How to create a “nonpurdue” email rule in Outlook

You may find it helpful to have Outlook automatically move all email messages that originate from outside of Purdue into a separate email folder designated solely for non-Purdue email messages. To do this, you will need to create a “nonpurdue” email rule in Outlook to move all emails into a folder that (a) do not originate from a Purdue email address, and (b) are not part of an “exception list” of email addresses, keywords and hostnames that you do NOT want to move to the “nonpurdue” folder.

Here’s how to set up the rule:

1. Open Outlook
2. Create a folder named “_nonpurdue
3. Go to Rules
4. Create “New Rule…”
   a. Start from a blank rule
   b. Apply on messages I receive
5. Select conditions:
   a. Do not chose any conditions, we are going to process all emails
      i. Confirmation box will appear asking if you want to apply the rule to ALL messages. Indicate: Yes.
6. Select actions:
   a. Move it to the specified folder (choose the “_nonpurdue” folder you created above)
   b. Stop processing more rules
7. Select exceptions:
   a. Except with specific words in the sender’s address
      i. Add all your exceptions one-by-one: purdue, prf.org, webex.com, ariba, Indiana.edu, iusb.edu, .in.gov, iupui.edu, k12.in.us, pearson.com, docsigen.net, taskstream.com, dell.com, apple.com, bhphotovideo.com, {other external users/vendors who are likely to send you email}
8. Give The Rule A Name:
   a. Specify a name for this rule:
      i. Non-Purdue
9. Click “Finish”
10. Click Apply or OK

Note: as you identify additional email addresses, individuals, vendors, organizations that you do not want to be moved into the non-Purdue folder, go back, edit the rule, and add them to the exception list.