# Creating Rules to Mark Emails as Junk

If you consistently receive emails from either the same sender name or email address, the email subject or email body having certain keywords, you can create a rule and have Outlook mark it as Junk so that it gets filtered to your Junk folder instead of your Inbox upon arrival.

1. Sign into your Webmail account by going to mail.utoronto.ca
2. From the top right-hand corner of the screen, click on the "**gear**" icon for Settings. Type **rules** in the search box to automatically find the **Inbox rules** feature. **Click on Inbox rules**
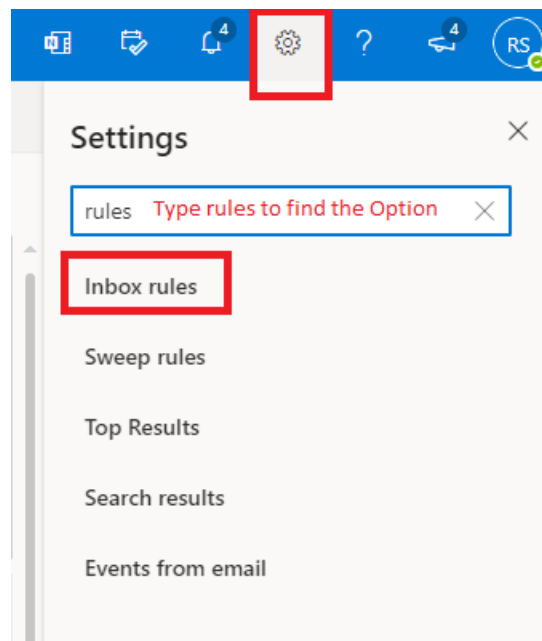
3. Select "**Add new rule**"
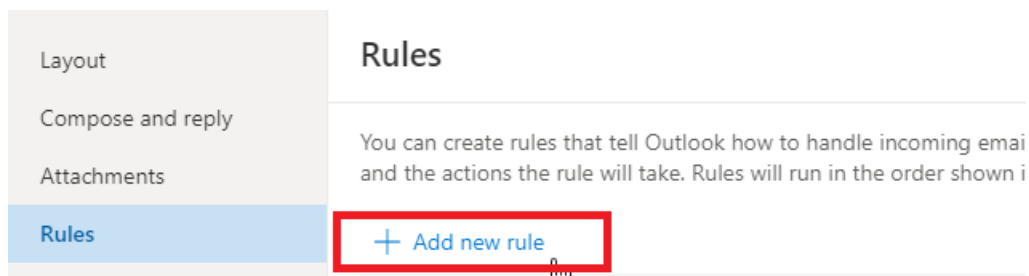
4. Start by giving your new rule a name specific to what it will do in the box "**Name your rule**". Next, click on "**Add a condition**" to start on the creation of the rule logic such as if the email is **From** a specific user or if the **Subject includes** a common title and so on

5. Once a condition is selected, click on "**Add an action**" drop—down box to select "**Mark as Junk**". 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.

Rules   ✕

1.
✓   Flagging emails from PayPal as Junk

✓   Add a condition

2.   From   ⌄   S   service@intl.paypal.com ✕   3.

       Add another condition

3   Add an action

4.   Mark as Junk   ⌄   ⬉

       Organize

       Move to

4   Copy to

       Delete   ✕

       Pin to top

✓ Sto **Mark message**

☐ Rur Mark as read

       Mark as Junk

       Mark with importance

       Categorize

       Route

       Forward to

       Forward as attachment   5.   [Save]   [Discard]

       Redirect to

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