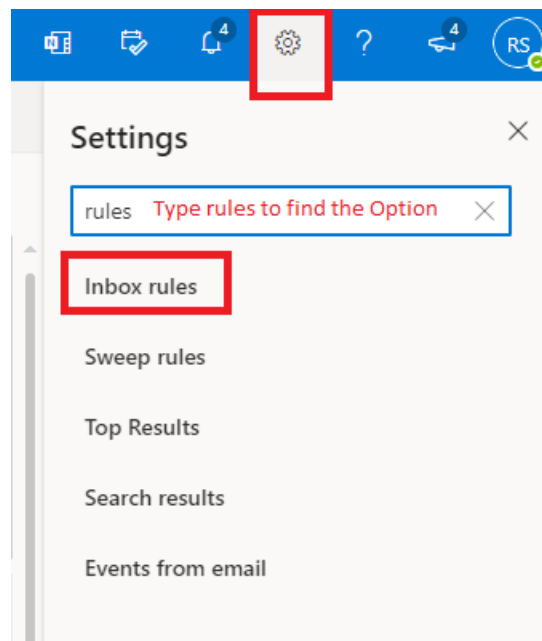


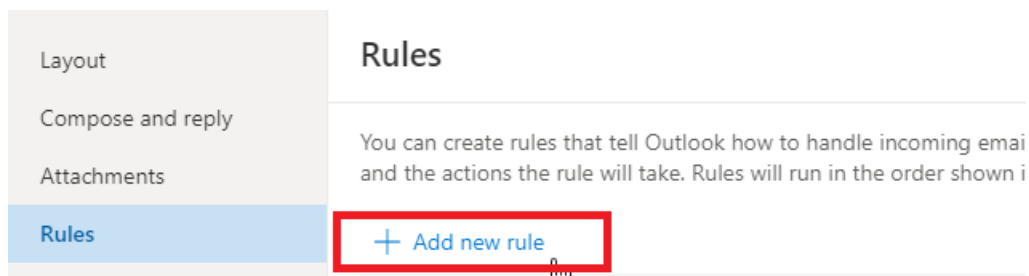
Creating Rules to Mark Emails as Junk

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

The screenshot shows the 'Rules' configuration page in Microsoft Exchange. The interface is divided into three main steps:

- 1 Name your rule**: A text box containing 'Name your rule' with a red border and the prompt 'Enter a name.' below it.
- 2 Add a condition**: A dropdown menu labeled 'Select a condition' is open, displaying a list of conditions. The 'Subject' category is currently selected and highlighted in blue. The visible conditions include:
 - People**
 - From
 - To
 - My name is**
 - I'm on the To line
 - I'm on the Cc line
 - I'm on the To or Cc line
 - I'm not on the To line
 - I'm the only recipient
 - Subject**
 - Subject includes
 - Subject or body includes
 - Keywords**
 - Message body includes
 - Sender address includes
 - Recipient address includes
 - Message header includes
 - Marked with**
 - Importance
 - Sensitivity
 - Classification
 - Message includes**
 - Flag
 - Type
 - Has attachment
 - Message size**
 - At least
- 3 Add an action**: A dropdown menu labeled 'Select an action' is currently empty.

At the bottom of the configuration area, there is a checkbox labeled 'Stop processing more rules' which is checked, and an information icon (i) to its right.

- 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 [Close]

1. Flagging emails from PayPal as Junk

2. Add a condition

From [Dropdown] service@intl.paypal.com [Remove] 3.

Add another condition

3 Add an action

4. Mark as Junk [Dropdown]

- Organize
- Move to
- Copy to
- Delete
- Pin to top
- Mark message
- Mark as read
- Mark as Junk**
- Mark with importance
- Categorize
- Route
- Forward to
- Forward as attachment
- Redirect to

4. Stop [Checked] Run [Unchecked]

5. **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