Edit Rules in the Outlook Web App

Please note these instructions are for students who access their CUW/AA mail through the Portal. *Rules* can be changed on other platforms such as the Outlook Desktop App, but the steps to do so may vary.

1. Sign in to the CUW/AA Portal, and select the email icon at the topright of the Portal Home page.



2. Select the *Gear* icon at the top-right of the Outlook Web App.



3. Select *View all Outlook settings* in the drop-down menu.



4. Select *Mail* on the left side of the screen. Select *Rules* just to the right of it.



5. Here you can add, remove, and edit the existing rule you have created in your email.

Rules

1	Name your rule Enter a name.	
2	Add a condition	
	Select a condition	\sim
3	Add an action	
	Select an action	\sim
	Add an exception	
Stop processing more rules (i)		