

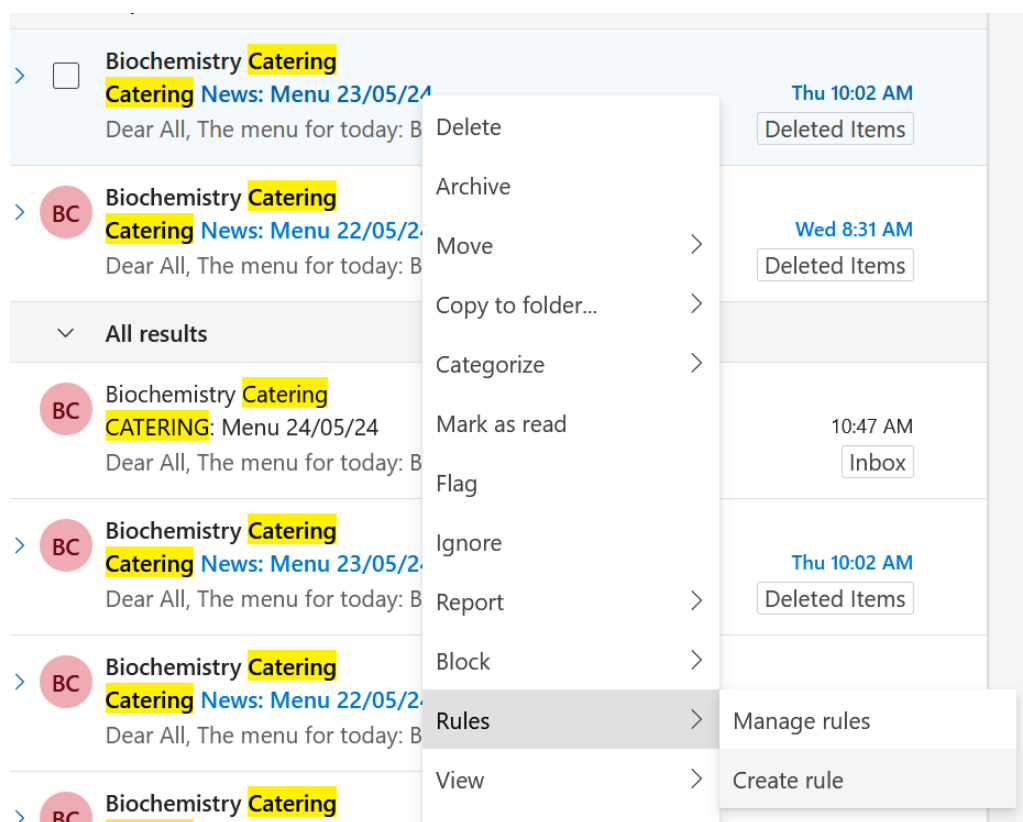
How to create rules for email filtering for University of Cambridge email

Rules allow you to filter emails based on sender, subject, keywords, etc and move, copy, delete etc so as automatically make your email inbox slimmer and more functional.

As this will be easiest to do at the server level (and independent of any particular email application you are using), it is best to do this on the web version of Outlook at <https://outlook.office.com>

Log in with your CRSid credentials to access email (you might need your authenticator app from phone for this) and go to your inbox. Either pick an email you see there already or look for the emails you want to create a rule for, e.g. those including "CATERING" as a tag on the subject line.

Right click on one of the emails and select "Rules" and "Create rule" from the pop-up menu



Select "More options" from the next pop-up window (unless you want to select messages from that particular address only):

Create a rule

Always move messages from
bioc-sanger-request@lists.cam.ac.uk
to this folder:

[More options](#)

OK

Cancel

Edit the rule as per example below and pick a folder (possibly creating a new one) to which to move or copy the emails to:

Rules



✓ CATERING messages

✓ Add a condition

Subject includes

CATERING ×

[Add another condition](#)

3 Add an action

Move to

Select a folder

[Add another action](#)

[Add an exception](#)

Save the rule and that starts working immediately. If you use “Move to” option, all CATERING emails disappear from your inbox into the selected folder. If you use “Copy to” option, they stay in the Inbox but you can find their copies easily in the selected folder.