# Setting Up Rules in O365 Outlook

You can control email that is coming in to your Inbox using Rules. Rules can be used to perform a variety of actions on emails including deleting them, moving them to folders, marking them urgent, and/or forwarding them. It is straightforward to set up a rule.

1. Find a representative email that you want to set up a rule for. In this example, I want to identify any email that is received from GoDaddy.com and store it in a folder.

2. Right click on the email header to get the email menu. Find the "Rules" option and move to the right to get the "Create Rule" option.
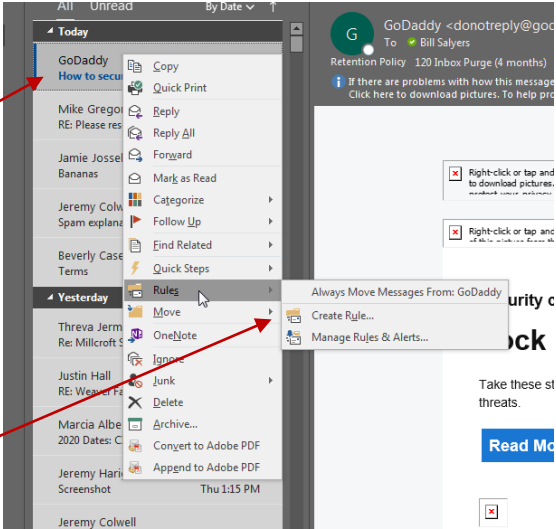
3. You will get the Create Rule window as shown below:

4. You can check the first box indicating that any email from GoDaddy will be handled. Notice that you could instead indicate a Keyword or pattern such as [BULK] in the Subject Contains field.

5. This first step allows you to identify the email you are looking to act on. We can move to the next step, What to do with the email, by clicking Next and then Next. You should see an updated window, the Rules Wizard Window as shown:
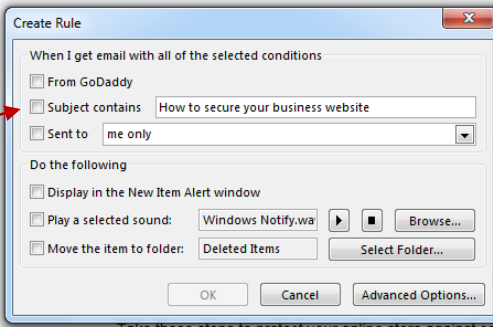
6. If we wanted to move the items to a specific folder, just select the "move it to the specified folder" option. If you wanted to just delete it, just click the "delete it" option.

7. In the bottom section, you will see a text version of the rule you are creating. You have indicated that you want to move it to a specific folder, now you need to tell it what folder. Do this by clicking "Deleted Items" and then select the folder you want to use.

8. Click Finish and you are good to go. The rule will be saved and will monitor each email that comes in.