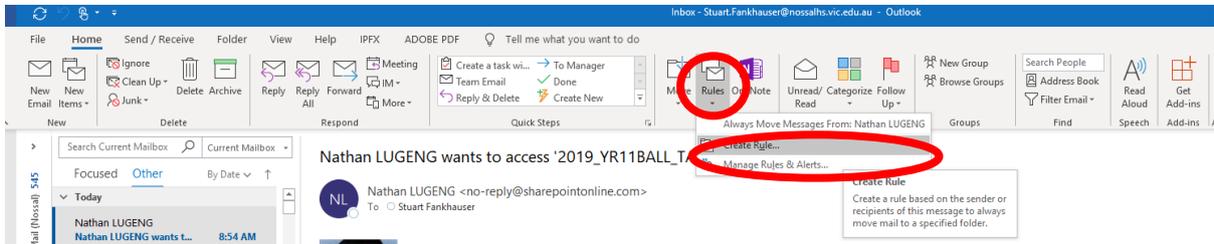
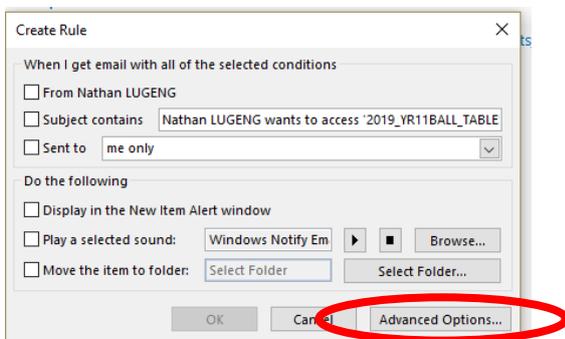


Creating an Outlook Rule that moves certain emails automatically to the deleted items folder.

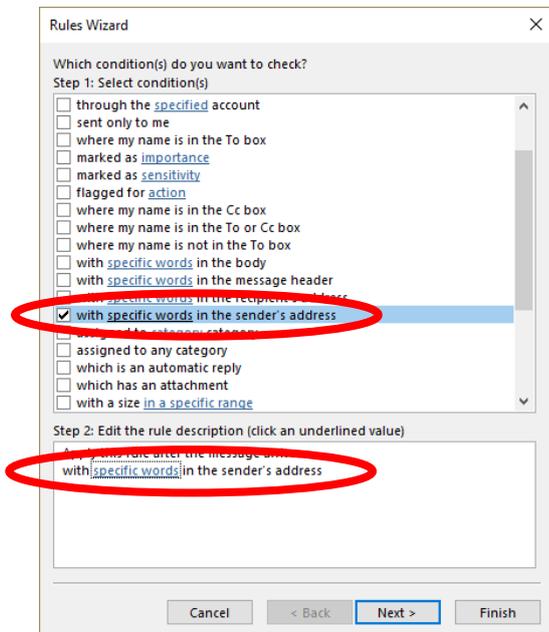
In Outlook, select Rules/create new rule



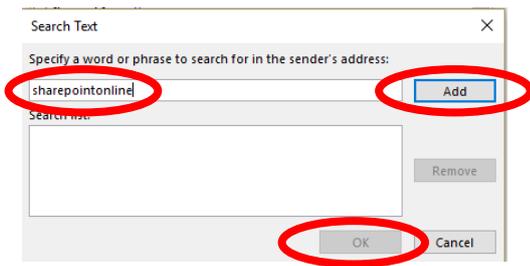
Select "Advanced Options".



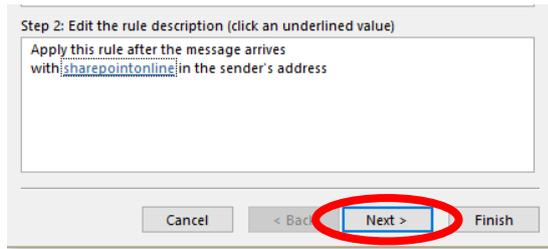
Select "with specific words in the sender's address", the select "specific words".



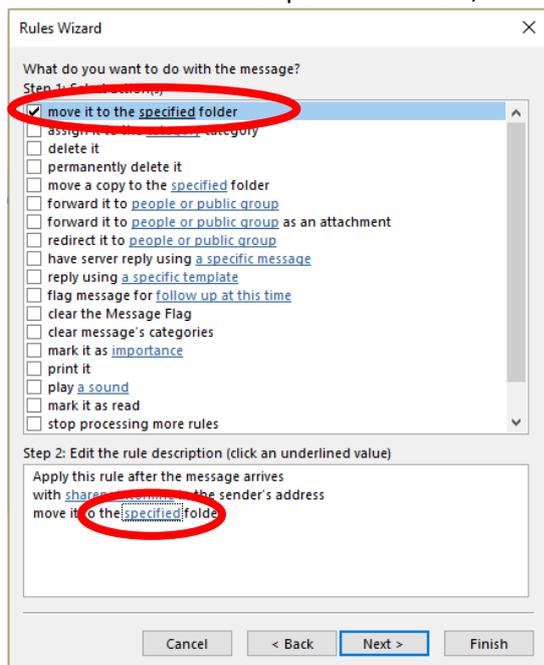
Add "sharepointonline" to the search text and select 'add' then "OK".



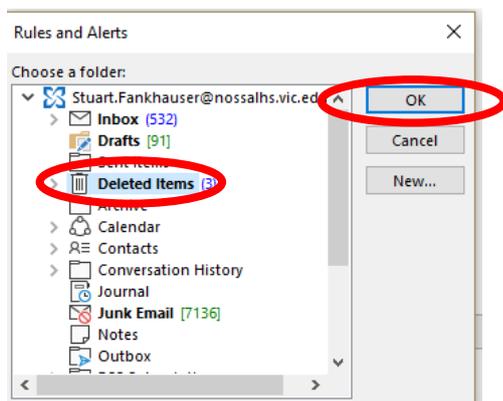
Select "Next"



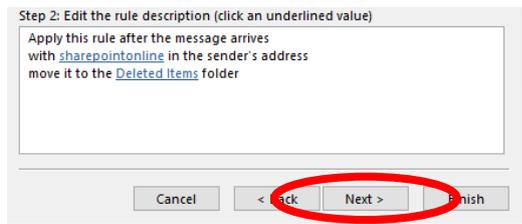
Select "move it to the specified folder", the 'specified folder'.



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.

