

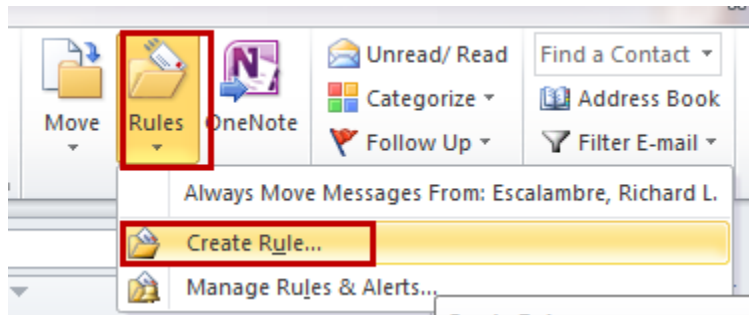
# OUTLOOK 2010

## Instructional Steps

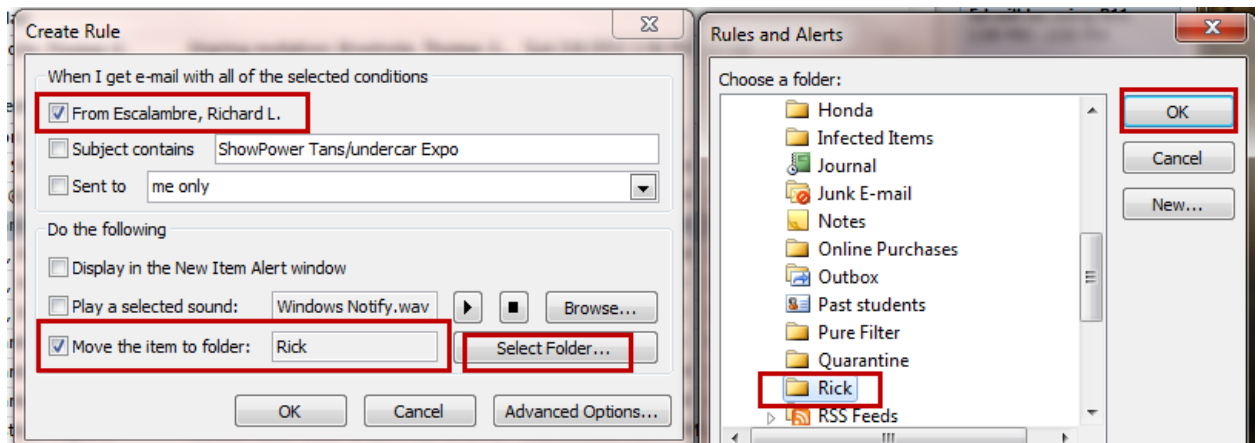
### Create an e-mail rule

This example will create a rule that will move an e-mail message as it arrives into a specific folder.

1. Click on the e-mail message from the recipient to which you want to redirect to a specific folder.
2. On the home ribbon menu, under the move section, click "Rules". Click to choose "Create Rule".



3. From the create rule menu choose the options that you want. Click the select folder button choose the folder for redirection then click OK.



4. For additional options click the advanced button.