Using Rules to Automate Email Routing

The purpose of this guide is to assist with the implementation of Outlook rules that automatically route incoming email into appropriate folders. Automatically routing email messages based on sender will improve inbox management, search speed and overall efficiency.

This guide covers creating rules to automatically route email based on sender.

NOTE: This guide is specific to Outlook 2010, but may be relevant to other versions.

Automatic Routing Based on Sender

Steps

1. From the Mail section of Outlook, select an email to route from the desired sender.

2. Click on the Home Tab.

...
3. Click on the **Rules** button to open the Rules drop-down menu. Select the **Always Move Messages From: (SENDER)** option from the drop-down menu.

![Image of Rules drop-down menu]

4. Select a destination folder and click **OK**. All future messages from the selected sender will be routed automatically to the chosen folder. If existing folders are inadequate for sorting purposes, it is possible to create a new folder specifically for holding transitory routed messages. Press **New** to create a new folder with a specific location and title.

![Image of folder creation]

**Things to Remember**
- New messages from the routed sender will still show as unread.
- Multiple senders can be routed to the same folder.
- To turn off automated email routing, simply repeat the steps above and select **Inbox** as the destination folder. Alternately, the rule can be deleted from the Manage Rules & Alerts section under the Rules drop-down menu.