Central Campus – Summer holiday hints & tips from the Business Admin team

Email Rules – Manage your Inbox while you're on holiday

You've had a relaxing holiday, but when you get back to work and there are 500 emails welcoming you. Then you have sort them all and decide which emails to deal with first. Suddenly that holiday feeling is gone!

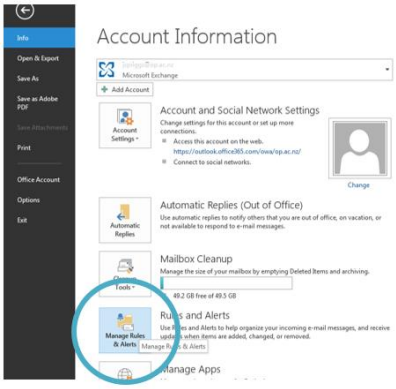
This year before you go on holiday set up some email **rules** so that when you get back your emails have already been sorted.

You can easily create rules so your email programme can manage incoming mail for you. It can do things like:

- Flag important messages from your manager or VIP clients
- Those emails that are sent to everybody about chocolates and fruit for sale – have them deleted automatically
- Emails that people copy you into (CC or BCC) just to keep you in the loop – set up a new folder and have them stored there until you are ready for them
- Send newsletters and the like to a folder for future reading
- Forward on email about a specific project to the person manning the ship.

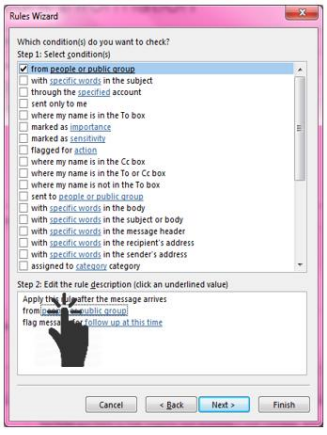
While most email programme use Rules, these instructions are for Microsoft Outlook 2013. If you are using a different programme search for Rules in the help menu.

Outlook has a Rules Wizard that makes it simple for you to set up a variety of different rules. To access the wizard, click the file menu and then Manage Rules & Alerts



Now select New Rule

Select the type of rule you want to apply. In this example all messages from an important client to be red flagged so their messages can be read first when you return from holiday.



Now you need to select from your email address book the person whose messages you want flagged.

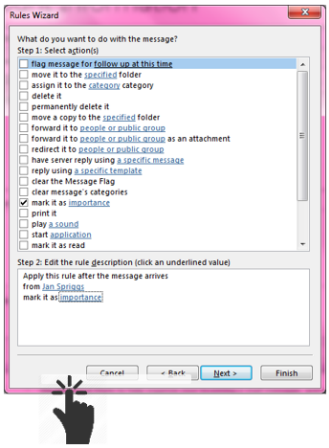
To do this click on Step 2, people or public group as below:

Find them in your contacts and simply double click, then click OK

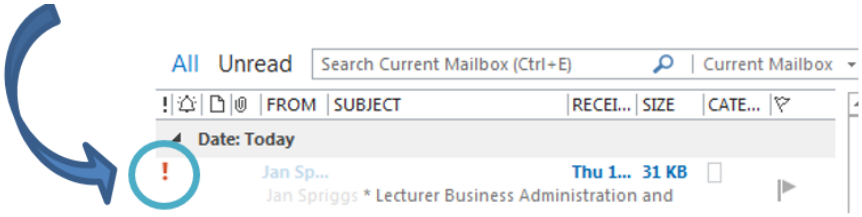
Go to Next

The next step is to stipulate what you want to happen to emails from this person.

In this example, the emails will be marked as important. Once you've ticked this, click on importance



Select high – this means a red exclamation mark will appear beside any email you receive from this person.



Go to Next

The next screen allows you to add any exception you want to the rule. In this example there won't be any exceptions so click Next.

Now give your rule a name, ensure the box for "Turn on this rule" is click and click Finish.

You can set up as many Rules as you like. Be brave and try out some of the different actions.

When you get back from your relaxing break, all those emails will be sorted ready for you.