Creating Rules to Move Emails to Specified Folders

4. Start by giving your new rule a name specific to what it will do in the box "Name your rule". Next, click on "Add a condition

5. Once a condition is selected, click on "Add an action" drop—down box to select what you'd like to do when a rule condition is met (Move the email to a specific folder, forward, Delete, etc). To move the email to a specified folder, select "Move to". You'll then be asked to select the folder name the email will be moved to. You'll also have the option to create a new folder for this purpose if it doesn't already exist in your list.



6. This is what the whole process will look like all together. Select the "**Run rule now**" option to have the rule applied to your inbox and retroactively check for existing emails that meet this rule criteria. <u>Make sure to "**Save**</u>" the rule to complete the process.

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If you have any questions or require assistance, please contact us at the IITS helpdesk: <u>helpdesk@utsc.utoronto.ca</u> or 416-287-HELP (4357) option #1