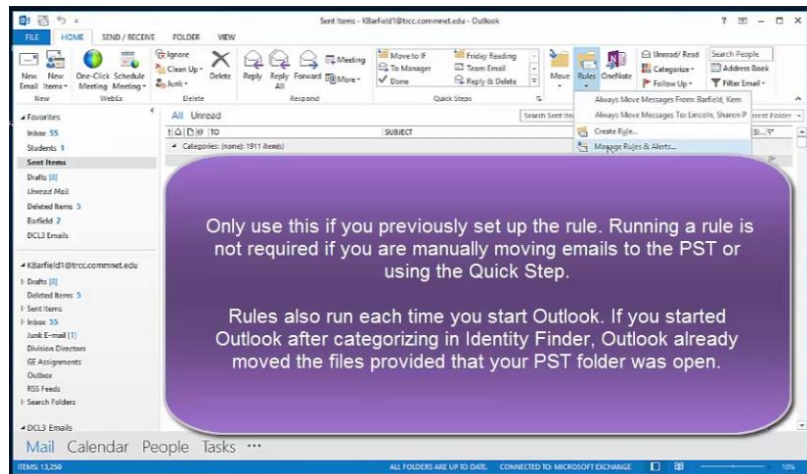


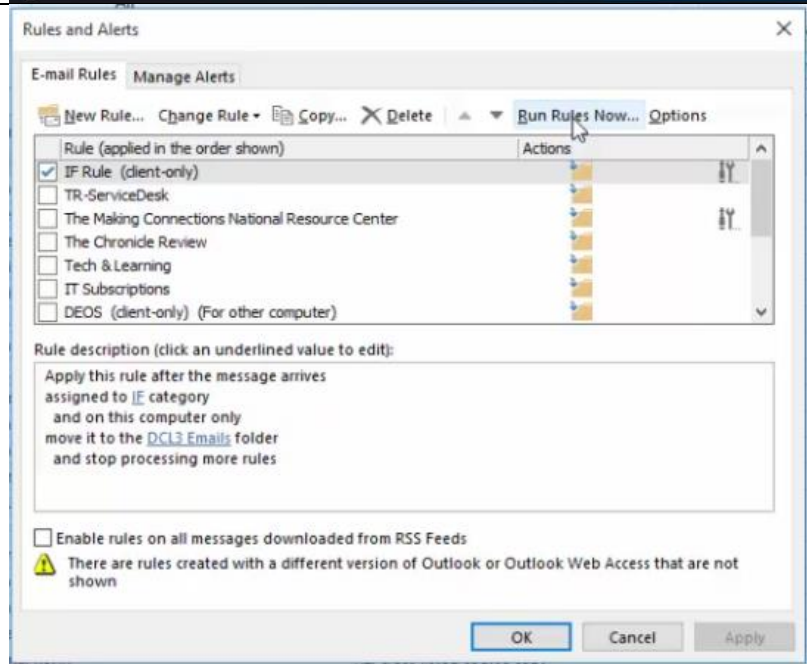
# How to use the rule to quarantine e-mails in Outlook

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 moving DCL3 data containing e-mails, this will show you how to run the rule manually. In the *Home* tab click *Rules* on the right in the tool bar and in the drop down click *Manage Rules & Alerts*.



2. In the *Rules and Alerts* window, click the *Run Rules Now* button.



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

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.
4. 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.

