To create a simple rule:

1. In any mail folder, from the message list, select a message to or from someone for whose messages the rule will apply.
2. Display the Organize pane.
3. If necessary, in the Organize pane, in the *Create a rule to move new messages* bulleted item, from the drop-down list, select an option.
4. If necessary, in the text box, select the name and then type the user name.
5. If necessary, from the into drop-down list, select a folder.
6. Choose Create.

To create a detailed rule:

1. In any mail folder, display the Organize pane and in the Organize pane choose Rules Wizard.
2. In the Rules Wizard dialog box, choose New.
3. On the Rules Wizard page, from the *Which type of rule do you want to create* list, select a type.
4. Choose Next.
5. If necessary, in the next Rules Wizard page, in the *Which condition(s) do you want to check* list, deselect and/or select appropriate check box(es).
6. If necessary, in the *Rule description* text box, click an underlined value to replace it with your limiter.
7. If necessary, in the *[limiter]* dialog box, provide the requested information, and then choose OK.
8. Choose Next.
9. If necessary, on the next Rules Wizard page, in the *What do you want to do with the message* list, deselect and/or select the appropriate check box(es).
10. If necessary, in the *Rule description* text box, click an underlined value to replace it with your limiter.
11. If necessary, in the *[limiter]* dialog box, provide the requested information, and then choose OK.
12. Choose Next.
13. As necessary, on the next Rules Wizard page, in the *Add any exceptions (if necessary)* area, deselect and/or select appropriate check box(es).
14. Choose Next.