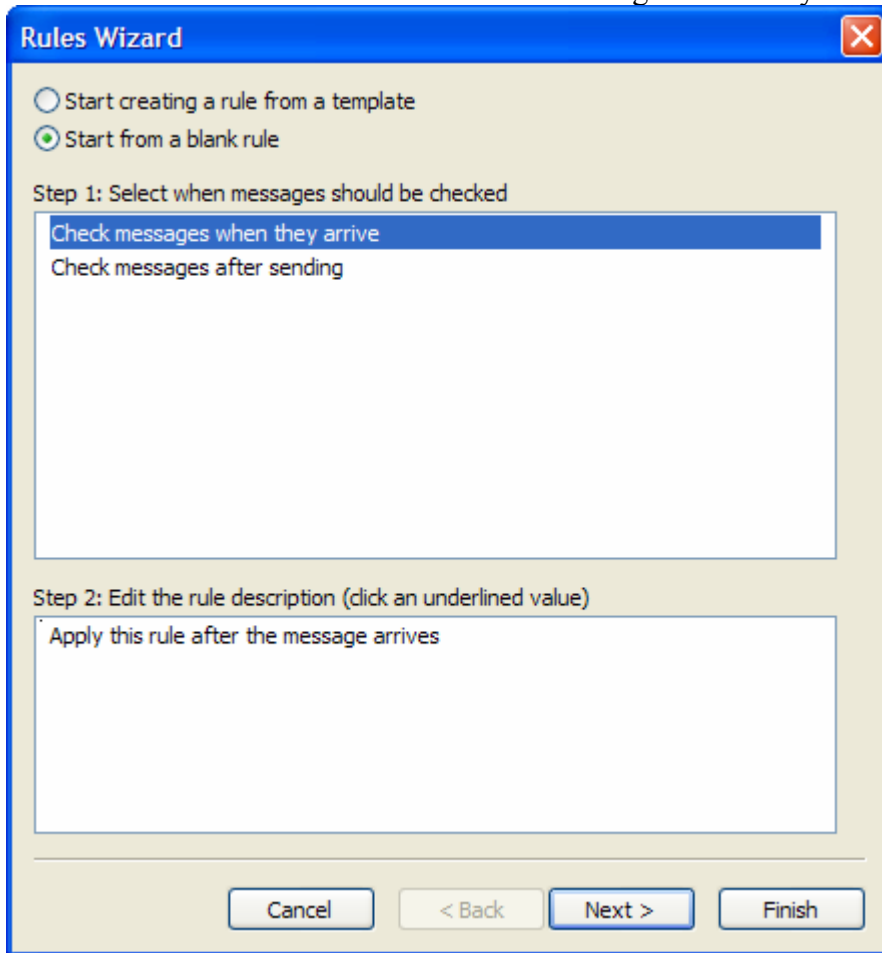
- 5) Go to the **"Tools"** menu and click on **"Rules and Alerts"** ("Rules Wizard" or "Rules" in older versions).



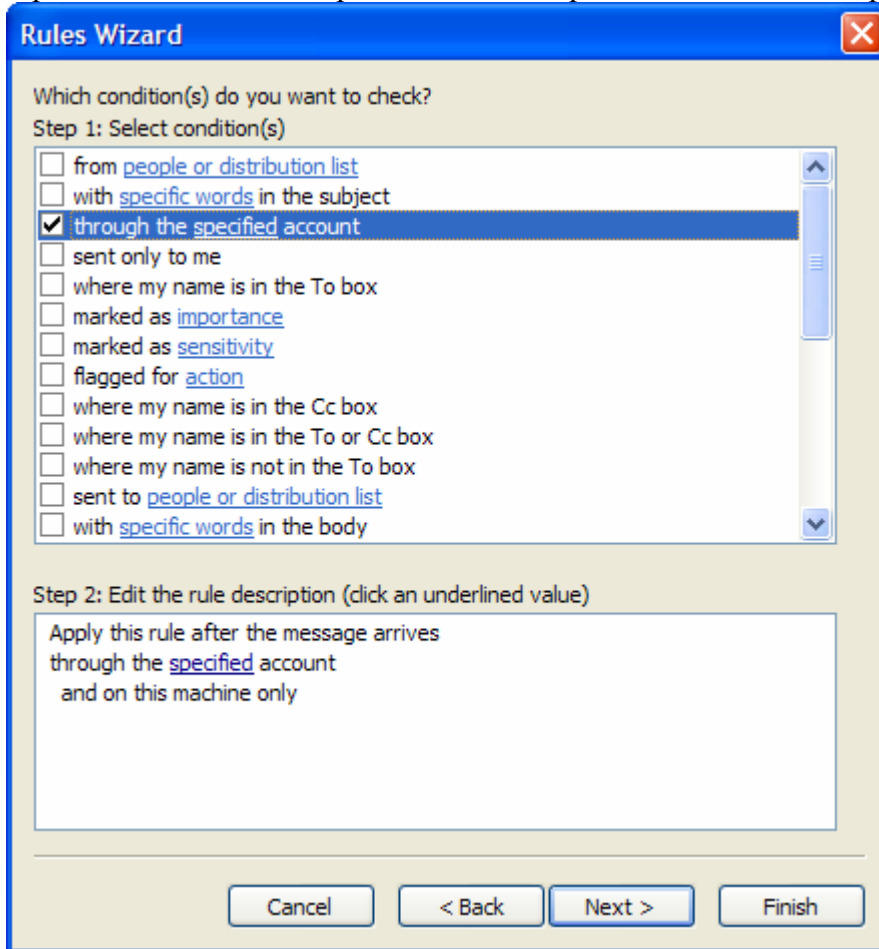
6) Click on “New Rule...”.



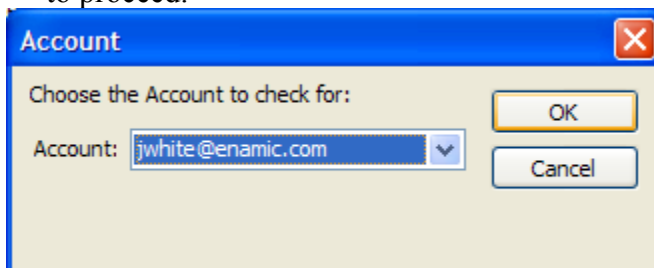
7) Select “Start from blank rule” and “Check messages when they arrive” and click “Next >”.



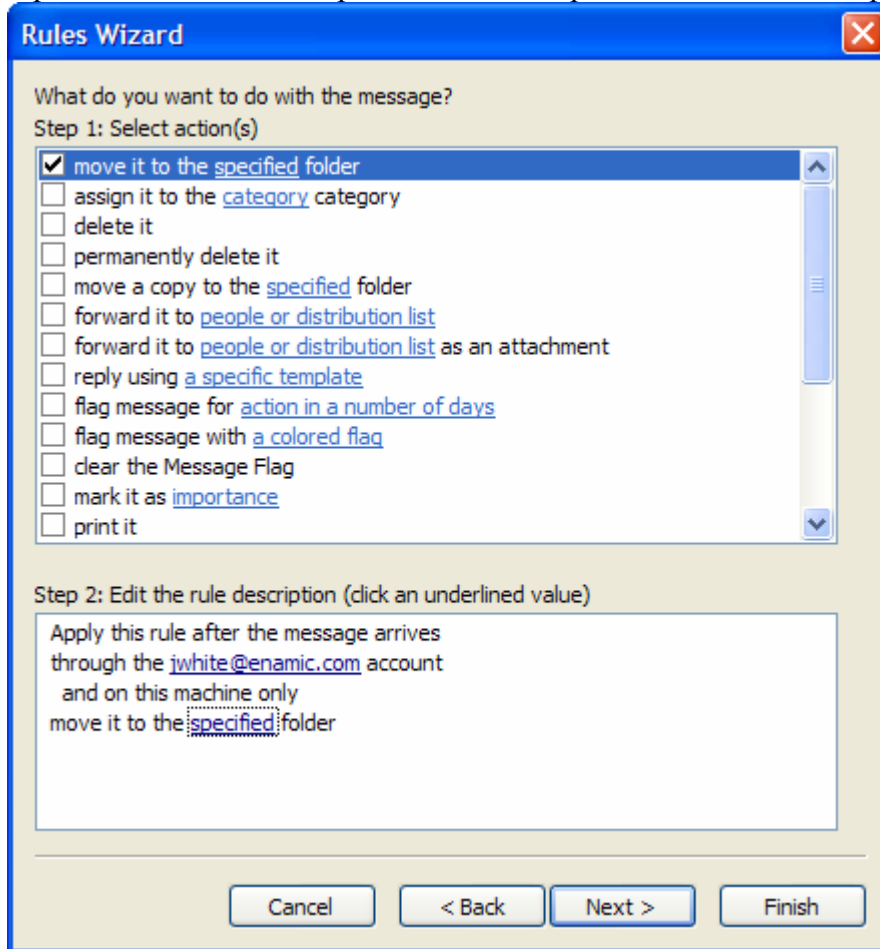
- 8) Select “through the specified account” in “Step 1: Select condition(s)”. Then, click on the word “specified” in the bottom panel labeled “Step 2: Edit the rule description”.



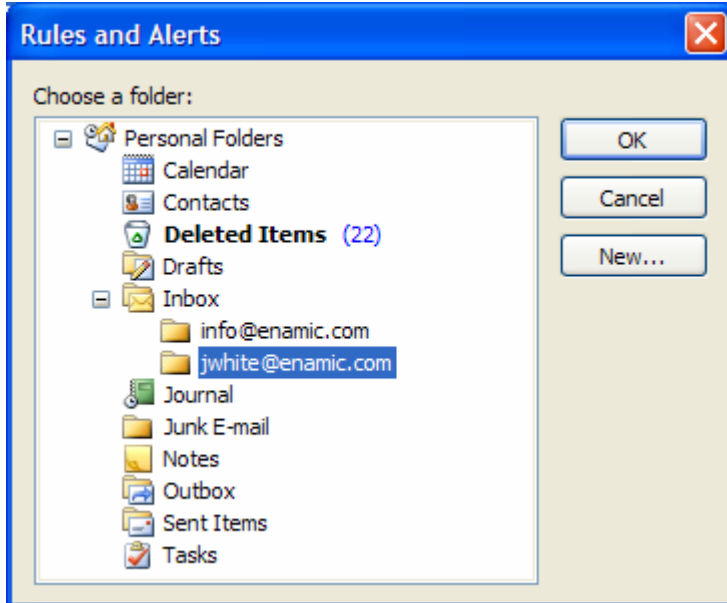
- 9) Select the e-mail account for which you wish to create a rule and click “OK”. Then click “Next >” to proceed.



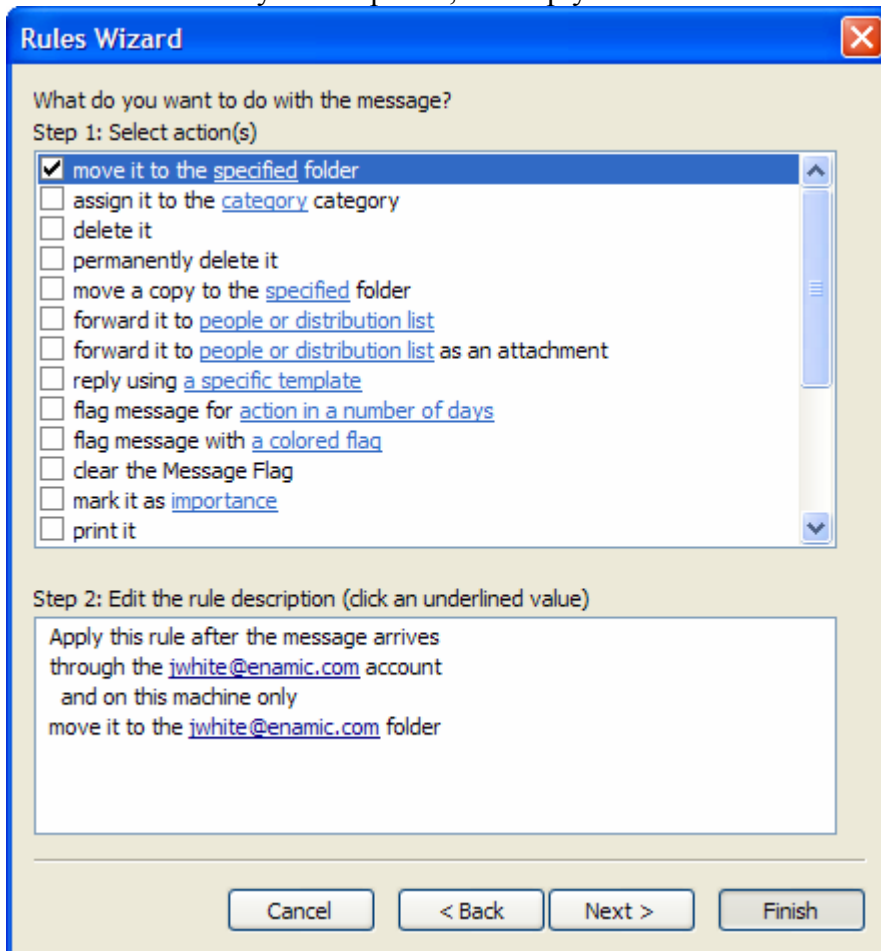
- 10) Select “move it to the specified folder” in “Step 1: Select action(s). Then, click on the word “specified” in the bottom panel labeled “Step 2: Edit the rule description...”.



- 11) Select the folder where you want e-mails sent through the selected e-mail account to be stored. Then click “OK”.



- 12) You do not need any other options, so simply select “Finish”.



13) Repeat steps 6 through 12 for each of your accounts and then you're finished! Your e-mails should now be routed to the appropriate folder as they come in.