How to Set Rules to Filter Emails to a Specific Folder
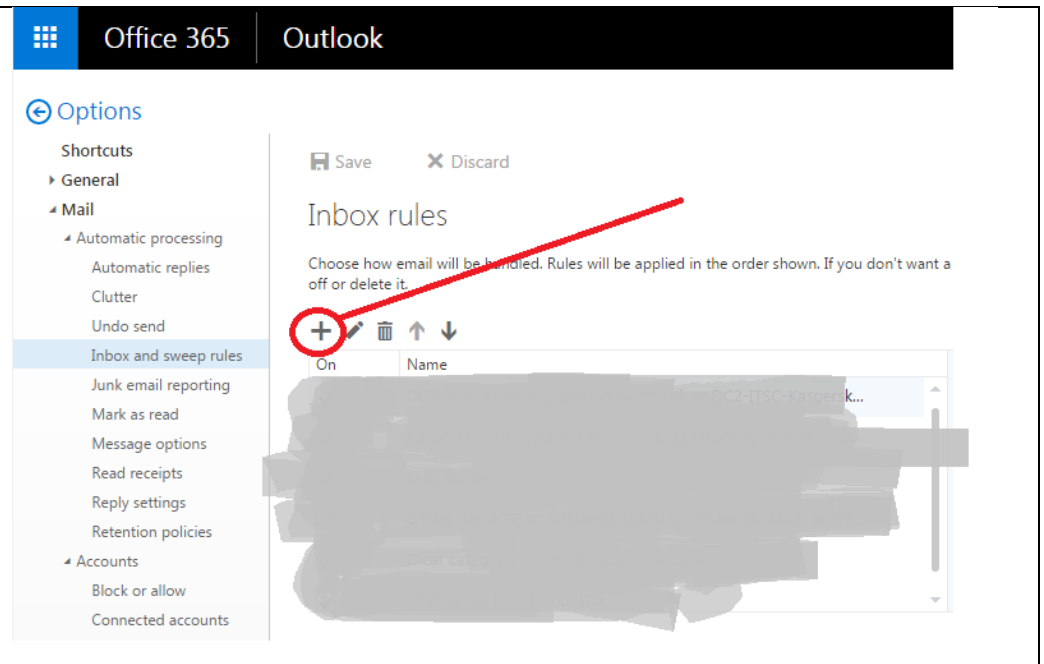
1. Log in Office 365 and choose **mail**.	
2. Click the **gear icon** and select **Mail** under Your app settings	
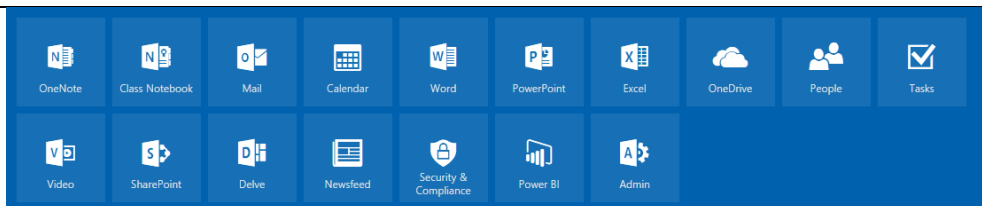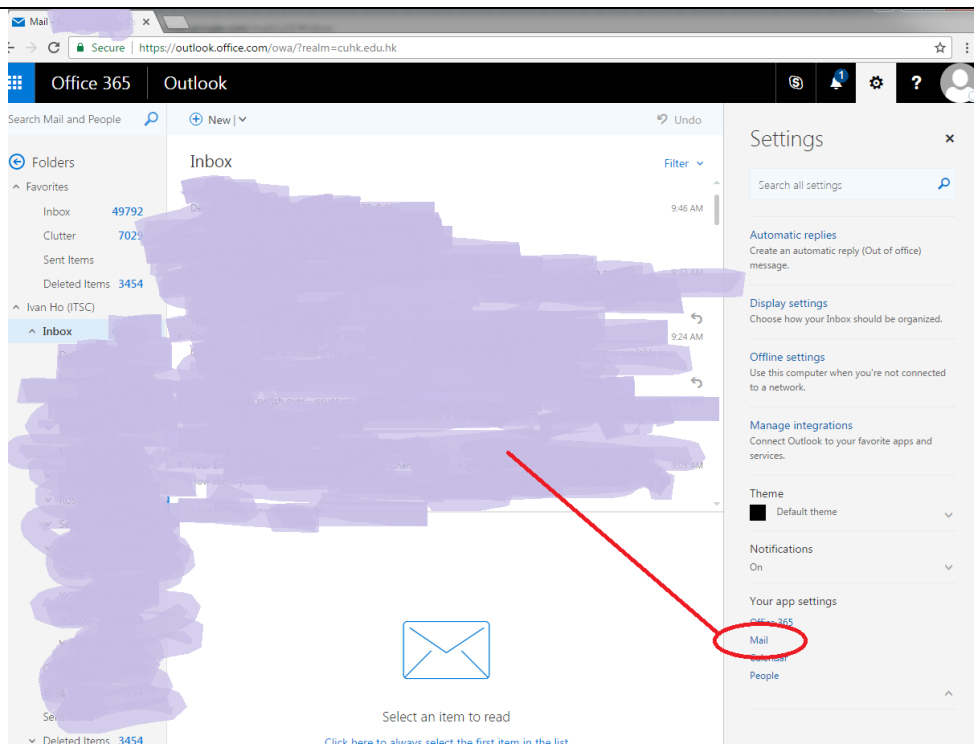
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3. Select **Inbox and sweep rules** on the left. Then, click **+** under Inbox rules.	
4. Add the following rule to move emails to your desired folder: Under **Name**, type in *"Move <alias>@cuhk.edu.hk to a folder"* Under **When the message arrives, and it matches all these conditions**, choose *"It includes these words in the message header"* and type in the corresponding email address Under **Do all of the following,** choose "Move the message to folder" and select the folder you would like the messages to go to.	
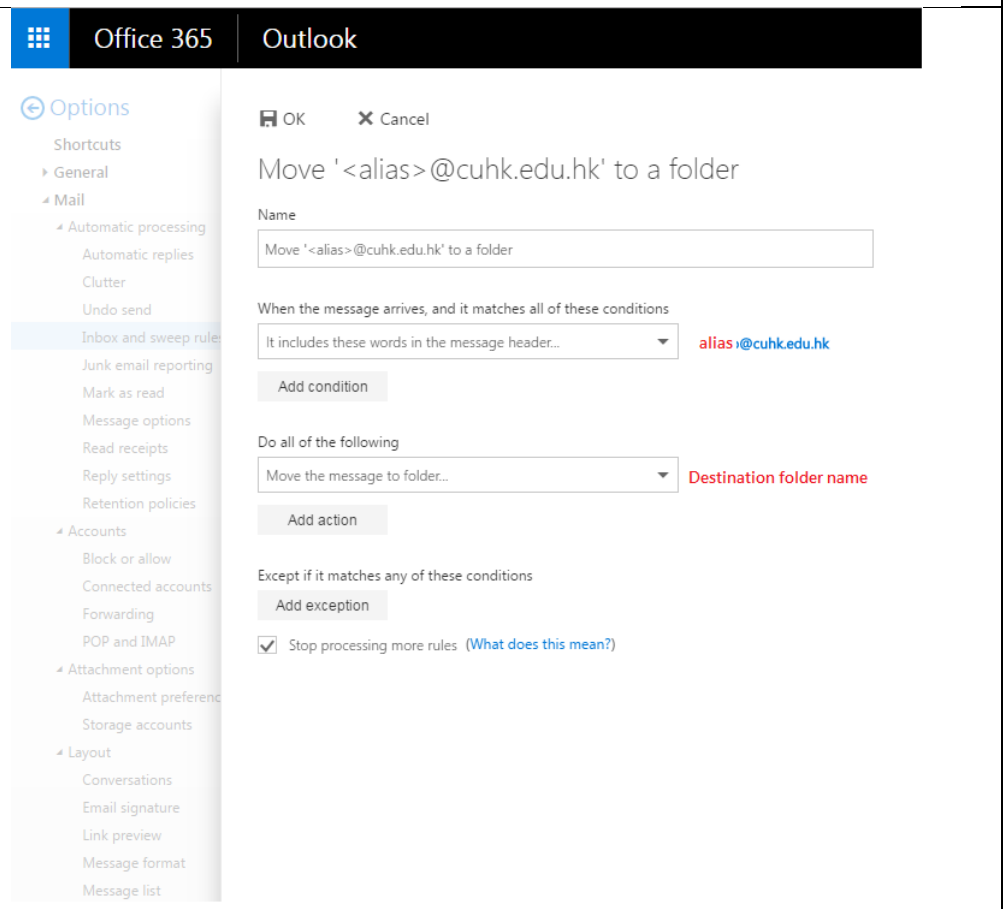
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The Chinese University of Hong Kong