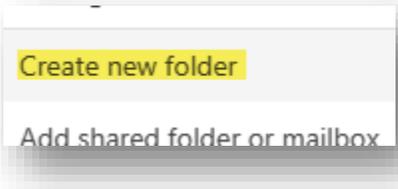
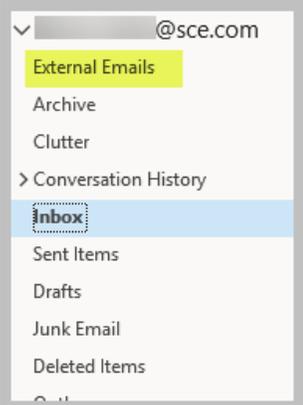
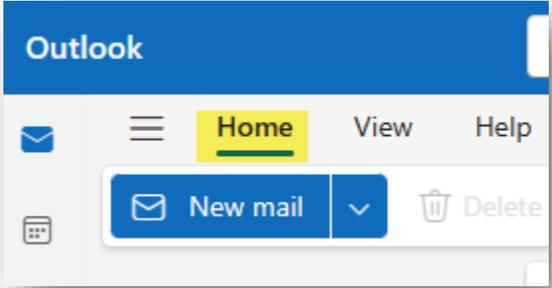
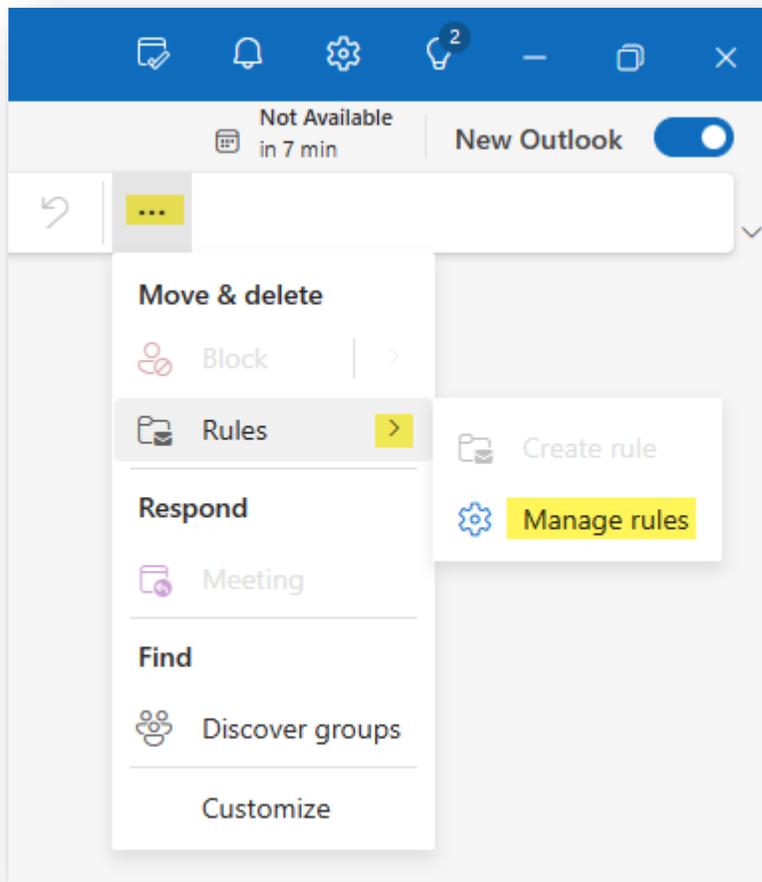


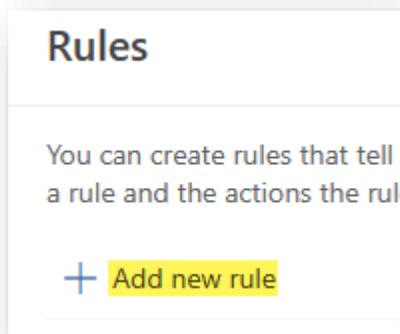
# How To Create a Folder/Rule for External Emails

**NOTE:** The following instructions are for the “New Outlook.” To view the step-by-step process for the “Old Outlook,” click [here](#).

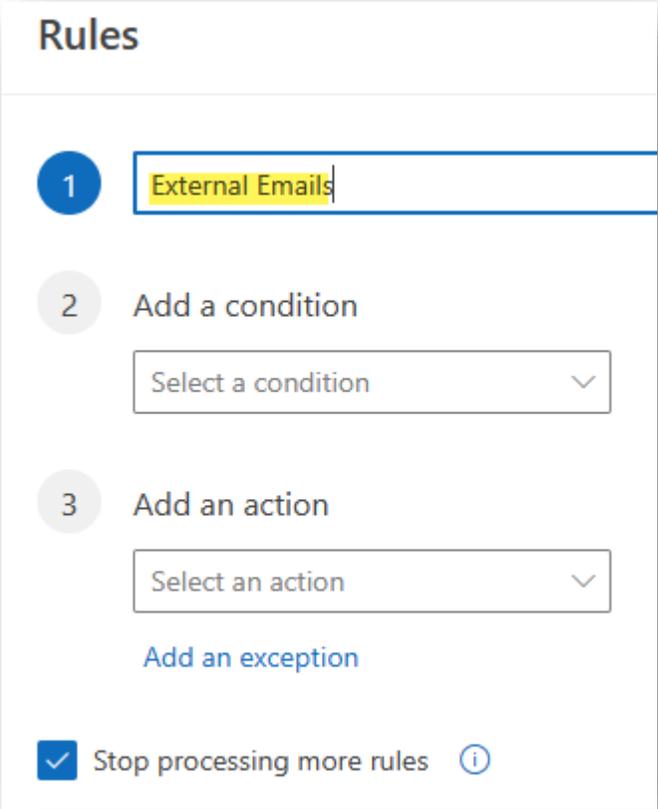
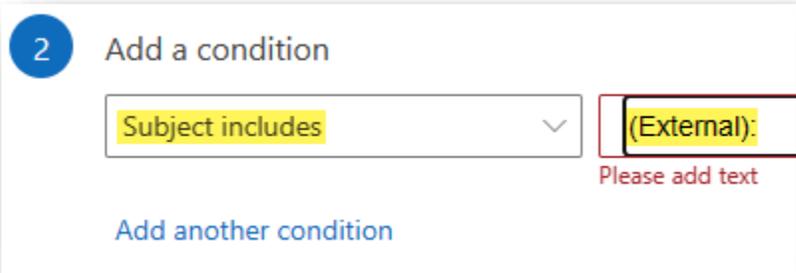
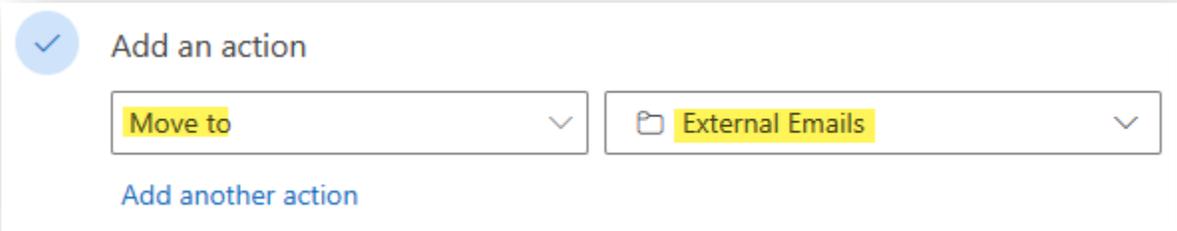
| Step | Action   |
|------|--|
| 1    | Go to your Outlook inbox   |
| 2    | Right Click over your name/email address within your inbox, select new folder<br> |
| 3    | Name folder “External Emails”<br>  |
| 4    | Go to the Ribbon (top section of Outlook) and select the home tab<br>           |
| 5    | Go the right and find the ellipses, select rules, and select “Manage Rules”  |

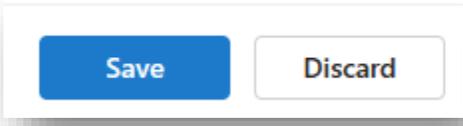


6 Select "Add New Rule"

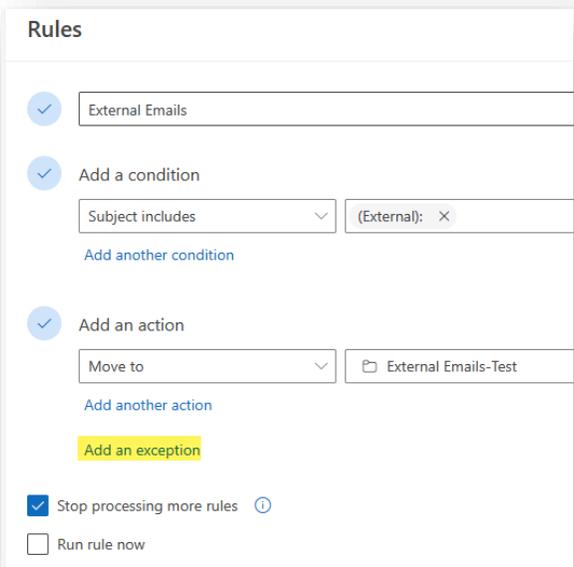


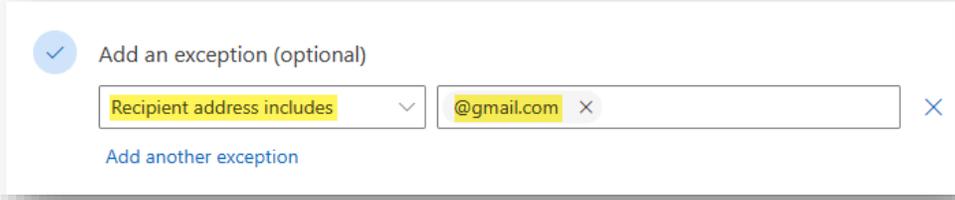
7 #1 – Name your rule "External Emails"

|   |  |
|---|--|
|   |  <p><b>Rules</b></p> <p>1 External Emails</p> <p>2 Add a condition<br/>Select a condition</p> <p>3 Add an action<br/>Select an action<br/>Add an exception</p> <p><input checked="" type="checkbox"/> Stop processing more rules ⓘ</p> |
| 8 | <p>#2 – Add a Condition, select “subject includes” and type “(External):”</p>  <p>2 Add a condition</p> <p>Subject includes (External):<br/>Please add text</p> <p>Add another condition</p>   |
| 9 | <p>#3 – Add an action, select “Move to” and then select the folder, “External Emails”</p>  <p>✓ Add an action</p> <p>Move to External Emails</p> <p>Add another action</p>   |

|    |  |
|----|--|
| 10 | Select "save" <div style="text-align: center; margin-top: 20px;">  </div> |
|----|--|

## How To Create an Exception Rule to Allow External Emails in Your Inbox

| Step | Action   |
|------|--|
| 1    | Go to your Rules   |
| 2    | Select "Add an exception" <div style="text-align: center; margin-top: 20px;">  </div> |
| 3    | Select the exception, "Sender address includes" and type the email domain or the specific email that you would like to receive in your inbox.                            |

|   |   |
|---|---|
|   |  <p>✓ Add an exception (optional)</p> <p>Recipient address includes   @gmail.com X</p> <p><a href="#">Add another exception</a></p> |
| 4 | <p>Select "save"</p>  <p>Save Discard</p>  |