Setting Mail Rules in Outlook 2013/2016

Mail rules can do any number of things, from color-coding messages coming into your account to auto-forwarding mail to another address. To access, create, or modify your mail rules, open Microsoft Office 2013 and click on the “Rules” button in the “Move” section, and select the “Manage Rules and Alerts...” option from the drop down menu.

For instance if you wanted to set a message that came in with a “Urgent” or “High” priority to have a specific category color, you would perform the following steps from the “Rules and Alerts” screen:

1. Click the “New Rule” button in the upper left corner of the “Rules and Alerts” window.

1. In the Step 1: Select a template box, under Start from a Blank Rule, click Apply rule on messages I receive, and then click Next.
2. In the “Rules Wizard: Which condition(s) do you want to check?” screen, select the check boxes for any options that you want. In this case, click the “marked as importance” checkbox, and then click on the “importance” link in the “Step 2:” section.

![Rules Wizard]

3. On the “Importance” window that appears set the “Specify the importance to look for:” to “High” and click the “OK” button. On the “Rules Wizard” from the step four screen click the “Next >” button to set the action you want Outlook to take.

![Importance]

4. On the “Rules Wizard: What do you want to do with the message?” screen click the “assign it to the category” checkbox, and then click on the “category” link in the “Step 2:” section.

5. On the “Color Categories” window that appears choose which category you would like to have the message set to, and click the “OK” button. On the “Rules Wizard” from the step six screen click the “Finish” button to create your mail rule.