

E-mail: Rules

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About Rules

Server-side versus Client-side Rules

Outlook allows you to set rules to manage your email messages automatically.

You can set rules to automatically alert, file, forward or reply to messages as they arrive. You can create more complex rules easily by using Outlook's Rules Wizard. You can even create a separate set of rules to manage your messages while you are out of the office!

Outlook allows you to create two types of rules:

- Server-side rules - These rules are stored on the Exchange Server, can be accessed via the Outlook Web Access client, and will run even when Outlook is closed on your PC or your PC is off.
- Client-side rules - These rules are stored on your PC and will only run when your PC is on and Outlook is open on your desktop.

You don't have to worry about which type of rule you are creating. Outlook will tell you when a rule is client-side only. When it does, you need to remember that client-side rules will only run when your PC is on and Outlook is open on your desktop. Otherwise, all other rules are server-side rules which will run at any time

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Setting Up Rules

In the Outlook Web Access client, you can set rules from within a particular message by following the steps below. You can also create rules by selecting the Rules section button and clicking the New icon.

There are three ways to set a rule:

1. From within a particular message
2. From within the Out of Office Assistant
3. From within the Rules & Alerts tool

To set a rule from within a particular message:

1. Right-click on the message in the message list and select Create Rule.

To set a rule from within the Out of Office Assistant:

1. Select Tools >> Out of Office Assistant from the menu bar in the Inbox
2. Click the Add Rule button

To set a rule from within the Rules & Alerts tool:

1. Select Tools >> Rules & Alerts
2. Click the New Rule icon

Additional help

Additional information about rules can be found by typing "Rules" in the "Type a question for help" box in the upper right-hand corner of the Outlook Inbox. The documents "About managing messages with rules" and "Troubleshooting rules" are particularly helpful.
