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. Make sure to "**Save**" the rule to complete the process.

Run rule now

Save   Discard

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