

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, docusign.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.