How to use the rule to quarantine e-mails in Outlook

Although you can set up a rule to run automatically, you may want to run it manually such as immediately after you have categorized email with Identity Finder to be quarantined. To run the rule in Microsoft Outlook, take the following steps.

1. If you have already established a rule for 0 X G E Meeting E More moving DCL3 data Delete All Unread Aburne Menor Ma 10010 containing e-mails, this will show you how to Sent Item run the rule manually. Deleted Items Barfield 2 Only use this if you previously set up the rule. Running a rule is not required if you are manually moving emails to the PST or using the Quick Step. In the Home tab click DCL3 Emails *Rules* on the right in the tool bar and in the drop Rules also run each time you start Outlook. If you started Outlook after categorizing in Identity Finder, Outlook already down click Manage on Di GE Assigne moved the files provided that your PST folder was open. Rules & Alerts. DCL3 Emails Mail Calendar People Tasks ... 2. In the Rules and Alerts Rules and Alerts × window, click the Run E-mail Rules Manage Alerts Rules Now button. 🕂 New Rule... Change Rule + 🖹 Copy... 🗙 Delete 🔺 🔻 Bun Rules Now... Options Rule (applied in the order shown) Actions ✓ IF Rule (dient-only) IY. TR-ServiceDesk The Making Connections National Resource Center ŧ٢. The Chronicle Review Tech & Learning IT Subscriptions DEOS (dient-only) (For other computer) Rule description (click an underlined value to edit): Apply this rule after the message arrives assigned to IF category and on this computer only move it to the DCL3 Emails folder and stop processing more rules Enable rules on all messages downloaded from RSS Feeds 1 There are rules created with a different version of Outlook or Outlook Web Access that are not shown OK Cancel Apply



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- 3. A Run Rules Now window will appear. Be sure to only check the rule you have made for moving DCL3 data containing e-mails. Also make sure to check Include subfolders to ensure you have all DCL3 data quarantined.
- Finally, click *Run Now*. You will need to do this for each folder you have found DCL3 data containing e-mails. Navigate to the folder, open it, and repeat Steps 1 through 3.

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Enable rules on There are rules shown				s that are not	



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