Using Rules in Outlook Web App

Objective

This document provides instructions on how to use rules in the Outlook Web App (after your LAUSD mailbox has migrated to Office 365).

Part 1 – What are Rules?

Rules help you automate your Inbox. In other words, Rules perform repetitive actions to messages as they are delivered. For example, a Rule can automatically identify a weekly PTA newsletter and move it to a designated folder. This reduces the repetitive actions you need to perform and gives you more time for other tasks.

Rules have two primary components:

- Conditions: the criteria you want the messages to meet in order to trigger the Actions

- Actions: the activities you want the Rule to perform when the specified Conditions are met
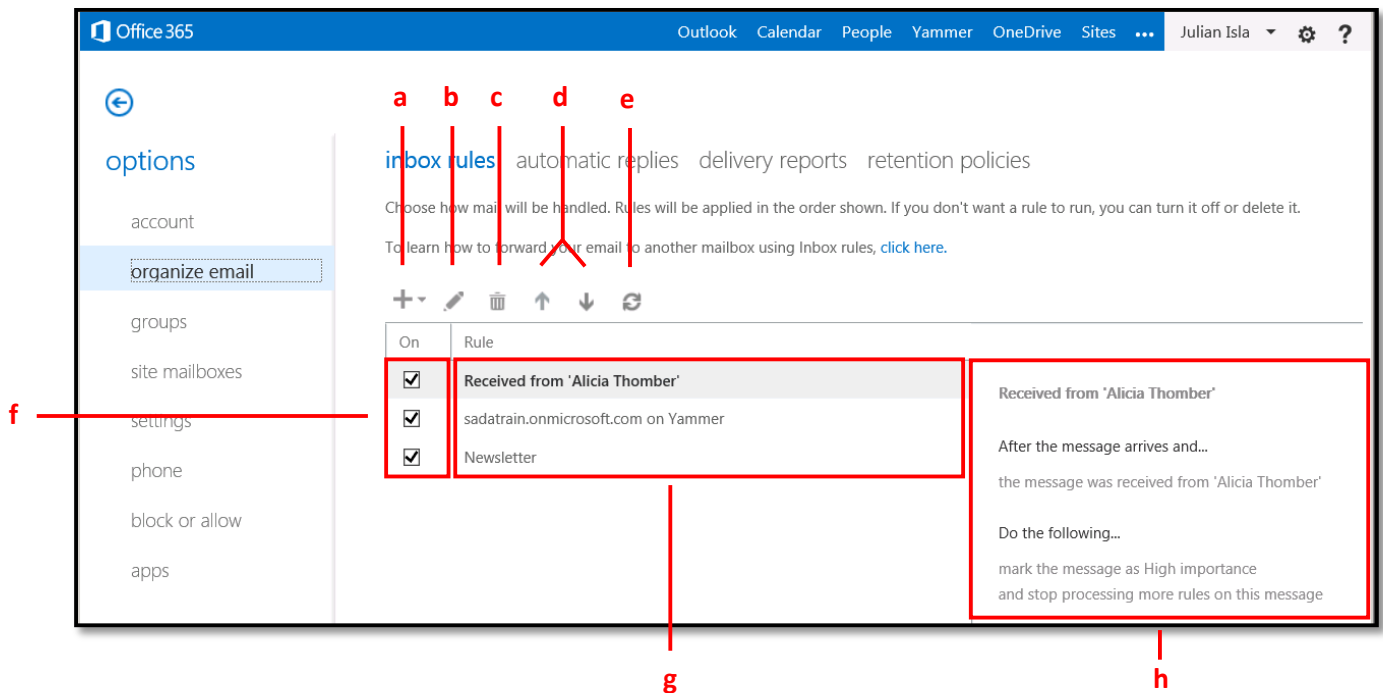
Part 2 – Manage Rules

1. Sign in to your Office 365 account at http://mailbox.lausd.net with your email address and password.

2. Click the gear ⚙ icon in the top right corner of the Outlook Web App page, and select **Options.**
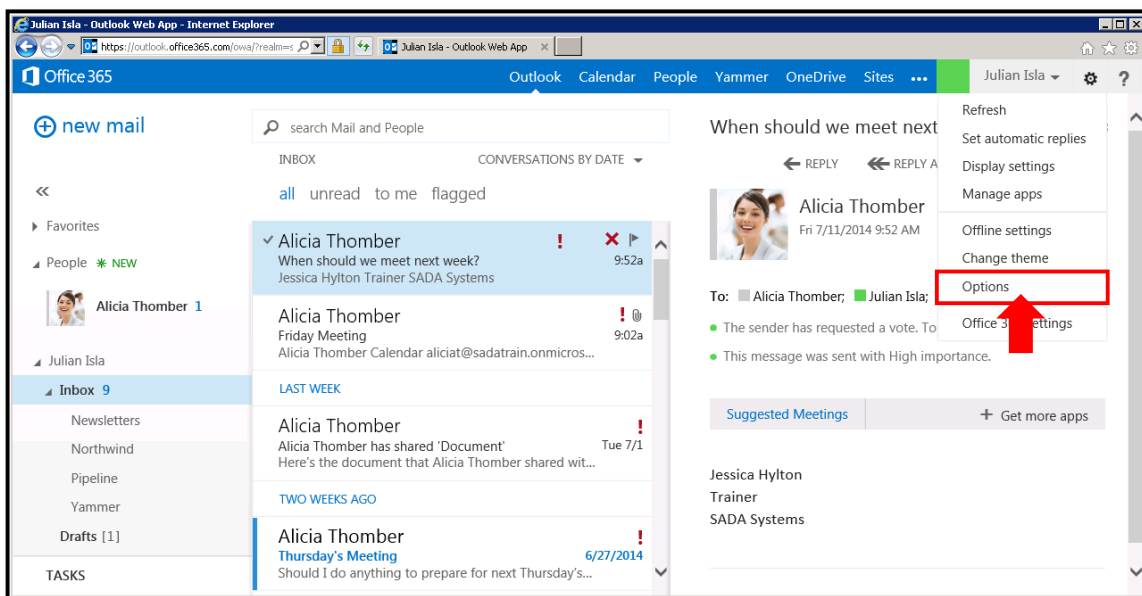
3. Click the **organize email** tab on the left.
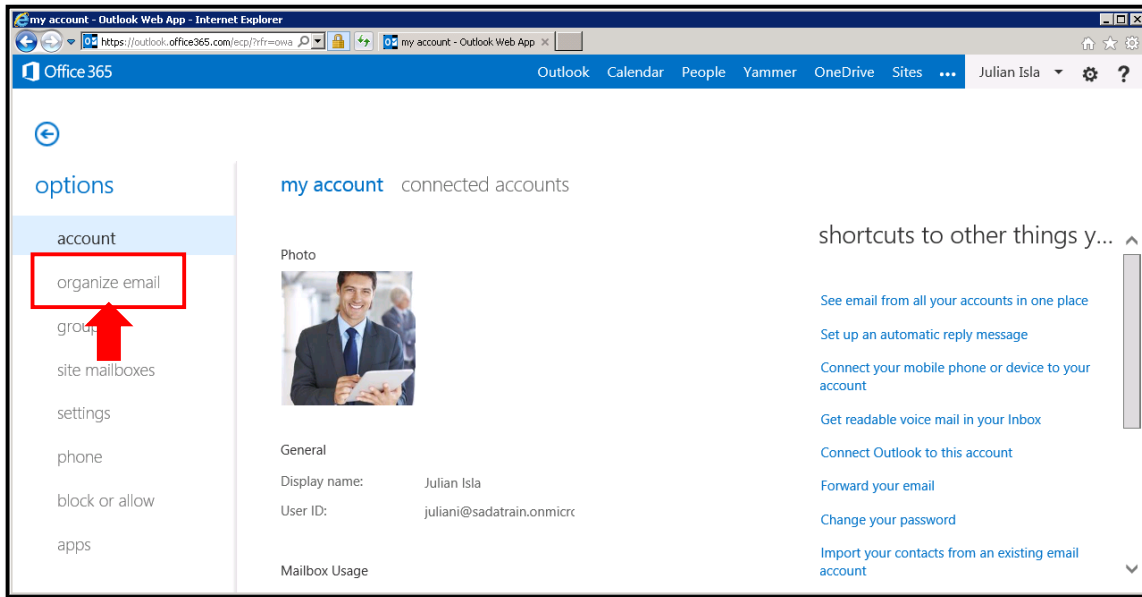
4. This opens the **inbox rules** subtab. Rules are processed in sequence from top to bottom.


    a. **New** button: see *Create a Rule* below
    b. **Edit** button: see *Edit a Rule* below
    c. **Delete** button: delete the selected rule
    d. **Move Up / Move Down** buttons: move the selected rule up or down in the sequence
    e. **Refresh** button: update the list of rules
    f. **On** checkbox: turn a rule on or off
    g. **Rule** list: select a rule
    h. The conditions and actions of the rule selected at left

Part 3 – Create a Rule
1. From the **inbox rules** subtab, click the **New** button and select **Create a new rule for arriving messages**.
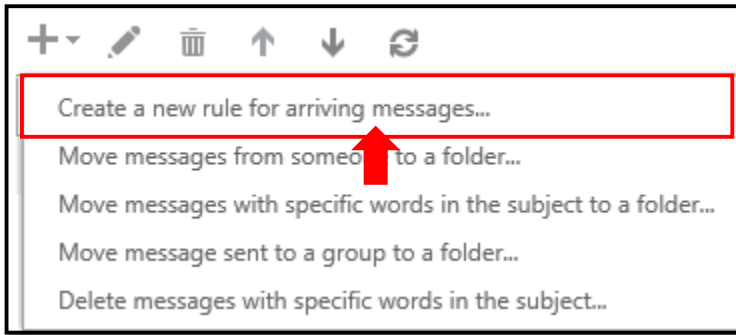
2. This opens the **new inbox rule** window.
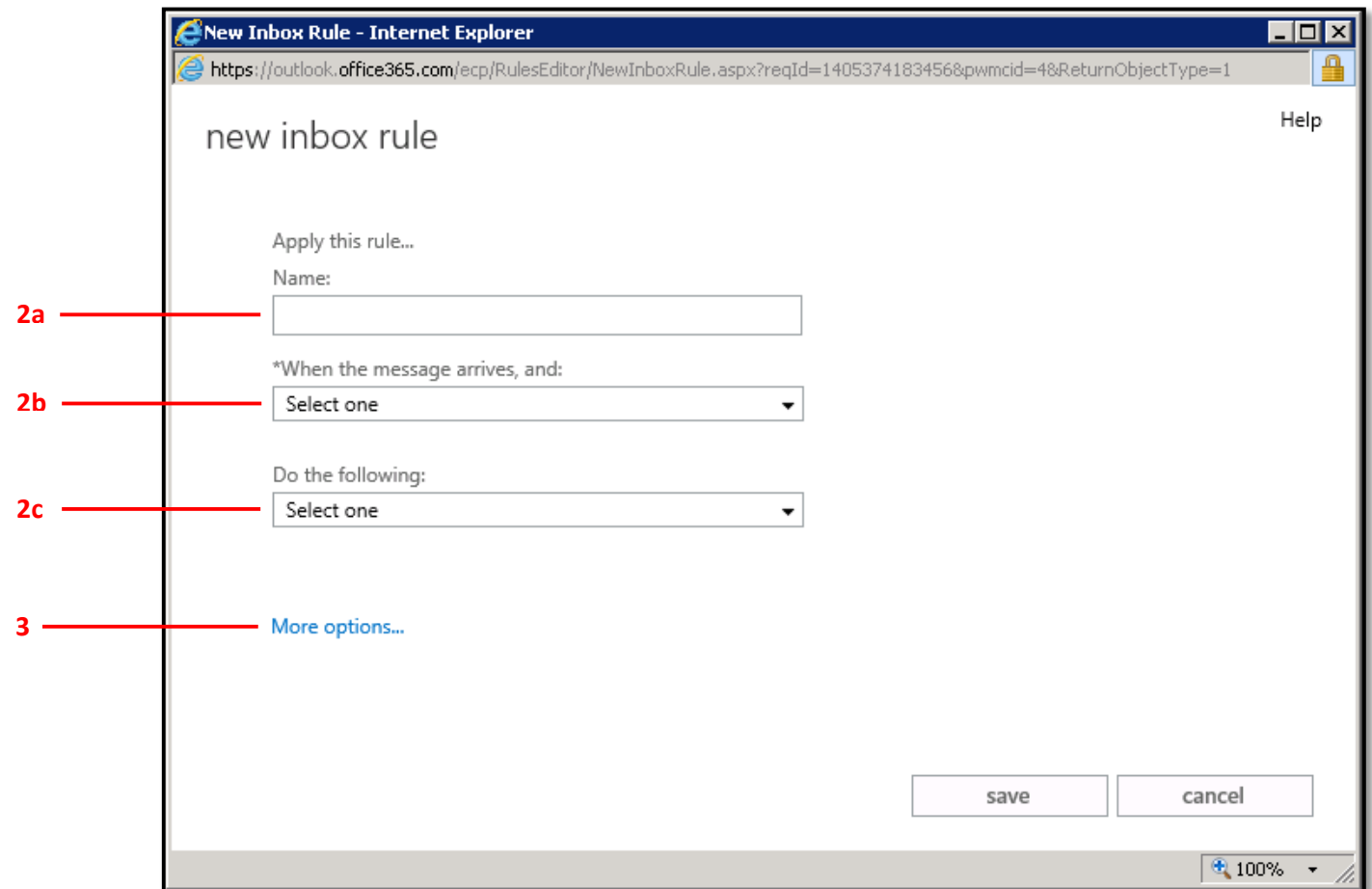
a. Type a **Name** for this rule.

b. Click the **When the message arrives and** menu, select a condition for your rule, and enter a value for the condition when prompted.

c. Click the **Do the following** menu, select an action for your rule, and enter a value for the action when prompted.

| Select a Condition | Select an Action |

3. Click **More Options** to do any of the following:
    a. Click the **Stop processing more rules** checkbox to disable sequential rules that would normally apply. With this option on, when a message comes in that meets the criteria for more than one rule, only the first rule will be applied. Without this setting, all rules that the message meets the criteria for are applied.
    b. Click **add condition** to add another condition.
    c. Click **add action** to add another action.
    d. Click **add exception** to add an exception to the condition(s).

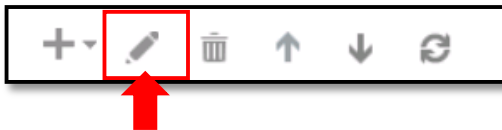4. Click **save** to save and apply your new rule to all inbound messages going forward.
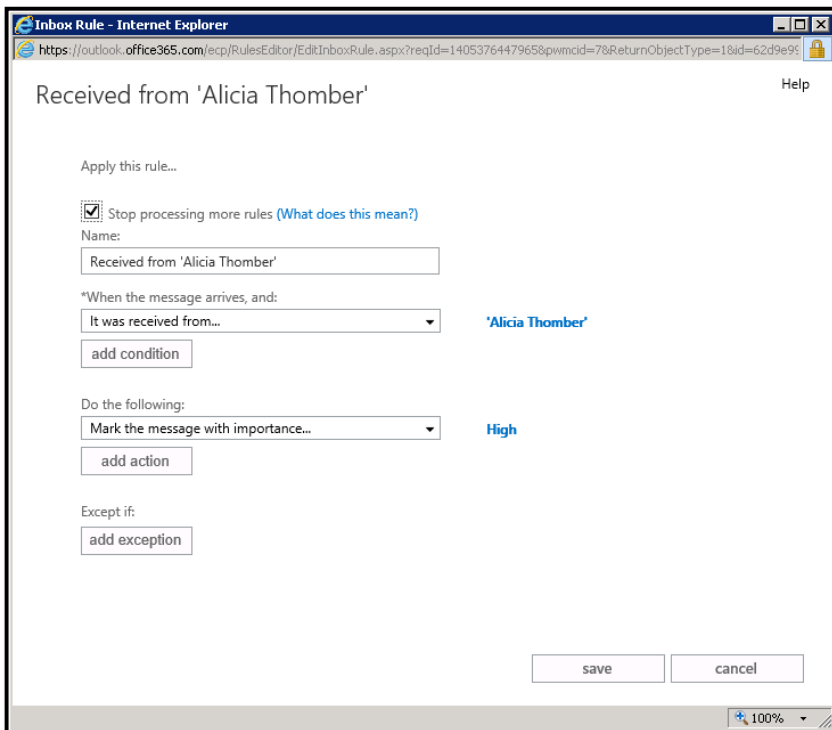

Part 4 – Edit a Rule

1. In the Rule list, select the rule you wish to edit. Its conditions and actions display on the right.
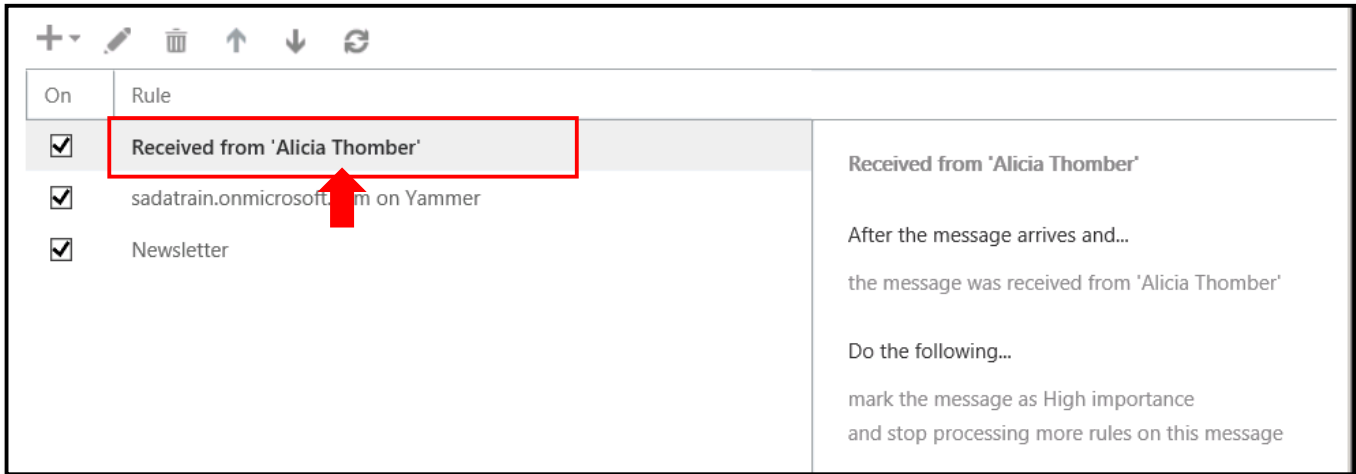
2. Click the **Edit** button.

3. This opens the **Inbox Rule** window displaying the details of the rule.

4. Edit the conditions, actions or exceptions of the rule, and click **save** to apply your rule to all inbound messages going forward.