

When you're in your Hotmail address – click on the settings button

Outlook Search

New message Mark all as read Undo

Folders

- Inbox 300
- Junk Email 51
- Drafts
- Sent Items
- Deleted Items 219
- Archive
- Notes
- Archived 3
- Conversation Hist...
- Special
- Travel Docs
- New folder
- Groups
- New group

Upgrade to Office 365 with premium Outlook features

Filter

Other: New conversations [QBD Books; City Chic; IKEA Family; Woolworths Rewards; Premier's Active April; V-mail Specials; Strandbags; Funimation; Medisafe Inc.; Nicki@Nicki's Homemade Crafts](#)

Google Security alert for your linked Google Account 11:36 AM

February

Jenny from Migraine Buddy Instagram Takeover with the Co-host of Migraine World Summit! Join our Live Q&A Session! Hey there! We're excited to announce an Instagram takeover with Carl Cin... Fri 9:44 PM

Jenny from Migraine Buddy Don't miss out on the 5th Online Migraine World Summit! Learn first-hand from 32 of the world's top migraine and headache experts Learn first-hand from 32 of the w... Wed 26/02

Just Be Crafty New Posts from Just Be Crafty for 02/25/2020 Zebra Print Crochet Scarf Pattern By Brittany on Feb 25, 2020 05:00 am The Zebra Print Crochet Scarf pattern is a fun proj... Wed 26/02

NONI B The Secret is Out | Our Red Tag Sale is Live Up to 70% Off* | Your favourite styles at even better prices. Free shipping on all orders over \$100* View this email in your bro... Tue 25/02

Cute As A Button Crochet & Craft Did You Miss My New Free Crochet Pattern? 🌸 This new crochet pattern has so much texture, I think you will love it! This email contains ad links. View this email in your ... Wed 19/02

Cute As A Button Crochet & Craft New Free Crochet Pattern! 🌸 Plus, have you ever done this? This new crochet pattern has so much texture, I think you will love it! This email contains ad links. View this... Mon 17/02

Queen Fine Foods No-Bake Recipes & WIN a KitchenAid Latest News From Queen Fine Foods View in browser | Forward to a friend Hello bakers, Phew - is it really February already? After ... Fri 14/02

Rivers Outlet Online exclusive | Styles from \$3 Time to shop our BIGGEST EVER SALE! Unsubscribe View Online Men Women Footwear Stores Clearance Thu 13/02

Just Be Crafty New Posts from Just Be Crafty for 02/12/2020 Super Sneak Peek At New Projects Coming Soon! By Brittany on Feb 11, 2020 09:59 pm Today's post is a round-up of knit ... Thu 13/02

IKEA Family It's the perfect time to refresh your home Sat 8/02

The Friendly Red Fox Sat 8/02

Mary Collins (OZ Panel) Catalogue Audit Survey OZ Panel : Fri 7/02

Google Security alert for your linked Google Account Thu 6/02

Mary Collins (OZ Panel) Tue 4/02

Mary Collins (OZ Panel) Catalogue Panel Reminder Email Mon 3/02

January

Life and Yarn Woonell! 52 FREE Pattern! So we have had a bug for 10 days, needless to say life has been a blur! I didn't realize when I sent out my email the other day tha 52 FREE Patt 30/01/2020

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Now click on 'View all Outlook settings'

The screenshot shows the Outlook web interface. On the left is the navigation pane with folders like 'Inbox' (300), 'Junk Email' (51), 'Drafts', 'Sent Items', 'Deleted Items' (219), 'Archive', 'Notes', 'Archived' (3), 'Conversation Hist...', 'Special', 'Travel Docs', 'New folder', 'Groups', and 'New group'. The main area displays a list of emails, including 'Other: New conversations', 'Google Security alert for your linked Google Account', and several promotional emails from 'Jenny from Migraine Buddy', 'Just Be Crafty', 'NONI B', 'Cute As A Button Crochet & Craft', 'Queen Fine Foods', 'Rivers Outlet', 'Ikea Family', and 'The Friendly Red Fox'. On the right, the 'Settings' pane is open, showing options for Theme, Dark mode, Focused Inbox, Desktop notifications, Display density (Full, Medium, Compact), Conversation view (Newest messages on top, Newest messages on bottom, Off), and Reading pane (Show on the right). At the bottom of the Settings pane, there is a link 'View all Outlook settings' with a gear icon. A yellow banner at the top of the image contains the text 'Now click on 'View all Outlook settings'', and a black arrow points from this banner to the 'View all Outlook settings' link in the Settings pane.

When this window pops up – select 'Rules'

The image shows the Outlook application interface with the 'Settings' window open. The 'Layout' section is selected in the left-hand menu of the settings window, and the 'Rules' option is highlighted. A black arrow points from the yellow instruction box at the top to the 'Rules' option. The 'Focused Inbox' section is also visible, with the option 'Sort messages into Focused and Other' selected. The 'Message height' section shows 'Full' selected, and the 'Message organization' section shows 'Show email grouped by conversation' selected. The background shows the Outlook inbox with various folders and email previews.

Now click on 'Add new rule'

The image shows the Outlook interface with the 'Settings' pane open. The 'Mail' category is selected, and the 'Rules' sub-section is active. A yellow banner at the top contains the text 'Now click on 'Add new rule'', with a black arrow pointing to the '+ Add new rule' button in the 'Rules' pane. The 'Rules' pane also contains explanatory text: 'You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.'

Outlook Search

Settings

Search settings

- General
- Mail**
- Calendar
- People
- [View quick settings](#)

Rules

You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.

+ Add new rule

Layout

- Compose and reply
- Attachments
- Rules**
- Sweep
- Junk email
- Customize actions
- Sync email
- Message handling
- Forwarding
- Automatic replies

Outlook Search

New message

Mark all as read

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- Deleted Items 219
- Archive
- Notes
- Archived 3
- Conversation Hist...
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- Travel Docs
- New folder
- Groups
- New group

Focused

Other: New con

- Google
- February
- Jenny from Mig
- Jenny from Mig
- Just Be Crafty
- NONI B
- Cute As A Butto
- Cute As A Butto
- Queen Fine Foo
- Rivers Outlet
- Just Be Crafty
- IKEA Family
- The Friendly Re
- Mary Collins (O
- Google
- Mary Collins (O
- Mary Collins (O
- January

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Sat 8/02

Sat 8/02

Fri 7/02

Thu 6/02

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Upgrade to Office 365 with premium Outlook features

Label the first box BHCS Emails

Select 'Sender address includes' and add @bhcs.vic.edu.au

The screenshot shows the Outlook 'Settings' window with the 'Rules' section selected. The 'Rules' list contains one rule named 'BHCS Emails'. The configuration for this rule is as follows:

- Add a condition:** Sender address includes @bhcs.vic.edu.au
- Add an action:** Move to Inbox
- Stop processing more rules

At the bottom of the 'Rules' window, there are 'Save' and 'Discard' buttons. The background shows the Outlook interface with the 'Inbox' folder selected and a list of emails.

Select 'Move to' and 'Inbox'

Click 'Save' then close the box