Entourage 2008

Rules

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About Rules

It is very useful to be able create message rules to help you process and organize your incoming email. A message rule defines the actions Entourage takes for a received (or sent) message if the message meets certain conditions. You might, for instance, want the rule to move certain messages received from a specific sender or with certain words in the Subject field into a particular folder.

Some examples of using rules are:

- to move files from specific people or groups to folders that you have created
- to automatically forward messages from specific people or groups to other addresses
- to automatically delete files from specific people or groups or if there is certain words or phrases in the sender's address, subject or body

There is quite a wide range of combinations, so rules can theoretically be used for all kinds of things.

There are two parts to any rule: the **event** (if something happens) and the **action** (apply this process to it). For example, you can look for messages from a person or group (event) and then move them to a folder (action).

In Entourage, all the rules are **client-side** - that is they run only from the Mac machine that you set them up on, and then only when you open Entourage. Rules which run on the UAConnect server are called **server-side**, which means that they work as soon as the email comes into your mailbox, whether you are looking at your emails or not. These can only be created from the Outlook client on a PC, or Outlook Web Access (OWA) Light. Running the full OWA version, can only be done with the Internet Explorer browser.
example: to automatically move incoming mail from a colleague into a folder

First ensure that you have a folder already created in your mailbox.

- Click on the **Tools** menu in the menu bar, and then on **Rules**...

![Tools menu](image)

- Select the **Mail (Exchange)** button

![Mail (Exchange) button](image)

- Click on **New**

![New button](image)

- Give your rule a name to recognize it by

![Rule name: mark's email](image)

**The Event:**

This section deals with the **event**: when you want to apply a rule.

- In the "If" section, click the **Add Criterion** button

![Add Criterion button](image)
The first box deals with who the messages are from.

- Click on this field to choose a criterion - If you want to move the emails from a specific person, set the option to **From**

The second button is about what parameters the **From** field should work with.

- Click on this field to see the options available. In this case choose the **Contains** option.

The third field is who you want to have this happen to. Type in the email address of the person.

You now have set the **If** (or event) criteria. In the example above: if the **From** field of the incoming email **Contains** wwildat@email.arizona.edu

**The Action:**

The next stage deals with the **action**: what you want to happen to the emails from the person that you have selected.

You do not need to select **Add Action** at this stage because an action has already been created for you to start with.
• Click on **Change status** field drop down menu, and change it to **Move message**

Now you need to specify where you want the message moved.

• Click on the **Inbox (On My Computer)** option and then on **Choose folder**

Now select the folder that you wish the mail to go to.

• Click on the **Choose** button

Make sure that the rule is enabled, and click on **OK**.

The rule will from now automatically move mail from that person into the selected folder every time you open Entourage on that computer.