

Rules in Microsoft Outlook can be used to help keep your **Inbox** organized. For example, you can have all messages from a specific sender moved to a specified folder.

To turn on or off a rule, do the following:

1. Click the **File** tab.
2. Click **Manage Rules & Alerts**.
3. In the **Rules and Alerts** dialog box, on the **E-mail rules** tab, select or clear the check box next to **the rule** (rule: One or more automatic actions taken on e-mail messages and meeting requests that meet certain conditions, along with any exceptions to those conditions. Rules are also referred to as filters.)

<http://office.microsoft.com/en-us/outlook-help/turn-on-or-off-a-rule-HP010355683.aspx>