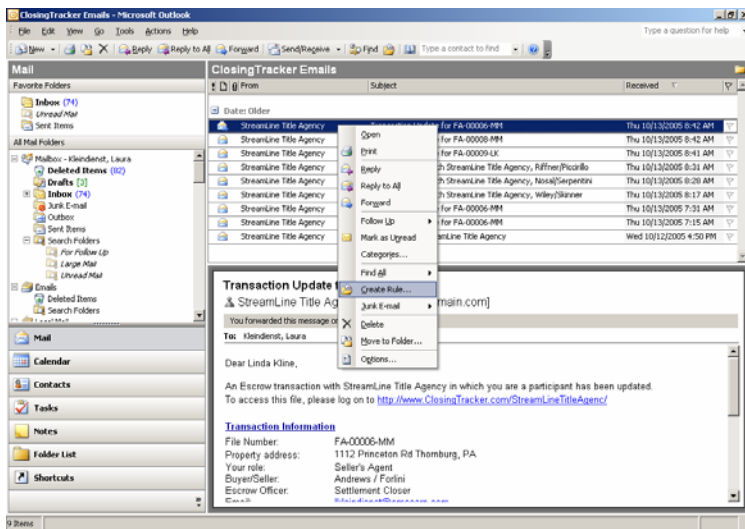


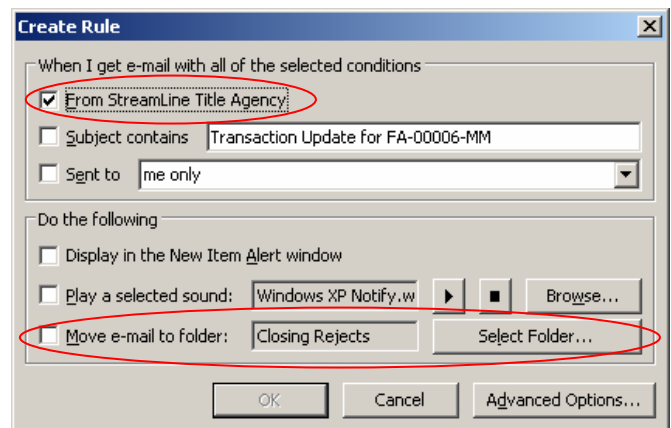
## Organize Emails in Outlook\*

\*These instructions are based on Outlook 2003. If you are using a different version of Outlook or Outlook Express, instructions may be different. Additional help is available through Outlook online help.

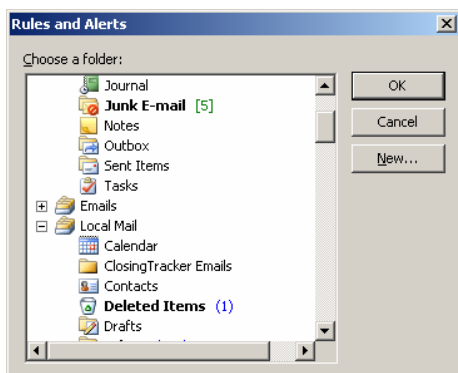
In this example, we will use an existing email sent by a ClosingTracker system to create a rule to send all emails from ClosingTracker to a specific email folder. When the email arrives in the inbox, it will automatically be routed to a folder called "ClosingTracker Emails".



1. Go to your inbox and locate any message sent by your company's ClosingTracker system.  
Tip: Your company name should display as the sender.
2. **Right-click** the message you want to base a rule on.
3. Click **Create Rule** – the Create Rule screen will display.



4. Mark the check box that the rule will be based on (e.g. Sender's Name or Subject Name). In this example, any email that comes from the ClosingTracker sender "StreamLine Title Agency".
5. Mark the check box **Move e-mail to folder** and click the **Select Folder...** button.
6. The **Rules and Alerts** screen will display.



7. Choose an existing folder or click **New...** to create a new folder.
8. Click **OK**
9. The Create Rule screen will return, click **OK**.
10. The system will prompt you that the rule has been created. If you would like to run the rule on existing messages, mark the check box for "Run this rule on messages..." and click **OK**.