

Outlook 2007:

- Create a new folder under your inbox (single click on the inbox folder, right click, select “new folder”).
- Label the name of the new folder (MTCMA List Serve). Click Ok.
- This will create a new folder under your Inbox.
- On the menu bar, select “Tools.” On this drop-down menu, select “Rules and Alerts.”
- Click “New Rule.”
- The Rules Wizard will pop up.
- Under Step 1: Select a template and “Stay Organized,” make sure that the first option “Move messages from someone to a folder” is highlighted.
- Under Step 2: Edit the rule description, click on the hyperlink that indicates “people or distribution list.”
- To the right of “From” type MTCMA-Members-owner@imail.memun.org and click ok.
- Also under Step 2: then click the hyperlink called “specified” and select the folder that you just created and click ok.
- Click “next” to take you to the conditions list and make sure that there is a checkbox next to “from people or distribution list.”
- Click “next” to take you to the “what do you want to do” list and make sure that there is a checkbox next to “move it to the specified folder.”
- Click “next” to take you to the exceptions list and make sure that no checkboxes are checked.
- Click “next” to name the rule. You can name it anything you want. Make sure the “turn on this rule” box is checked and then click “finish.”
- Your list serve emails should now go directly to the box that you created.

Outlook 2003:

- In the **Navigation Pane**, click **Mail**.
- On the **Tools** menu, click **Rules and Alerts**.
- If you have more than one e-mail account, in the **Apply changes to this folder** list, click the **Inbox** you want.
- Click **New Rule**.
- At this point, simply follow the instructions in the Rules Wizard. The parameters would be the same as the instructions under Outlook 2007.

Outlook 2002 or 2000:

- From the **Tools** menu, select **Rules Wizard**.
- Click **New...** A dialog box will open.
- Under "Which type of rule do you want to create?", select the rule you would like to use.
- Under "Rule description (click an underlined value to edit it)", if there are underlined words, click them to edit or add information about the rule. Click **Next**.
- Under "Which condition(s) do you want to check?", check the boxes for the conditions you want to use for the rule.

Note: Outlook 2000 and 2002 have an extra capability to check for a specific word or phrase in the body of the message. Check the box next to **with specific words in the body** and enter the text to search for.

- Under "Rule description (click an underlined value to edit it)":
- To create a message to use with the rule, click **a specific message**.
- To select names from the Global Address Book, click **people or distribution list**.
- Click **Next**. The prompt will ask "This rule will be applied to every message you receive. Is this correct?" Click **Yes**.
- Under "What do you want to do with the message?" check the appropriate box to determine if the message is moved to a folder, deleted, or forwarded.