

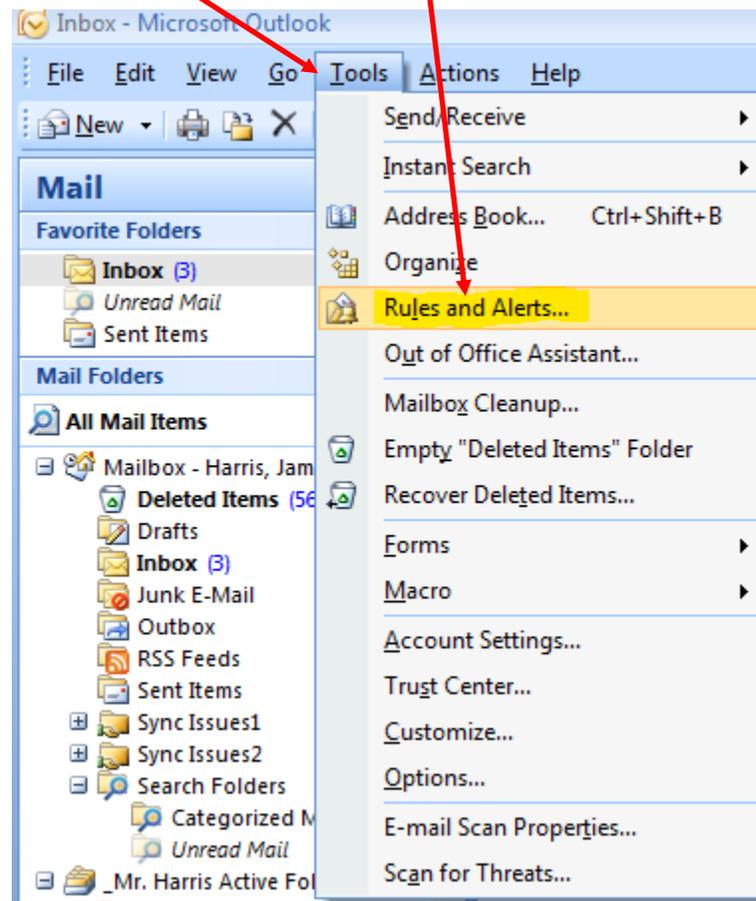


## Enterprise Email Post-Migration Step 2E Revise Outlook Rules



It may be necessary to update the legacy **Rules and Alerts** after they have been migrated over to the Enterprise Email side. **Rules and alerts** can be established in a thousand different configurations. The following instructions can be used as a guide to the area in which the rules and alerts can be updated/changed. To go any further would be a monotonous exercise.

1. From the tool bar click **Tools**. Click **Rules and Alerts**.

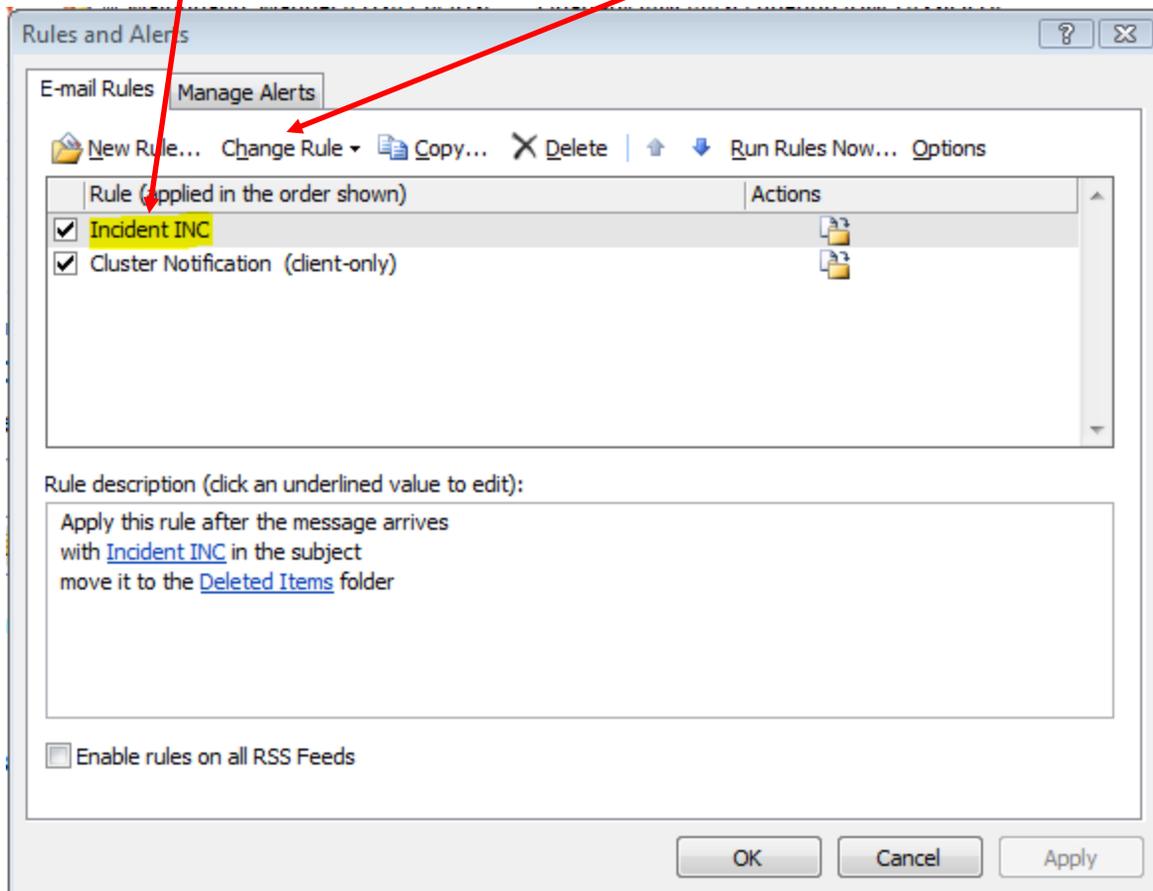




Enterprise Email  
Post-Migration Step 2E  
Revise Outlook Rules



2. Select the **Rule** that needs updating. **Click Change Rule.**

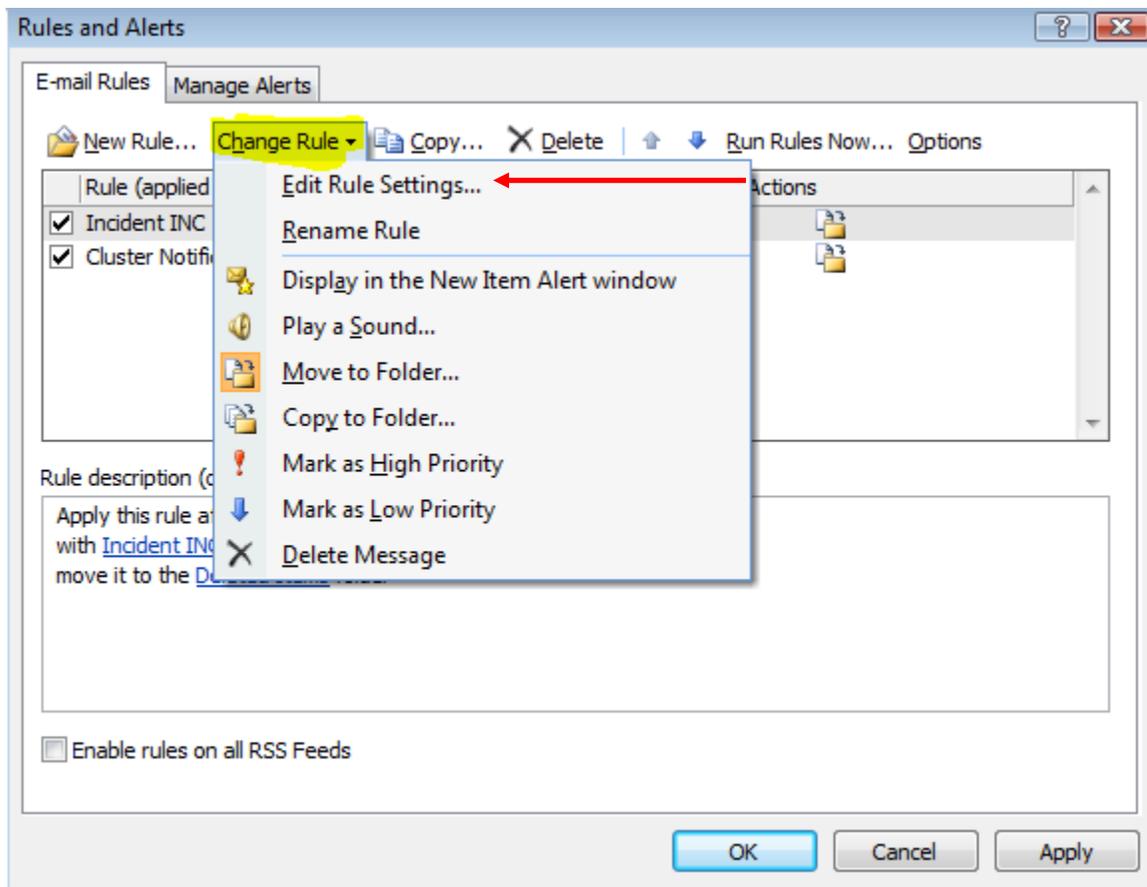




## Enterprise Email Post-Migration Step 2E Revise Outlook Rules



### 3. Click **Edit Rule Settings...**





Enterprise Email  
Post-Migration Step 2E  
Revise Outlook Rules



- The following window will be displayed. From this point the rules can be updated/configured as required.

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- with specific words in the subject
- from people or distribution list
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to people or distribution list
- with specific words in the body
- with specific words in the subject or body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
with Incident INC in the subject  
move it to the Deleted Items folder

Cancel < Back Next > Finish

- Click **Next** as needed to complete the process. Click **Finish** when complete.
- Repeat as necessary for rules.
- You have now completed Step 2E.