# FAQ – Inbox Rules on Outlook Web App

A rule is an action that Outlook Web App runs automatically on incoming or outgoing messages. For example, you can create a rule to automatically move all email sent to a group you are a member of to a specific folder, or to delete all messages with "Buy now" in the subject.

In a web browser, navigate to email.ucsf.edu. Enter your user name and password, and then select Sign in.

1. On the nav bar, choose **Settings** ⚙ **> Options.**
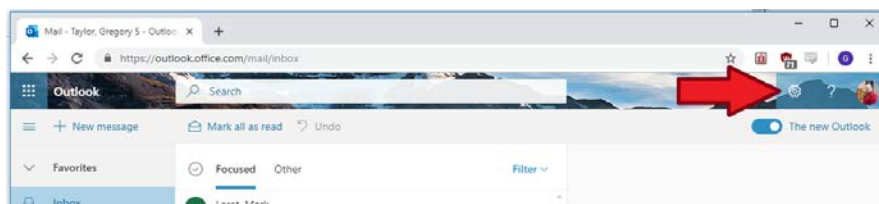
2. In **Options**, select **Mail** > **Rules**.

3. To create a new blank rule using the Inbox rules page, choose ➕ Add new rule.

    a. The new rule window has three sections:

Section	Description
Name	Give the rule a name
When the message arrives and:	Use this box to select criteria for your rule. Use the down arrow to view and select the criteria you want to use.
	If the criteria have additional options, enter them in the window that appears.
Do the following:	Use this box to select the action you want taken when a message arrives that meets the criteria you selected.
More Options	Use More Options to:
	Add additional conditions or actions to a rule.
	Add exceptions to a rule by selecting **Add Exception**.

Section	Description
	Turn on or turn off the option to stop processing more rules. By default, the option to stop processing more rules is turned on. With this option on, when a message comes in that meets the criteria for more than one rule, only the first rule will be applied. Without this setting, all rules that the message meets the criteria for are applied.

For example, without **Stop processing more rules** selected, if you have a rule to move all messages sent to a public group to a particular folder and another rule to move anything from your manager to another folder, and your manager then sends a message to that group, you'll find a copy of the message in both folders. If you want only the rule that moves messages from your manager to be applied, put that rule higher in the list than the rule that moves messages sent to the group, and then edit the first rule to add the option to stop processing more rules. |

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