# Apply rules for Outlook

1. Go to File (top left of Outlook) > Manage Rules & Alerts

Graphical user interface, application

Description automatically generated

1. Select New Rule
2. Move Messages From someone to a folder

Graphical user interface, text, application

Description automatically generated

1. Now you will need to select the conditions for the rule. Select “from people or public group” at the top of the list

Graphical user interface, text, application

Description automatically generated

1. Now at the bottom of the wizard select the highlighted text “from people or public group” then enter the address you would like to set the rule for at the box next to from.

Graphical user interface, text

Description automatically generated

1. Then select the highlighted text “specified” and select deleted items. Hit Ok to finish setting the rule

Graphical user interface, text, application

Description automatically generated

1. Click finish and then Ok on the rule list.

Graphical user interface, text, application, email

Description automatically generated