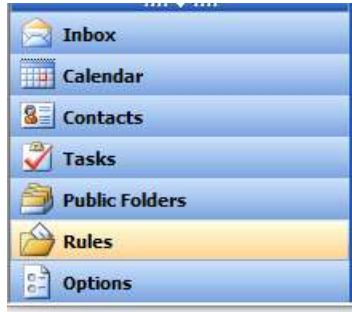


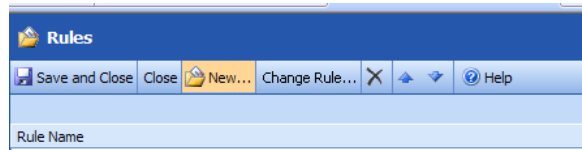
How to Setup Rules – Web Outlook

1) Sign into Web Outlook – mail.westernu.edu

2) Select “Rules”



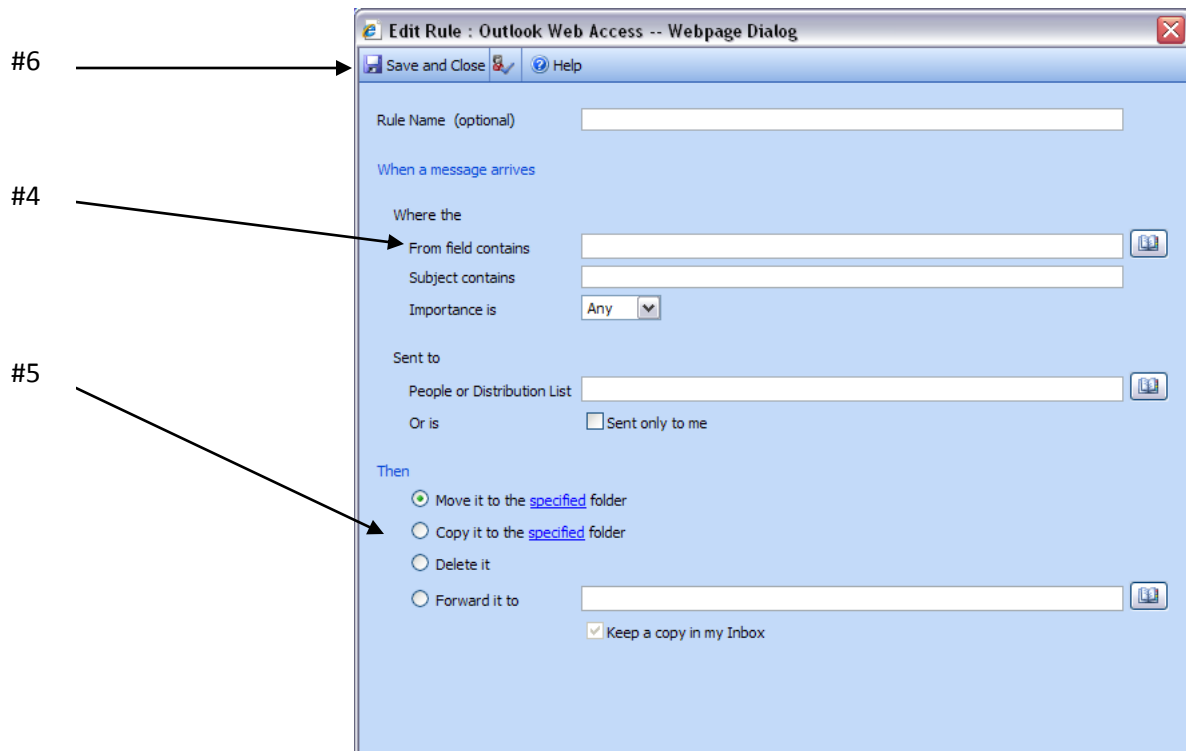
3) Select “New”



4) Enter the sender’s email address(es) you wish to move or delete in the from field

5) Select what you would like to do with the selected emails (move, copy, delete, or forward)

6) Hit “Save and Close” to activate the rule.



If you have any questions, contact Technical Support (909-469-5425 or techsupport@westernu.edu)