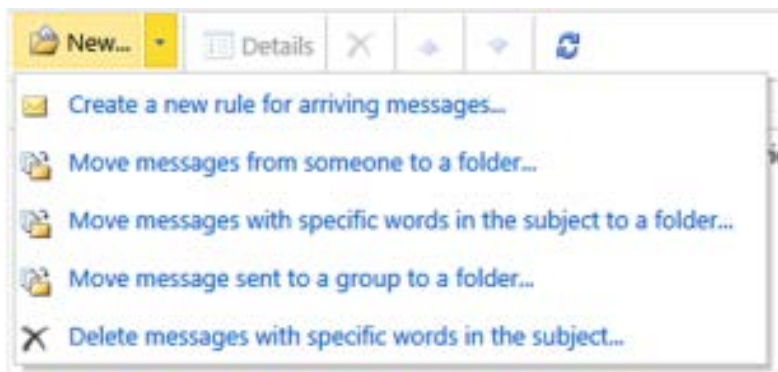
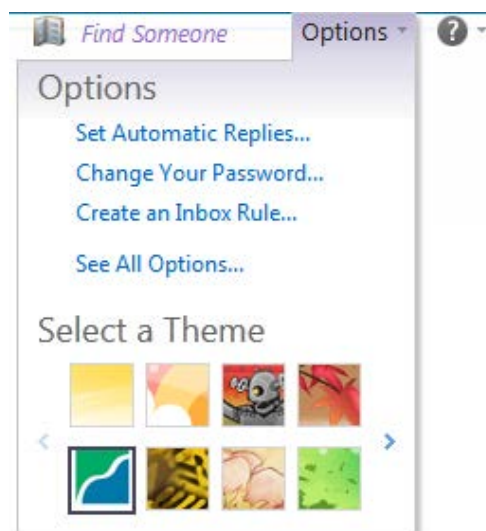


Create an Outlook Rule in Webmail

You can set up a rule in Outlook that filters out emails from specific email addresses.

Create an Outlook Rule:

1. Logon to your UHCL email account in webmail (www.webmail.uhcl.edu).
2. In the upper right of the screen, click **Options**
3. Select **Create an Inbox Rule...**



4. Click the small triangle next to **New...**
5. Select **Create a new rule for arriving messages...**
6. Apply this rule...When the Message arrives, and:
Select **[It was received from...]**
7. Click on **[Select people...]**
8. Type **(the address)@uhcl.edu** in the From-> box and click **OK**
9. Do the following, select: **Delete the message... OR Move the message to folder... and select "Deleted Items"**
10. Click **Save** or **OK**, then **Save**

If you don't see the rule, exit Webmail, log back in, and go back to Options->Create an Inbox Rule. The rule should be named **Received from** (the address you typed in).