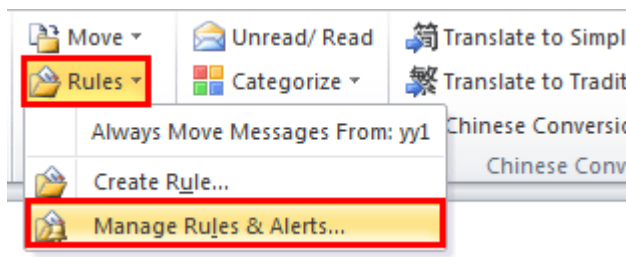## Blocking and Moving Emails From a Certain Domain to Specified Folder in Outlook
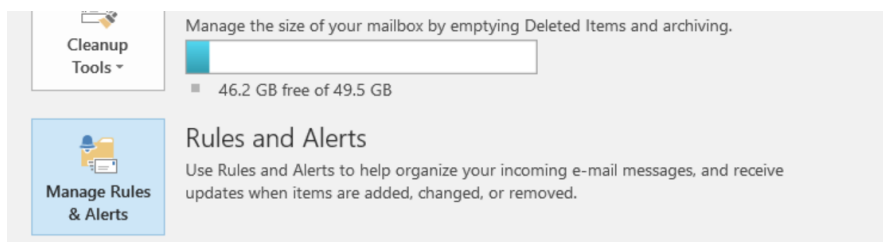
For moving emails from certain domain to specified folder in Outlook, please do as follows:

A. Open an Outlook account Inbox which you want to add a rule to, and then get into the **Rules and Alerts** dialog box as follows.
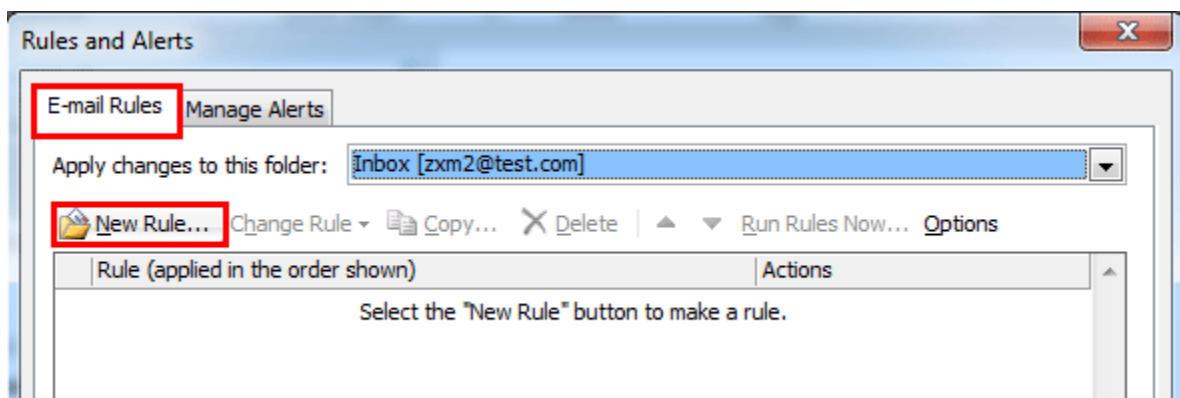
1). click **Rules** > **Manage Rules and Alerts** under **Home** tab. See screenshot:
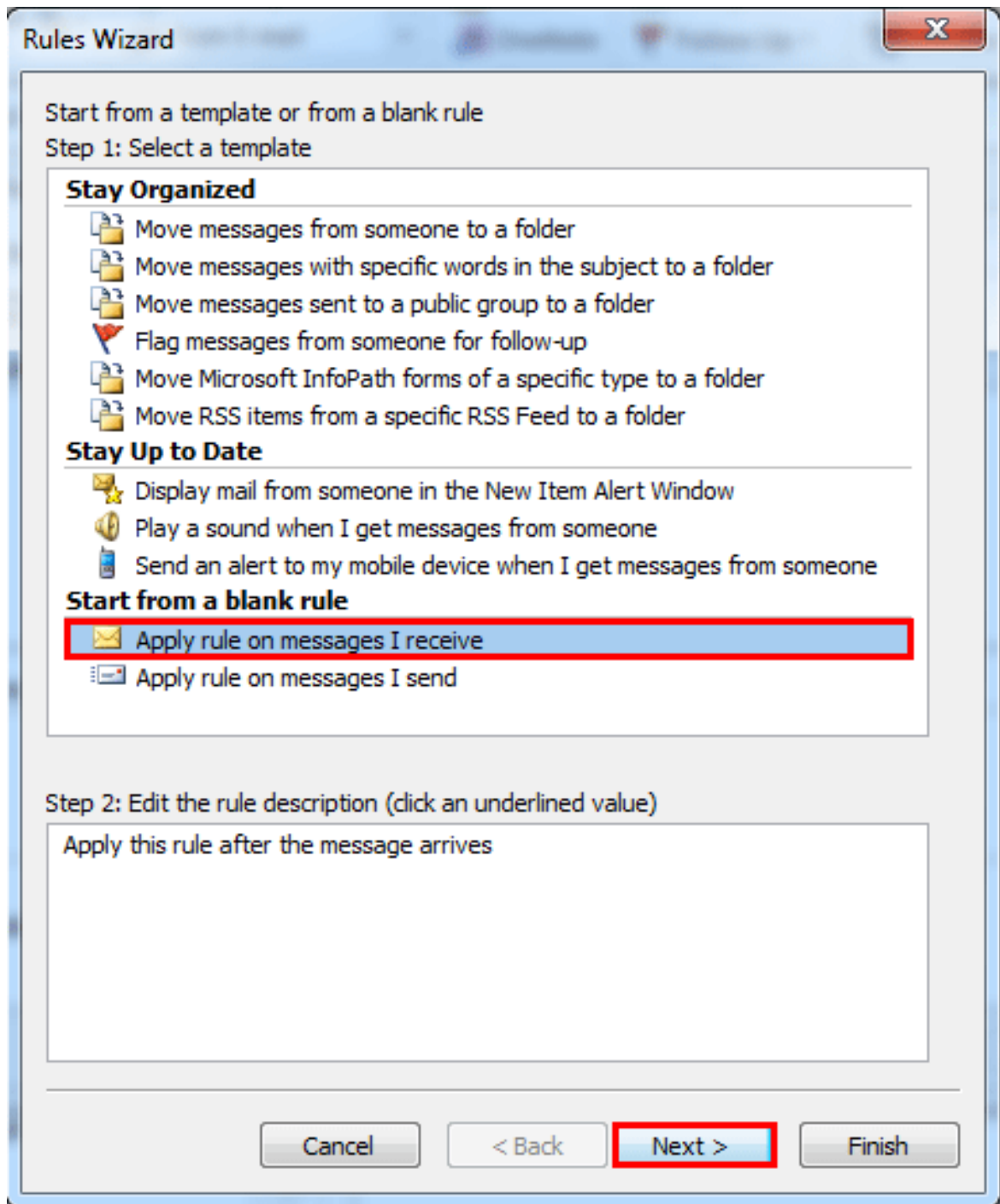

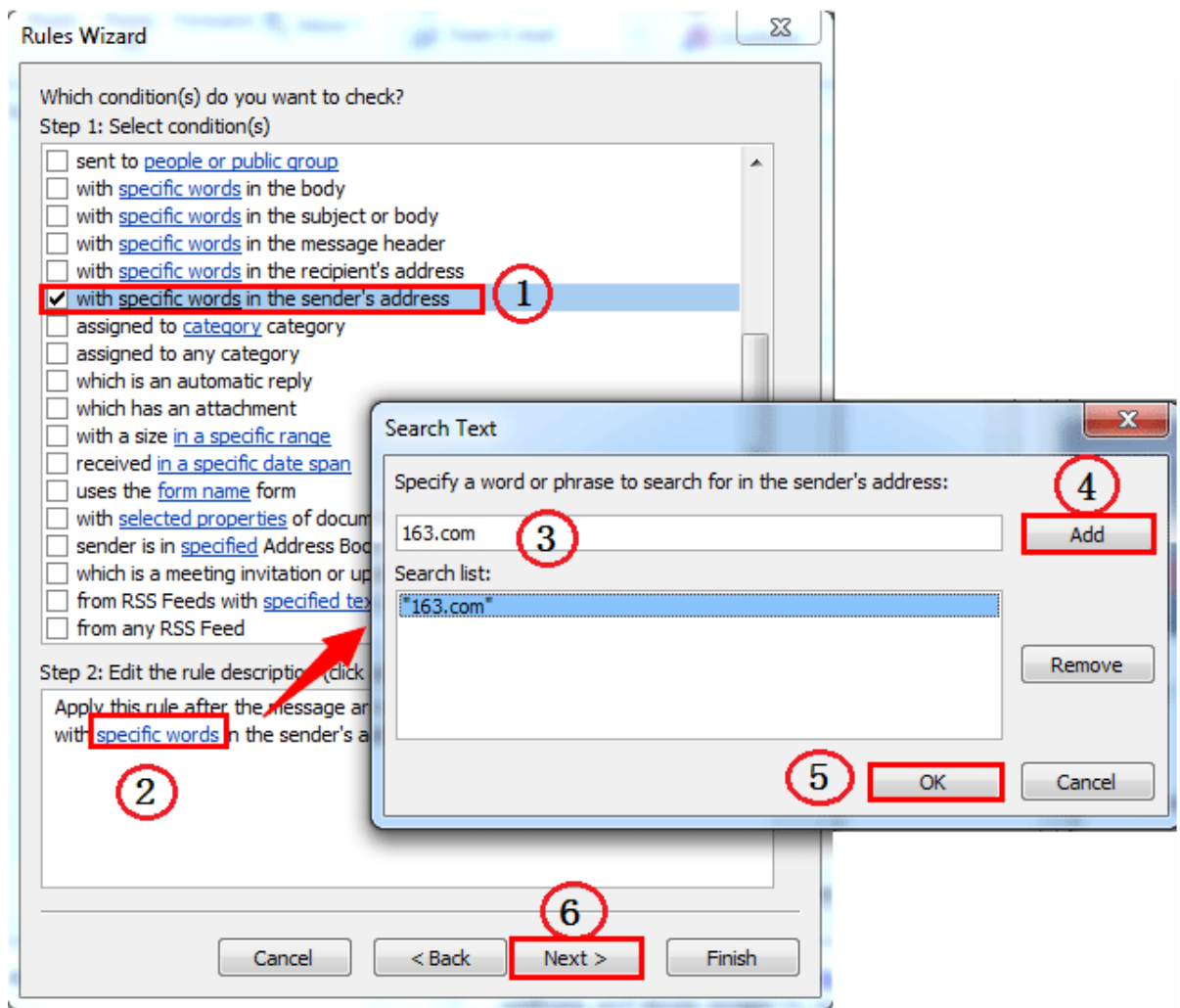or click **File** > **Manage Rules and Alerts**. See screenshot:

B. In the **Rules and Alerts** dialog box, click **New Rule** under **E-mail Rules** tab.

C. In the **Rules Wizard** dialog box, click **Apply rule on message I receive** then click the **Next** button. See screenshot:

D. In the second **Rules Wizard** dialog box, do as follows:

1). Check '**with specific words in sender's address**'

2). Click the '**specified words**' hyperlink in the 'edit rule description' box;

3). Type as many email domains in the pop up box search bar as needed and **Add** individually. (only type the domain - e.g. '163.com', do not include the '@' symbol)

4). Click the **Add** button; repeat for as many domains as needed.

5). Click the **OK** button;

Note: Here you can also add many other filters e.g. block a list of **specific words** in the subject or body. Or you could make this a separate rule with different outcomes later on.

E. In the third **Rules Wizard** dialog box, do as follows:

Note: Choose what you would like to happen to the messages and check as many options as you'd like e.g. permanently **delete** it, **move a copy** to a specified folder and **mark as read**, **forward** as an attachment to a safe person, have the server **auto-reply** with a message.
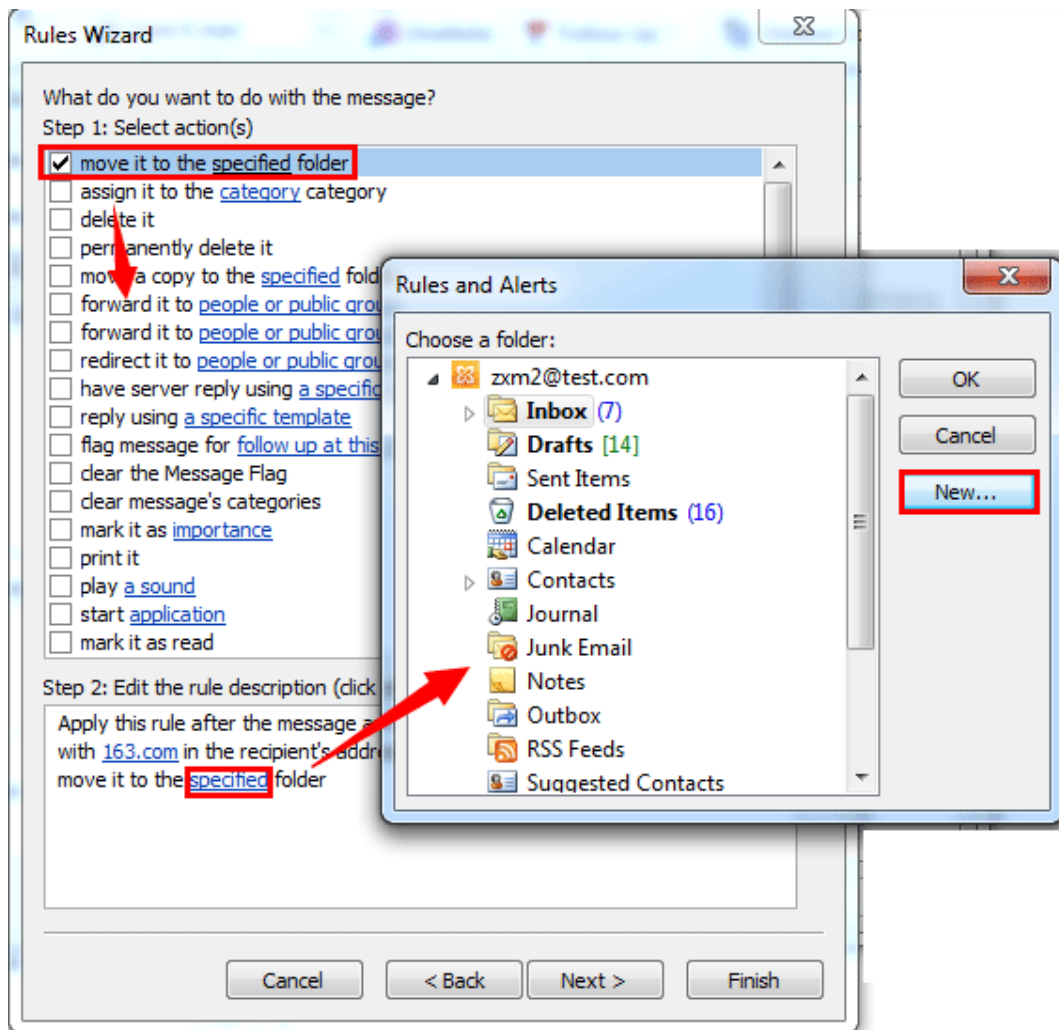
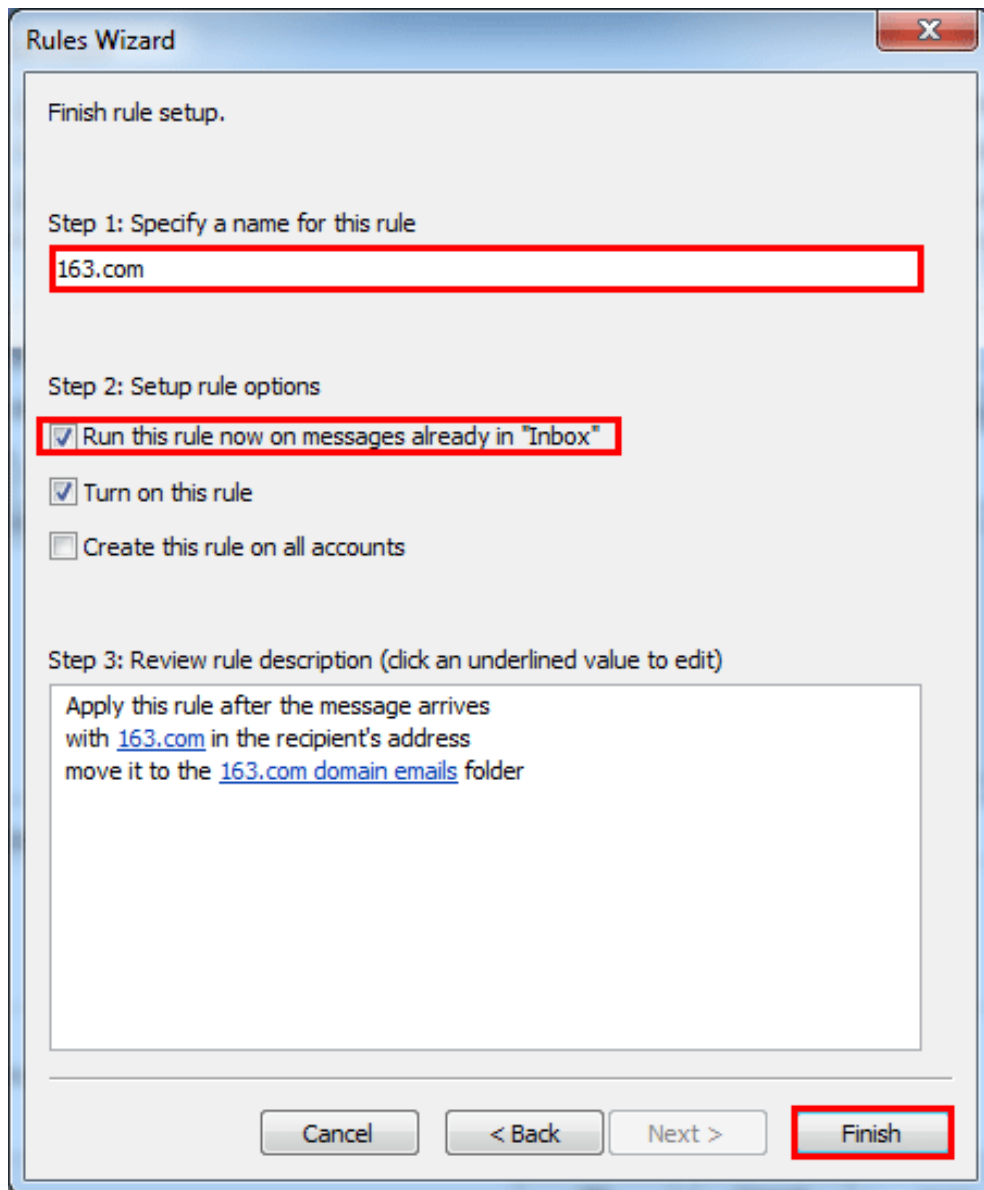1). Check the **move it to the specified folder** box;

2). Click '**specified**' hyperlinked in 'Edit rule description' box;

3). In the pop up, select the specified folder which you want to move the messages to, (e.g. Junk or named folder) then click the **OK** button. You can click the **New** button to create a new folder for the messages to go to.

Note: If you choose this option you may wish to also select '**clear message flag**' and '**mark as read**' to remove any notifcations associated with the emails.

4). After clicking the **OK** button in the **Rules and Alerts** dialog box, click the **Next** button.

F. In the fourth **Rules Wizard** dialog box select any exceptions you may have, following the same process as above, and then click the **Next** button.
G. In the last **Rules Wizard** dialog box, name the rule and then click the **Finish** button.

Note: If you check the **Run this rule now on message already in "Inbox"** box, all emails which meet the rule condition will be moved to the specified folder automatically.

H. When it returns to the **Rules and Alerts** dialog box, click the **OK** button to finish.

From now on, when an email from the specified sender domain arrives your inbox, it will be moved to the specified folder automatically and all rules applied.