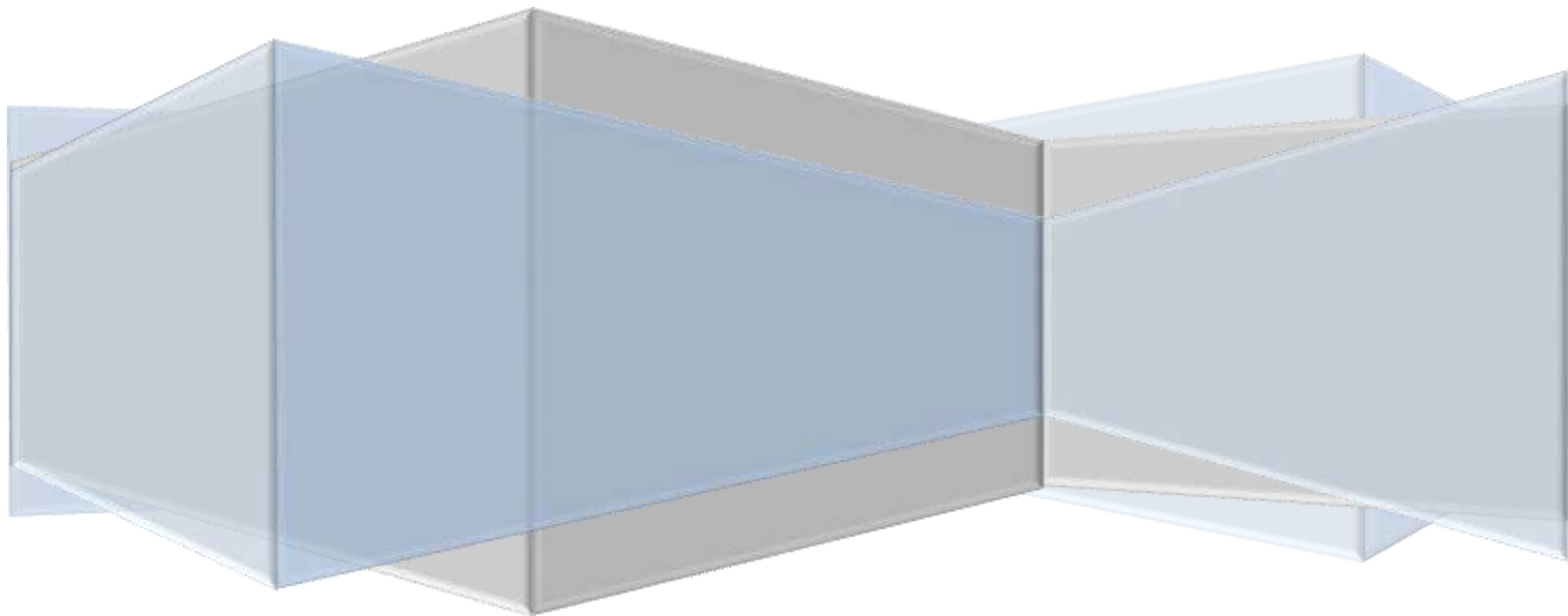


Nebraska State Court Administrator's Office

Creating Inbox Rules

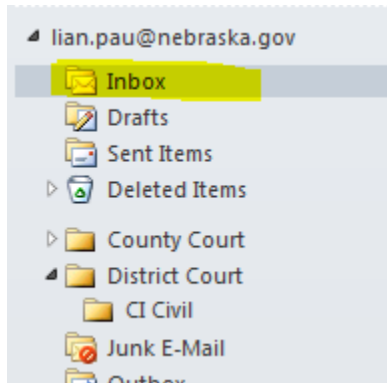
Microsoft Outlook 2010-2013



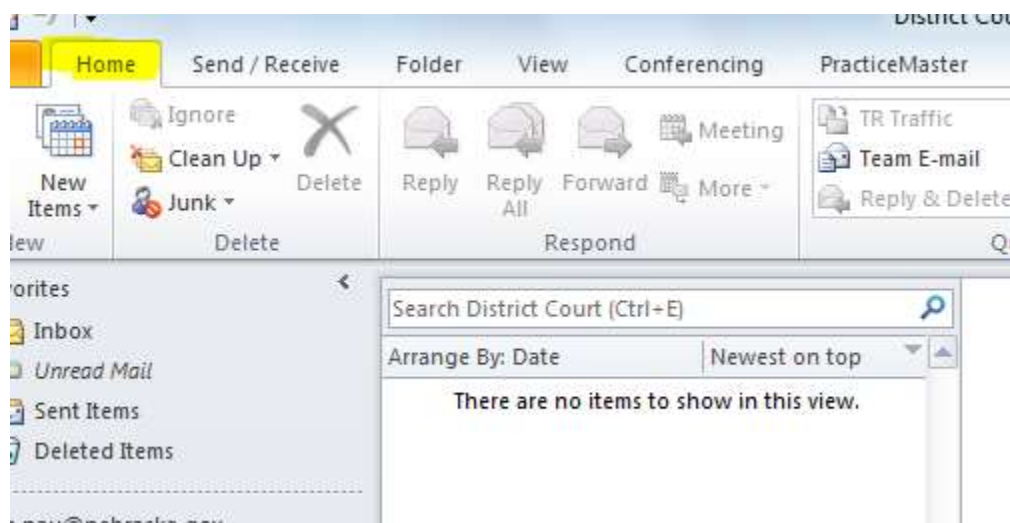
Creating INBOX RULES in Microsoft Outlook

This guide is designed for Microsoft Outlook 2010 and 2013. You should not have any issue while you are creating inbox rules whether you are using Microsoft Outlook 2010 or 2013. However, there could be different screen displays for Microsoft Outlook 2013 users. Please be advised that the screenshots were taken from Microsoft Outlook 2010.

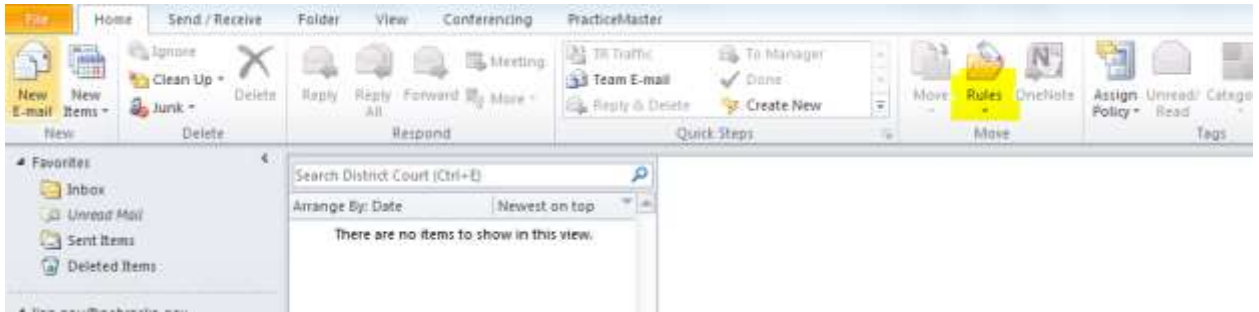
1. Click **Inbox**



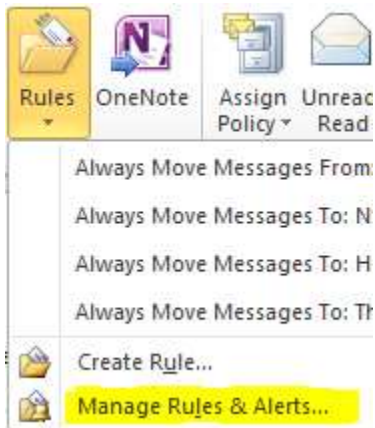
2. **Microsoft Outlook** has already selected the **Home** tab. If it is not, Click the **Home** tab.



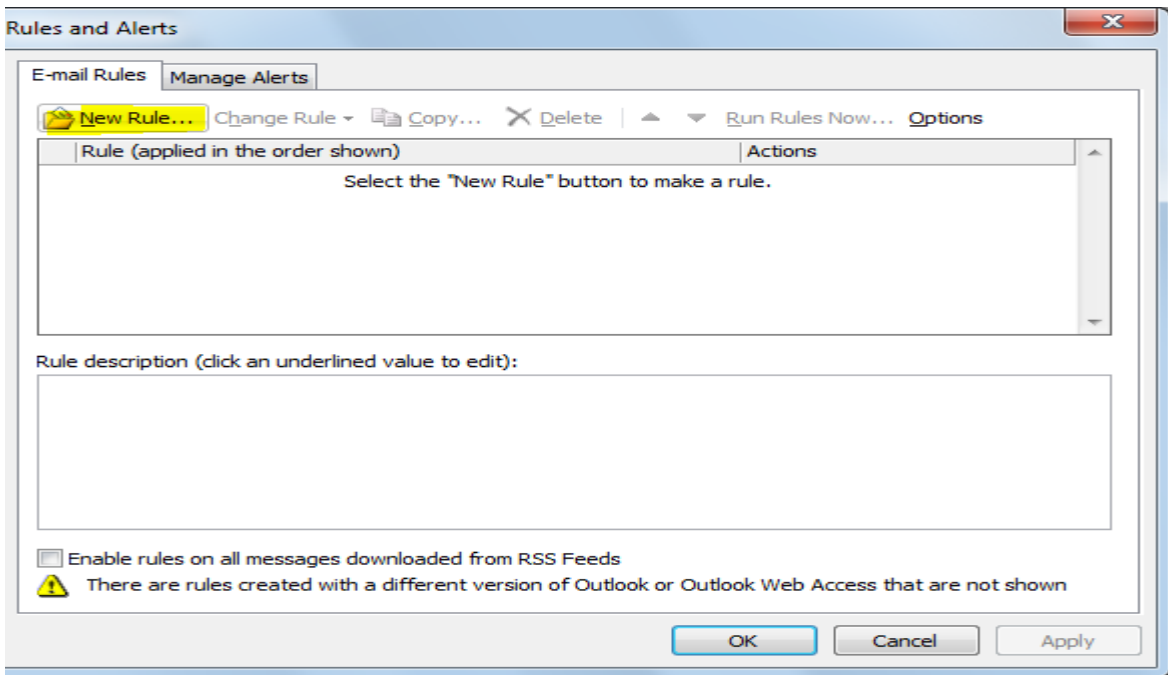
3. Click the **Down Arrow** at **Rules**.



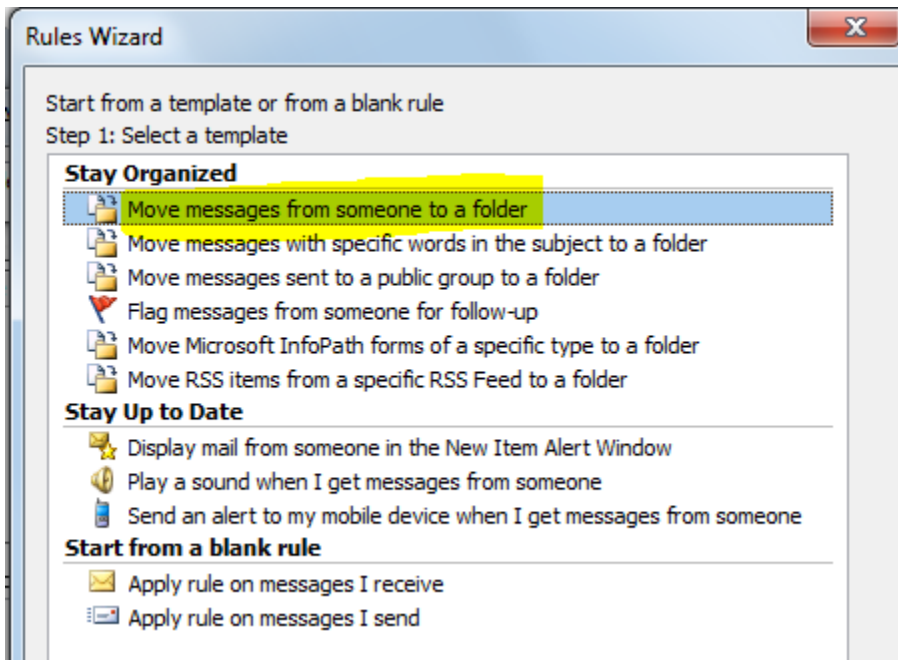
4. Select **Manage Rules & Alerts ...**



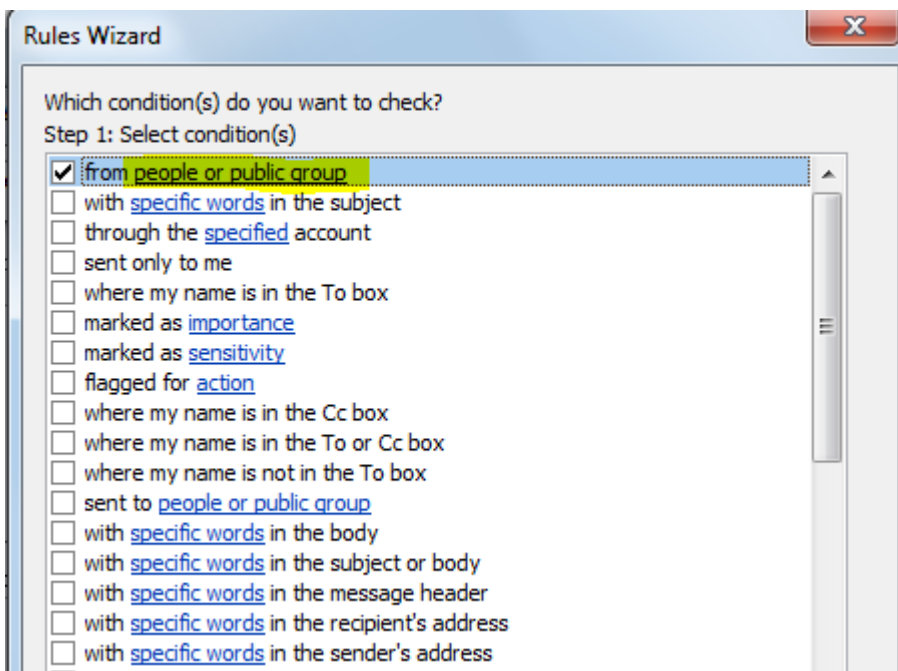
5. **Rules and Alerts** Window will be displayed. Click **New Rule**.



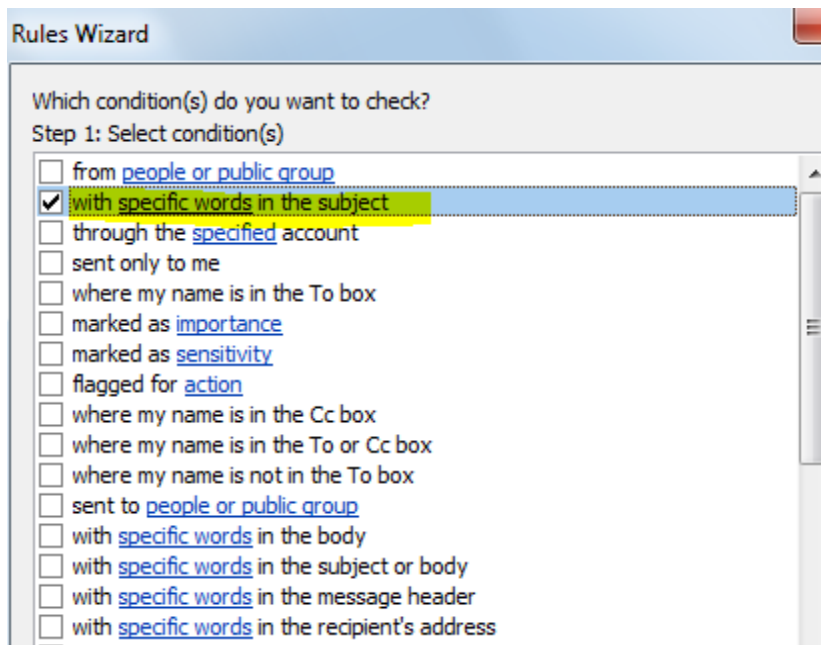
6. **Rule Wizard** Windows will be displayed. Select **Move messages from someone to a folder**.



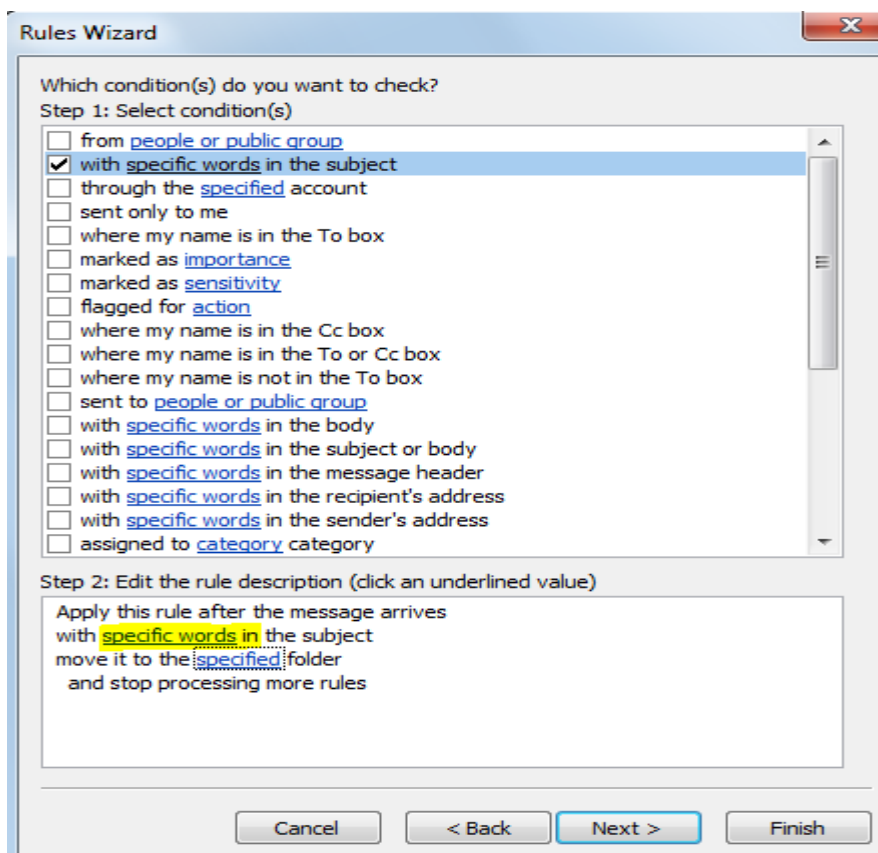
7. Click **Next**.
8. In the **Rules Wizard** Window, under “Which **conditions(s)** do you want to check? “, the Check Box **from people or public group** is already selected. Click the Check Box to deselect it.



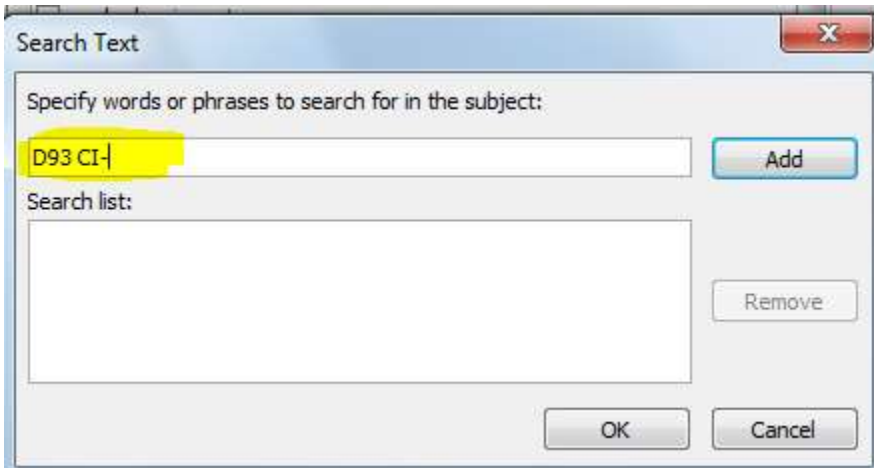
9. Click the Check Box **with specific words in the subject** to select it.



10. Under **Step 2: Edit the rule description (click an underlined value);**
Click **specific words**.



11. There is a textbox under **Specify words or phrases to search for in the subject:** Type **[case name]** in the textbox. For example, we will be typing only **D93 CI** for the case: **D93 CI-14-0000023**. This way all case types of **D93 CI** will go into a specified folder. This can be done for any case types you would like.

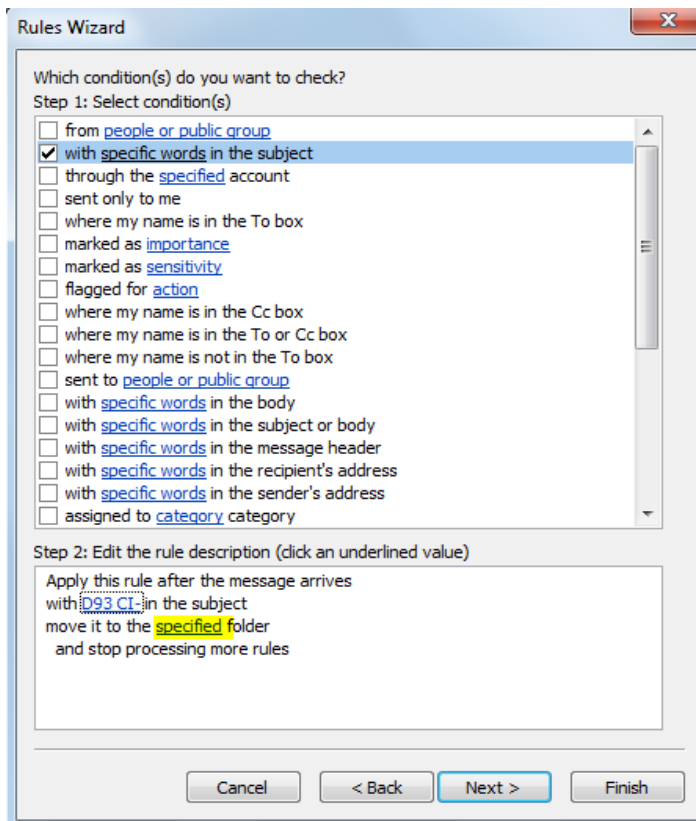


12. Click **Add**

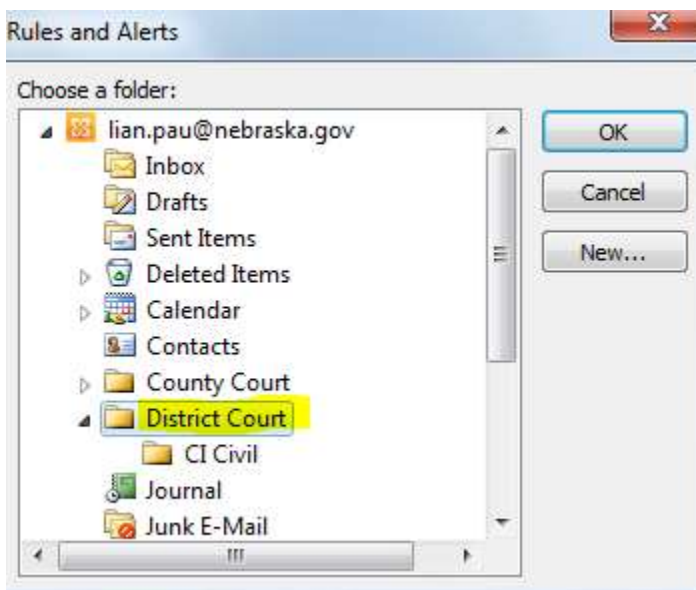


13. Click **OK**

14. Click **specified**

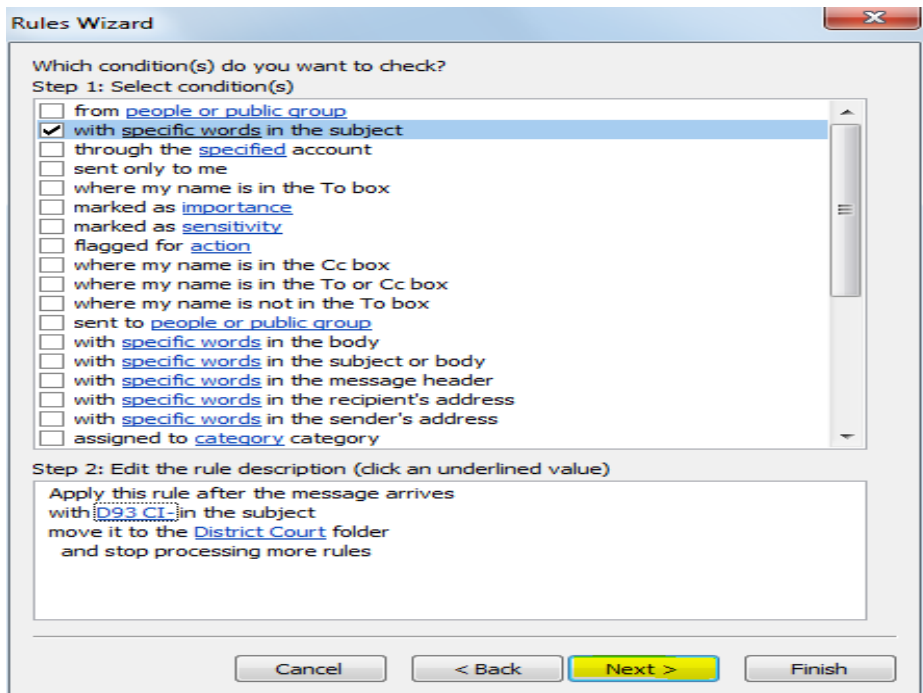


15. **Rules and Alerts** Windows is displayed again. Then, select **District Court** folder that you have created because you know **D93**, where **D** means District and **93** is the county number. For **County Court** folder, you may be doing the same thing. For example, **C93**.

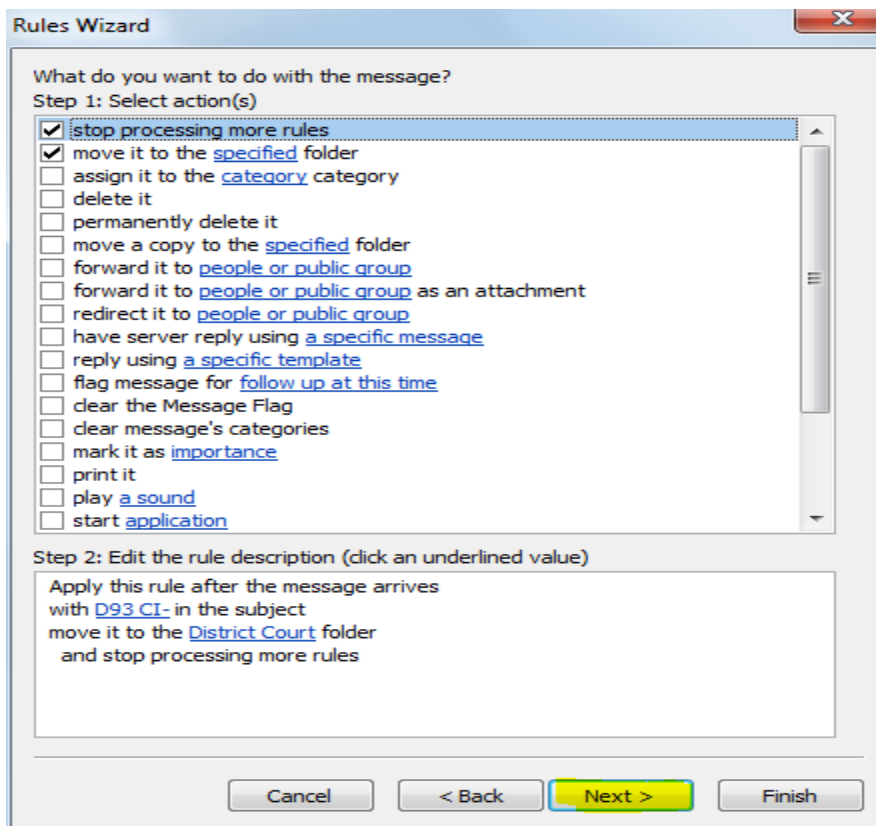


16. Click **OK**

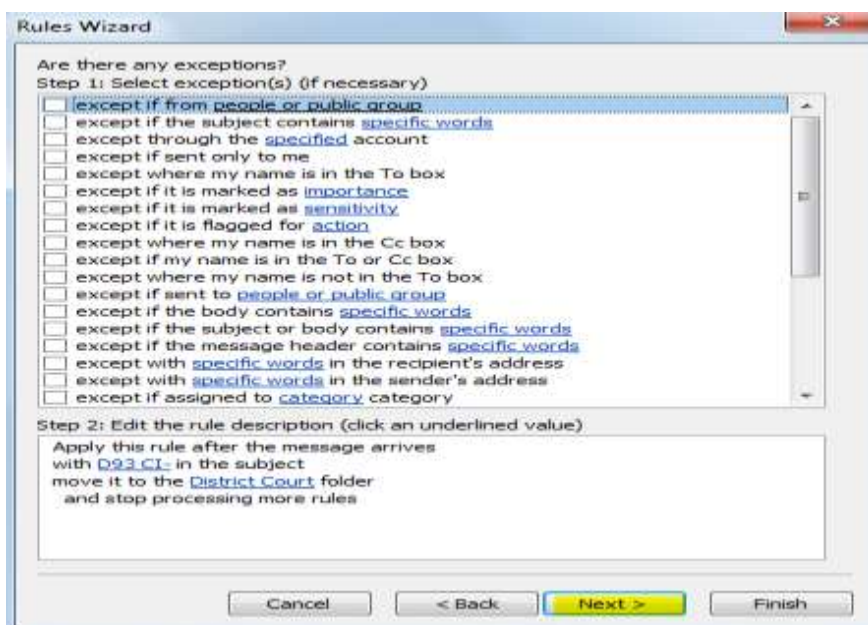
17. Click **Next**



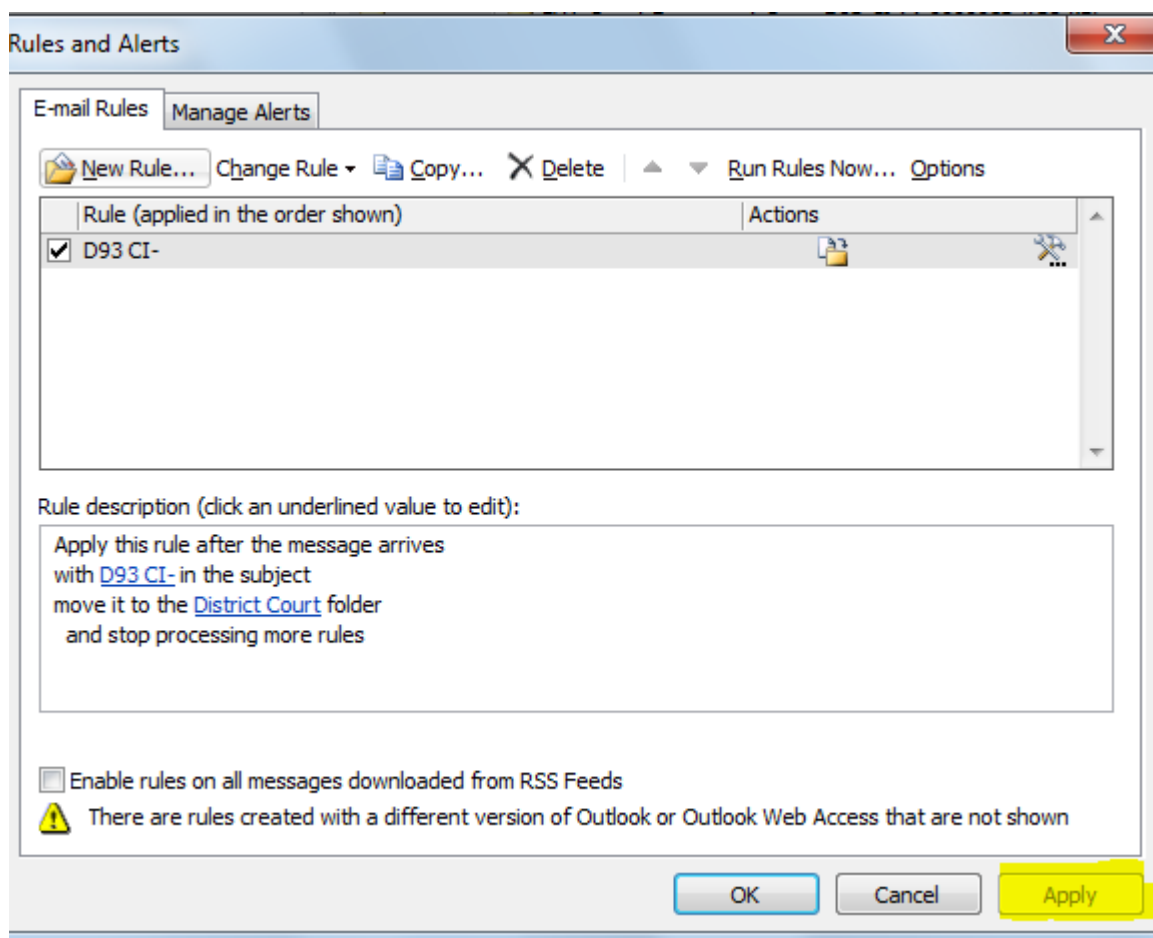
18. Click **Next** again.



19. Click **Next** again.



20. Click **Apply**



21. Click **OK**

22. Under **Step 1: Specify a name for this rule**, Type **[name]** for your rule if you want a specific name. Otherwise, you can use the default name.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

D93 CI-

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
with D93 CI- in the subject
move it to the District Court folder
and stop processing more rules

Cancel < Back Next > Finish

23. Click **Finish**

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

D93 CI-

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
with D93 CI- in the subject
move it to the District Court folder
and stop processing more rules

Cancel < Back Next > Finish