

Outlook Express

MESSAGE RULES

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com

Click on the blue, underlined text to go to its linked reference.



In Outlook Express, you can delete or move messages as they come into your Inbox based upon the content on the subject line. (While Outlook Express offers the option of deleting or moving a message based upon the sender, this function does not work well.)

Here's how to use this function.

1. OPEN INBOX

- 1-1. Wait for all the messages to arrive.
- 1-2. Open your Deleted Items folder and delete all the items in it:
 - A. Left-click on any line.
 - B. Either use the Edit > Select > All (from the MenuBar) or use Ctrl+A (hold down the Ctrl key — lower-left on the keyboard — and touch the A key, releasing both immediately) to select all the text or drag your cursor to select a specific amount of text.
 - C. Touch the Delete key on your keyboard.
 - D. Left-click on "OK" to confirm the deletion.
- 1-3. Open your Deleted Items folder.
- 1-4. Look for any similarities in the contents, i.e., "Super Sales Event," of the Subject line.
- 1-5. Create a Message Rule for that phrase.

2. CREATE MESSAGE RULE

- 2-1. From the MenuBar, select Tools > Message Rules (**Figure 1**).

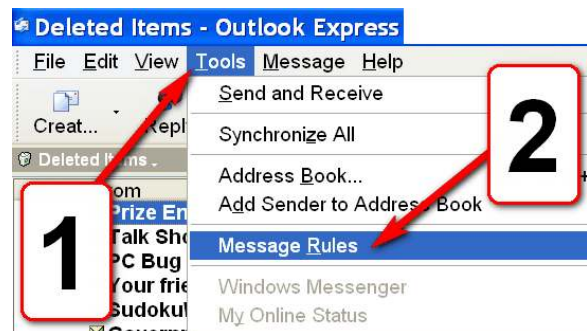


Figure 1

2-2. Under the “Mail Rules” tab, click on the New button (Figure 2).



Figure 2



Figure 3

2-3. Select parameters and name the rule (Figure 3):

- ❶ ✓ “Where the Subject line contains specific words.”
- ❷ ✓ “Delete it.”
- ❸ Type a name for the Rule. Name the rule by the phrase you are blocking. Thus, if you change your mind, you can easily find the rule.

2-4. Left-click, hold, and drag to select the name you have typed (Figure 4).



Figure 4

2-5. Copy the name (**Figure 5**):

- ❶ RIGHT-click on the name.
- ❷ Left-click on “Copy” in the drop-down menu.



Figure 6

2-6. Paste in the name (**Figure 6**):

- ❶ RIGHT-click in the name pane.
- ❷ Left-click on “Paste” in the drop-down menu.

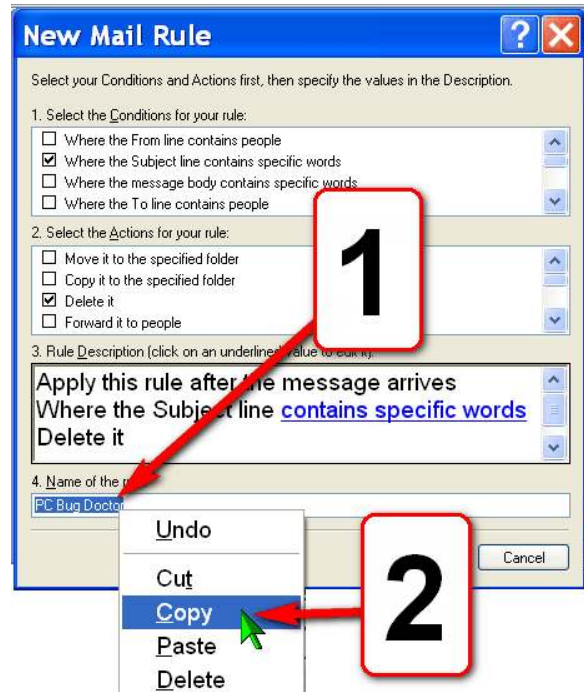


Figure 5

2-7. Click on the “Add” button to confirm adding this new phrase (**Figure 7**). You can add any number of phrases to this rule.

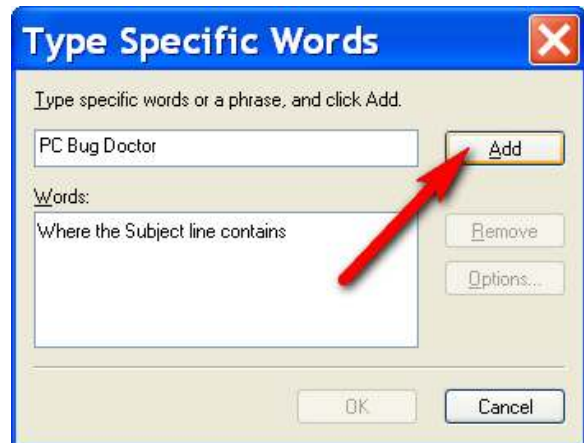


Figure 7

2-8. Once you've added all the phrases to this rule, click on the "OK" button (Figure 8).

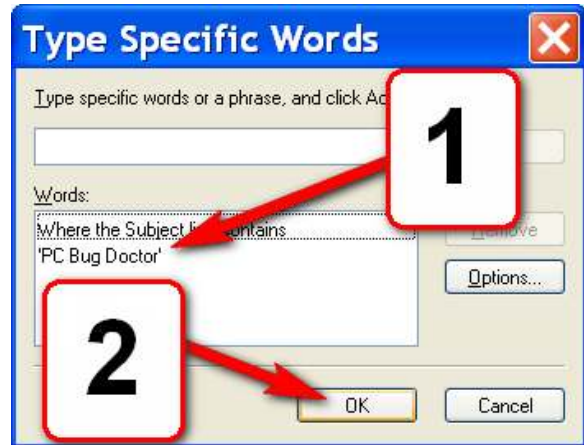


Figure 8



Figure 9

2-9. Click on "OK" to add this new rule to all the existing rules (Figure 9).

2-10. The new rule is added to the existing rules (Figure 10). Left-click on "OK" button when you're finished adding rules.



Figure 10