Creating an Outlook Rule that moves certain emails automatically to the deleted items folder.

In Outlook, select Rules/create new rule

89	®, * ≠			Inbo	x - Stuart.Fankhauser@nossalhs.vic	edu.au - Outlook				
File H	ome Send / Receive Folder	View Help IPFX ADC	BE PDF Q Tell me what you want t	o do	_					
New New Email Item	v s+ V	Reply Reply Forward All	 Create a task wi → To Manager Team Email ✓ Done Reply & Delete Create New 	↑ ▼ Mere	Rules Or Note Read	キャッシュ キャッシュ キャッシュ キャッシュ たいしん かんしん ちゅうしん ちゅうしん ちゅうしん ちゅうしん しゅうしん しゅうしん しゅうしゅ しゅう しゅう	R New Group Browse Groups	Search People	A)) Read Aloud	Get Add-ins
New	Delete	Respond	Quick Steps	5	Always Move Messages Fro	om: Nathan LUGENG	Groups	Find	Speech	Add-ins 4
> Se	arch Current Mailbox 🔎 Current N	Aailbox - Nathan LUCEN	C wants to access '2010 VR		Preate Rule					
vo F	ocused Other By Date		G wants to access 2019_FR	TIDALL_IA	Manage Rules & Alerts					
24		Nathan LU	GENG <no-reply@sharepointonline.< th=""><th></th><th>create Rule</th><th></th><th></th><th></th><th></th></no-reply@sharepointonline.<>		create Rule					
[less	oday	To O Stuart	Fankhauser			Create a rule based	I on the sender or			
Aail (No	Jathan LUGENG Jathan LUGENG wants t 8:54 A	M				move mail to a spe	cified folder.			

Select "Advanced Options".

	×						
the selected conditions							
From Nathan LUGENG							
Subject contains Nathan LUGENG wants to access '2019_YR11BALL_TABLE							
	~						
lert window							
Windows Notify Em	Browse						
Select Folder	Select Folder						
	the selected conditions In LUGENG wants to access lert window Windows Notify Em						

Select "with specific words in the sender's address", the select "specific words".



Add "sharepointonline" to the search text and select 'add' then "OK".

Search Text	×
Specify a word or phrase to search for in the sender's address:	
sharepointonline	Add
Searchinge	
	Remove
	Consol

Select "Next"



Select "move it to the specified folder", the 'specified folder'.



Select your "Deleted Items' folder, then "OK".



Select "Next" twice.



Give the rule a name, and select the options to turn on the rule and run it, then finish.

	Rules Wizard	×				
	Finish rule setup.					
	Step 1: Specify a name for this rule					
	sharepointonline					
а						
	Step 2: Setup rule options					
	Run this rule now on messages already in "Inbox"					
N	✓ Turn on this rule					
	Create this rule on an accounts					
	Step 3: Review rule description (click an underlined value to edit)					
	Apply this rule after the message arrives with <u>sharepointonline</u> in the sender's address move it to the <u>Deleted Items</u> folder					