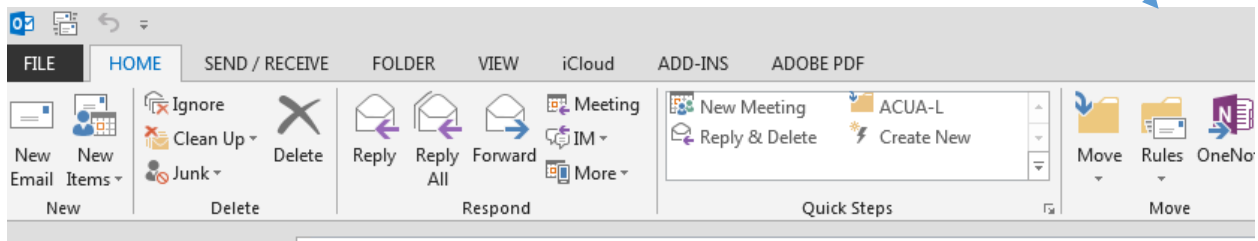Note: These instructions are for Microsoft Outlook 2013. While a few things might look differently, with the following information you should be able to create a rule for both Outlook 2009 and 10.

1. Select an ACUA Community email that you have received in your inbox.

2. Find the 'Rules' dialog box in Outlook. In Outlook 2013 it is under the 'Home' ribbon.


3. Select 'Create Rule'

4. In the dialog box, you have several options to assist. Select "Sent to" and "Move the item to folder:".
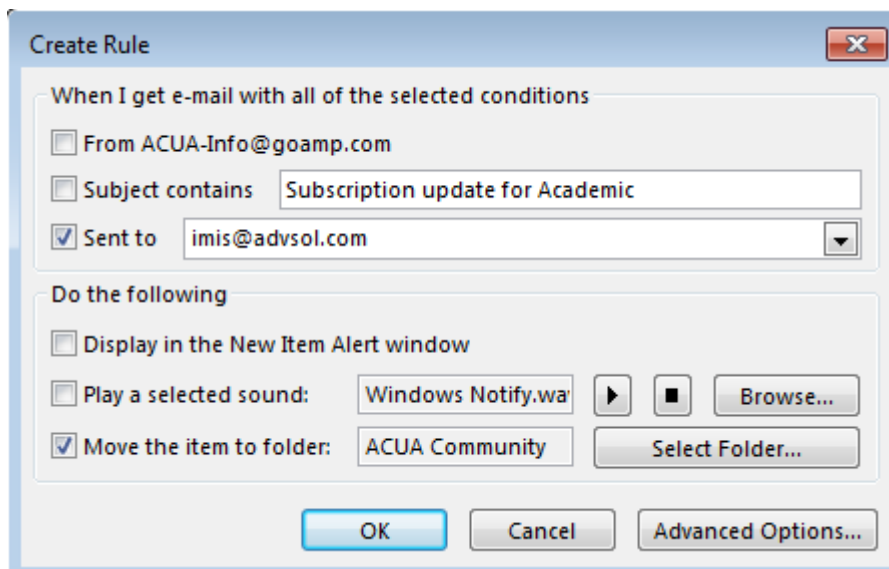
5. Next, click 'Select Folder…'

6. I create a new folder in my inbox called 'ACUA Community'. Create and select this folder, or whichever folder you desire, and click 'OK'.

7. Click 'OK' on the Create Rule dialog box. Assuming it is successful, the following dialog box should appear. If you select the 'Run this rule now…' it should move all of the current messages to the folder you selected.
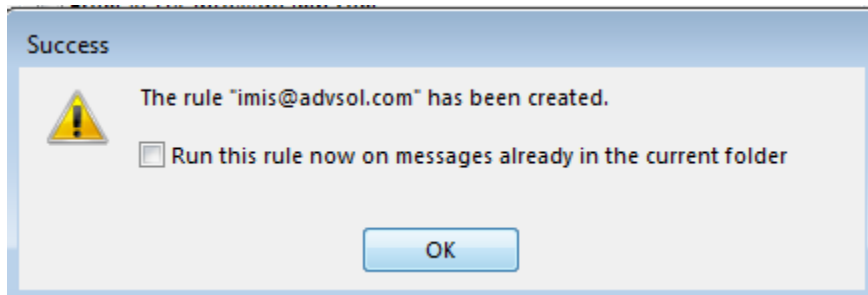
For those using older versions or other email solutions, below is the detail view in the rule manager that might be of assistance in creating your own 'rule'.

Important Note: You **do not** want to establish a rule on messages sent from ACUA-Info@goamp.com. If you create a rule using this as the criteria, all communications from ACUA Headquarters will be moved from your inbox and you might miss important information about conferences, etc.