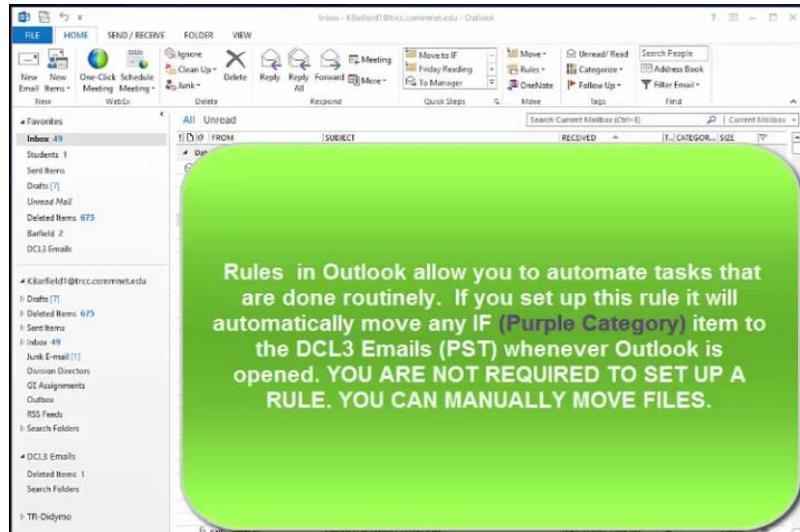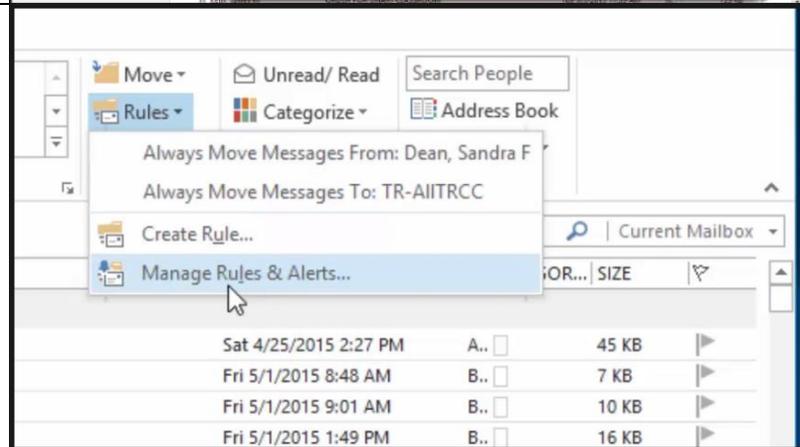# How to set a rule in Outlook

Rules allow you to automate email activities in Outlook. The rule in this document will help you to automatically move Identity Finder categorized emails to the DCL3 folder (PST) To establish a new rule in Microsoft Outlook, take the following steps.

1. Rules allow you to automatically do specific commands in your inbox. In this case, we will create a rule that will automatically move all *IF* category e-mails to the *DCL3 Emails* folder every time Outlook is opened.

Rules in Outlook allow you to automate tasks that are done routinely. If you set up this rule it will automatically move any IF (Purple Category) item to the DCL3 Emails (PST) whenever Outlook is opened. YOU ARE NOT REQUIRED TO SET UP A RULE. YOU CAN MANUALLY MOVE FILES.
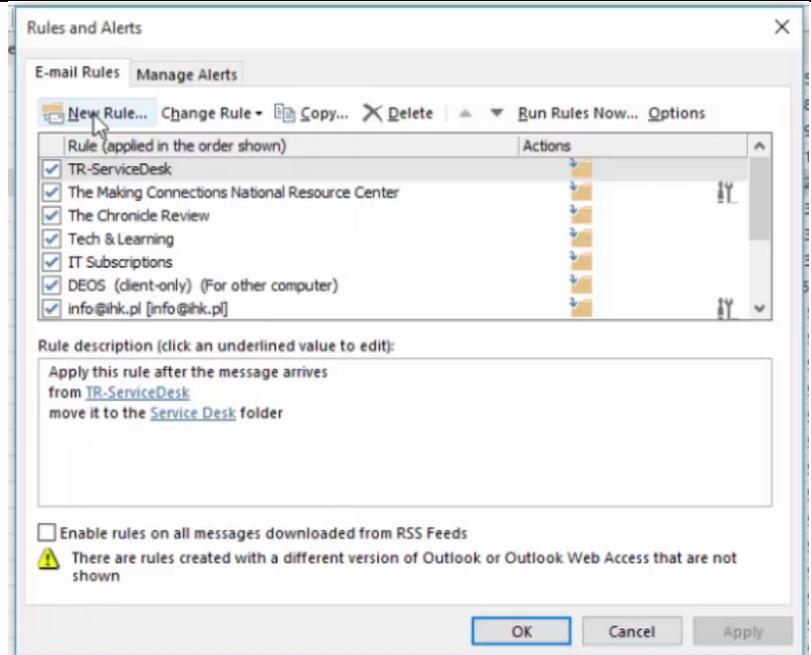
2. First, go to the *Home* tab on Outlook. You will see a *Move* group on the right in the toolbar. In that group, click the *Rules* button and a drop down menu will appear. From there, click *Manage Rules & Alerts*.
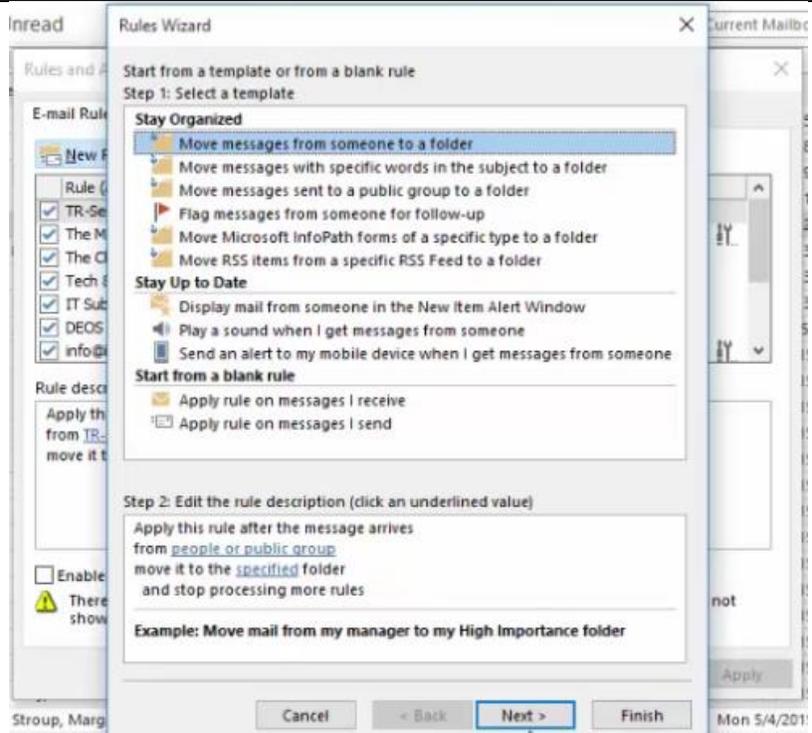
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How to set a rule in Outlook

|	
3. A *Rules and Alerts* window will pop-up. Click the *New Rule* button.	
4. In the *Rules Wizard* window, select the *Move messages from someone to a folder* option, then click *Next*.	

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5. In the *Step* 1 section of the window, you will be able to select the conditions you want. Check the *Assigned to category* option and leave all other check boxes blank.
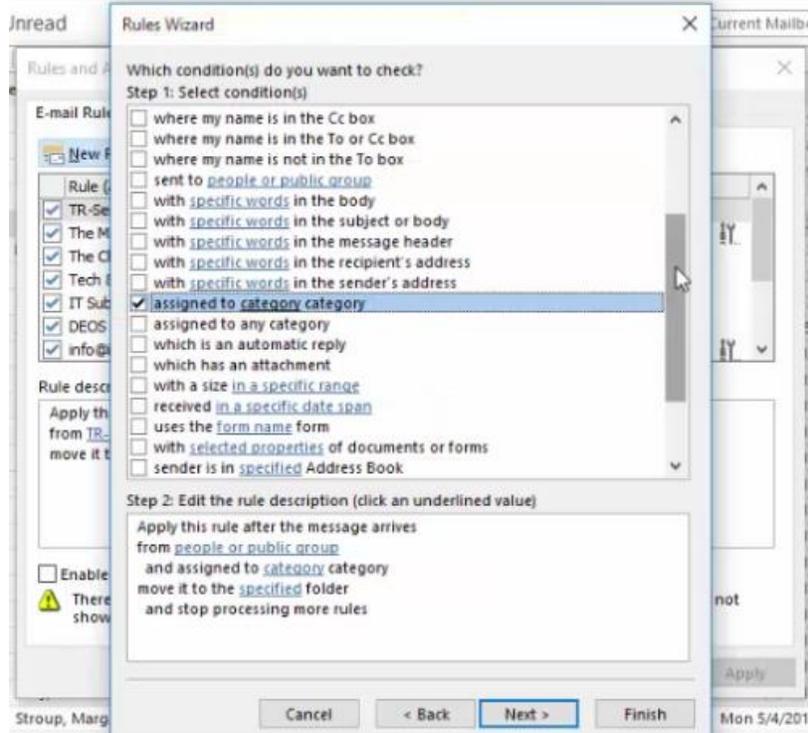

6. In *Step 2*, you will need to select the category the new rule will handle. Press the *category* link and a pop-up will prompt you to select a category. Be sure to select only the category you assigned for DCL3 e-mails.

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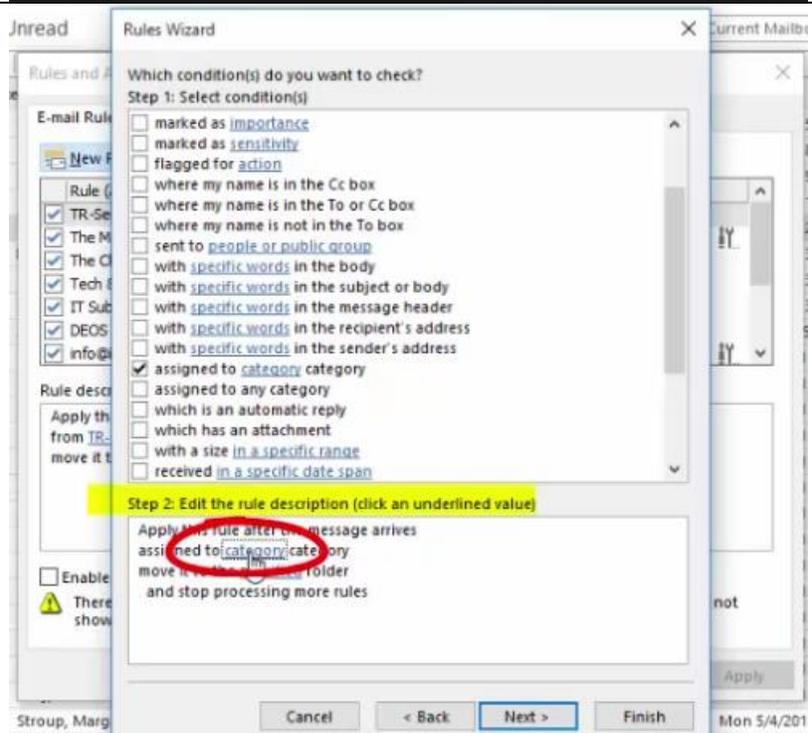
7. Again in *Step 2*, click the *specified* link and a pop-up will prompt you to select the folder you would like to move the e-mails to. Be sure to select the *DCL3 Emails* folder. Once done, click *Next*.
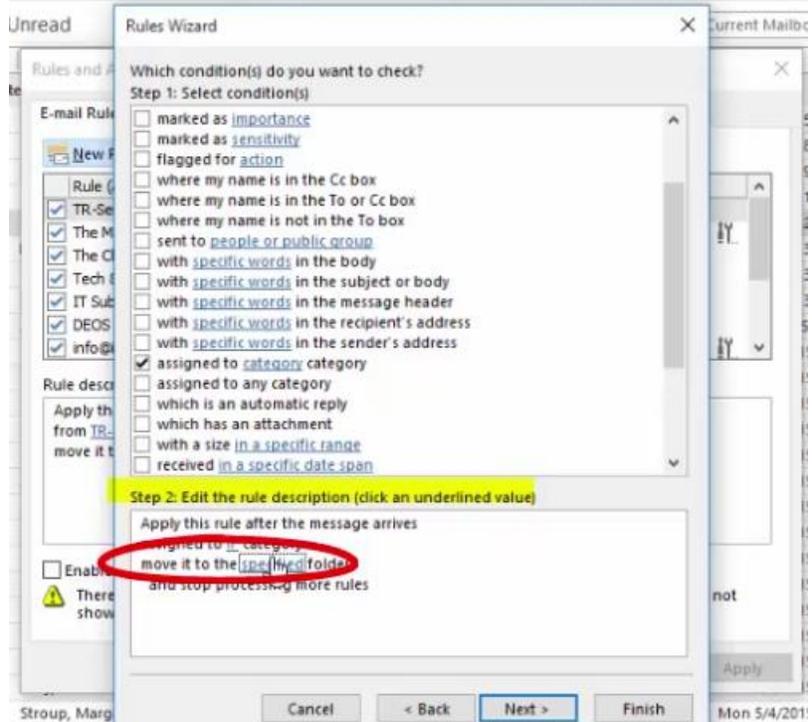
8. The window will then ask what you want to do with the message. It should have both the *stop processing more rules* and *move it to the specified folder* options checked. Click *Next.*

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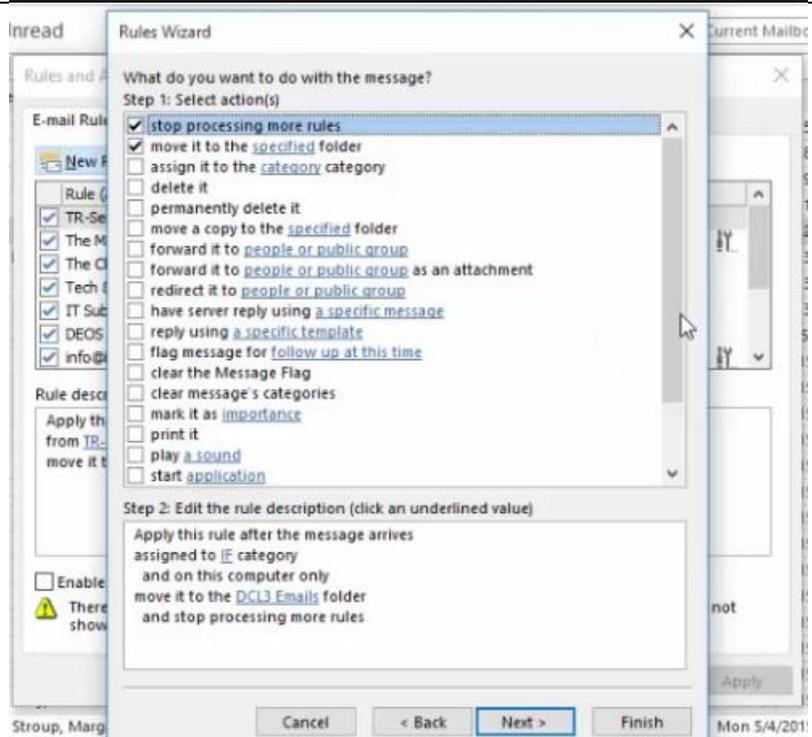
9. The window will then ask if there are any exceptions. You should leave all of the checkboxes here blank since you are only using the *IF* category to move DCL3 e-mails. Click *Next.*
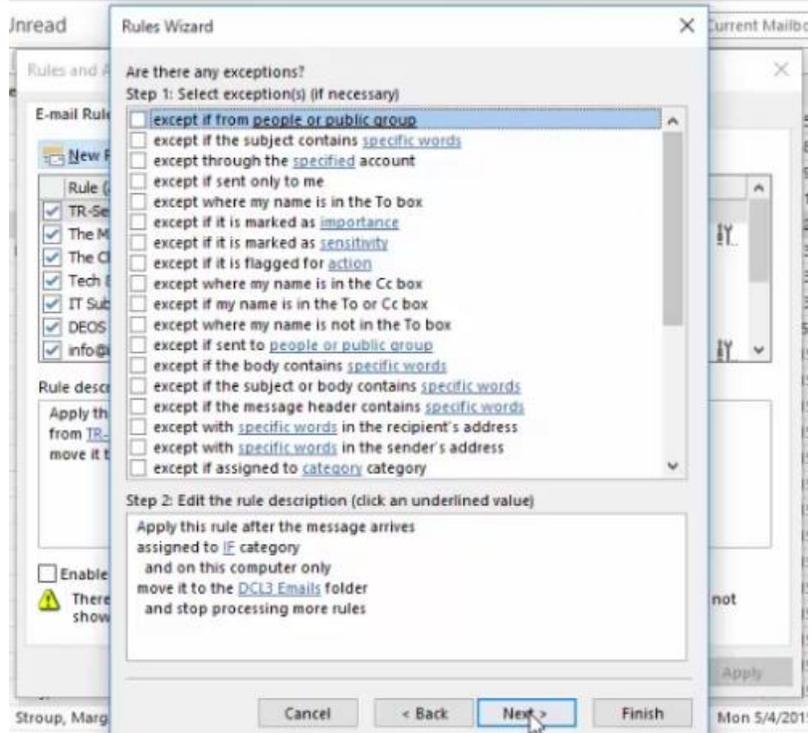
10. Finally, you will be prompted to enter a name for this rule. Make sure to check *Turn on this rule*. If you already have gone through with Identity Finder and categorized DCL3 data containing e-mails, you can check the *Run this rule now on messages already in "Inbox."* Now, click *Finish* and then *OK*. Remember this rule will only run when you check your e-mail in Outlook.

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