

Create a Rule in Outlook 365 to Move Emails from Specific Senders to a Folder

Step 1: Create the Folder.

- Right-click on the Inbox Folder. Select “Create new subfolder” from the menu.
- Type the name of the folder in the text box. Hit the enter key.
- Right-click on the new folder. Select “Move Down” to place it where you want.
- You can also color the folder by right-clicking and selecting “Change color”.

Step 2: Create the Rule

- Go to File. Select “Settings” from the menu.
- Select the Mail group from the left navigation.
- Select the Rules option from the second navigation.
- Click “Add new rule”.
 1. Name the Rule
 - a. Choose a name that will explain the reason for the rule, e.g., Moves email from CSI to a folder.
 2. Add a Condition
 - a. Under Keywords, select “Recipient address includes”.
 - b. Type the address for the emails, e.g., @csi.cuny.edu.
 3. Add an Action
 - a. Under Organize, select “Move to.”
 - b. Click Select a folder and choose the folder that you created above.
 4. Place a check next to “Run rule now”.
 5. Click Save.