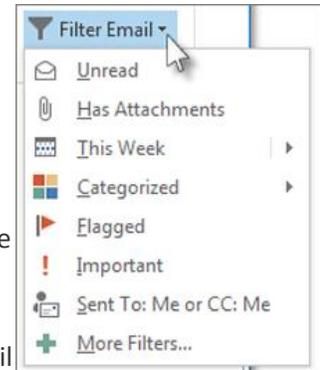


8. How can I better organize my email box?

a. Use filters on your outlook email:

When searching for a particular message, you might remember that it contained an attachment, was marked important, or was received last week. To find a message based on certain criteria, the **Filter Email** command provides fast access to the most frequently used Instant Searches.

- Click **Home**, and then in the **Find** group, click **Filter Email**.



When you use a filter, the same **Search Tools** tab appears on the ribbon in the Instant Search box.

To clear the search results and view all items in the selected mail folder, click **Close Search** in the Instant Search box, or on the **Search** tab, in the **Close** group, click **Close Search**.



In the Instant Search box, click **x** to clear the search results

TIP The Outlook Junk Email Filter is a different feature. For more information, see [Overview of the Junk Email Filter](#).

b. Set rules for your messages:

A rule is an action that Microsoft Outlook takes automatically on an arriving or sent message that meets the conditions that you specify in the rule. You can choose many conditions and actions by using the Rules Wizard.

Rules fall into one of two categories — organization and notification. Rules don't operate on messages that have been read, only on those that are unread.

For more information on how to set-up rules in your box, visit [MS-Outlook Support](#)