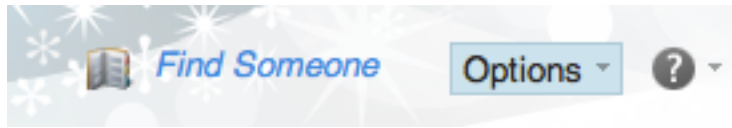
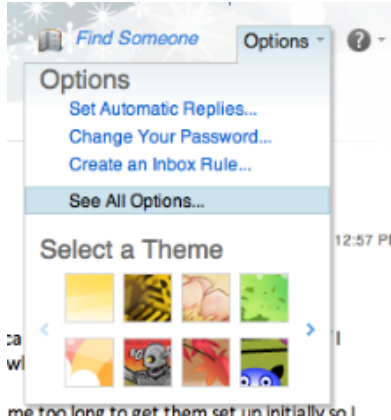


Create a Rule

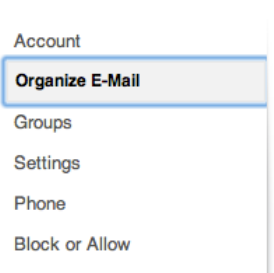
1. Click **Options**



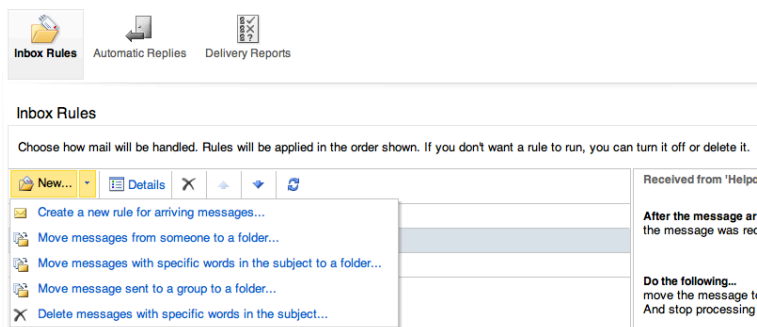
2. Select **See All Options**



3. Choose **Organize Email**



4. Click **New** and choose how mail will be handled.



5. Rules will be applied in the order shown.
6. If you don't want a rule to run, you can turn it off or delete it.