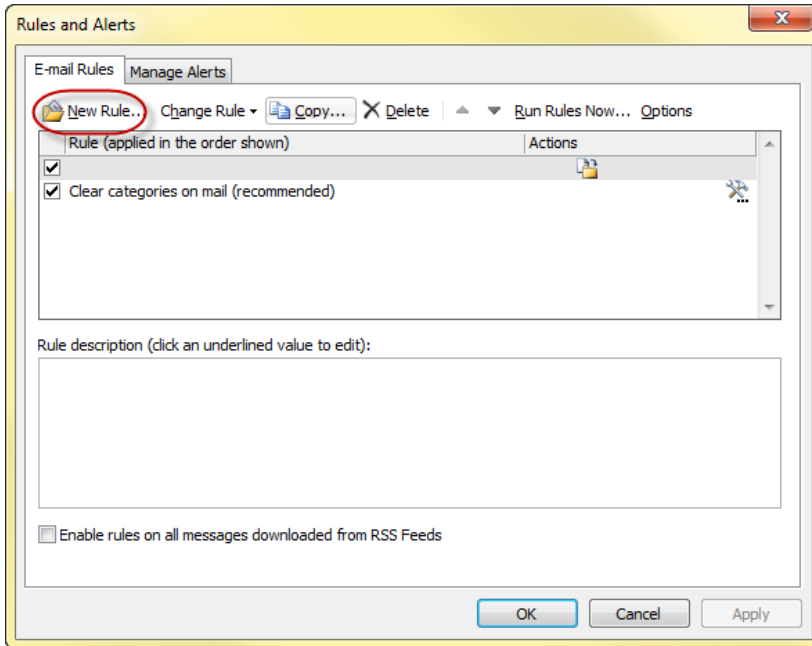


Software Application Training

Quick Reference Solutions

Creating the "Mass Email" Rule in Outlook 2010

1. Create a folder in your Mailbox called "Mass Email"
2. Select Rules on the Home tab
3. Select Manage Rules and Alerts
4. On the E-mail Rules tab, select New Rule



5. Under the heading **Start from a blank rule**, select Apply rule on messages I receive
6. Click Next
7. Perform the following for Steps 1 and 2
 - a. Step 1: Check off the box: **with specific words in the body**
 - b. Step 2: Click specific words. Type the word Unsubscribe, click Add
 - c. Click OK
8. Click Next
9. Perform the following for Steps 1 and 2
 - a. Step 1: Check off the box for: **move it to the specified folder**
 - b. Step 2: Click specified and choose the Mass Email folder, click OK
10. Click Next
11. Click Next
12. Give the name a rule
13. Click Finish