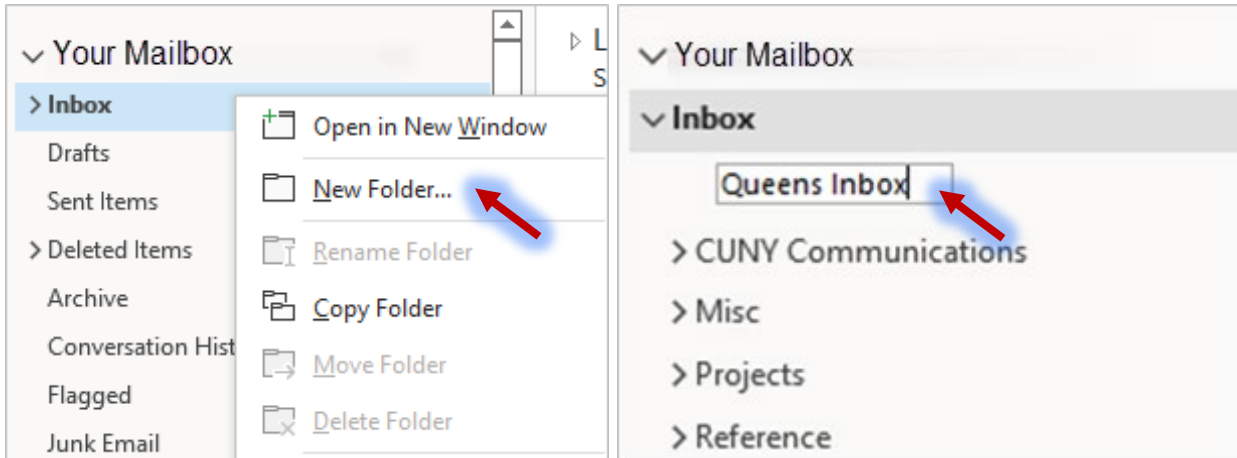


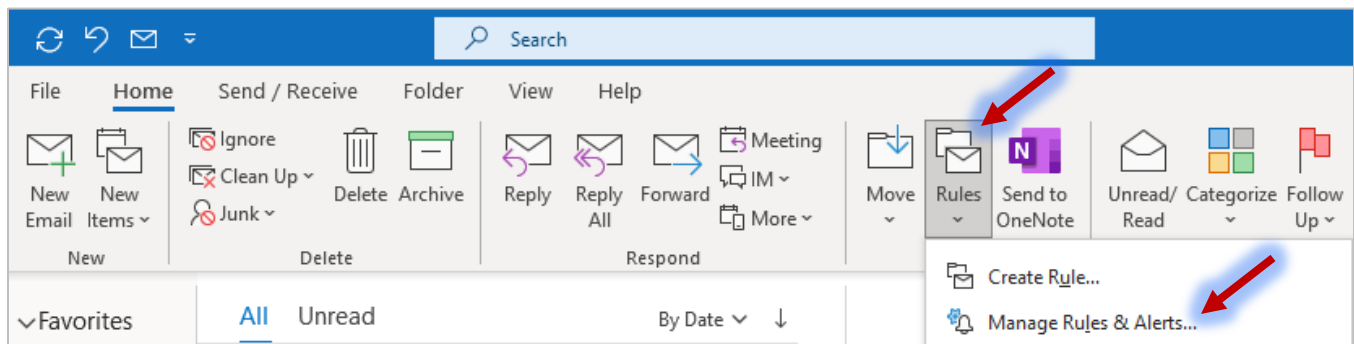
# Outlook – Set up Rules for Multiple Emails

If you have multiple CUNY email addresses due to multiple campus affiliations, the email transition to Microsoft 365 will merge all of your inboxes into one. If you would like to be able to view emails sent to your various email addresses separately, you can set up rules within Outlook to separate these emails into their own folders.

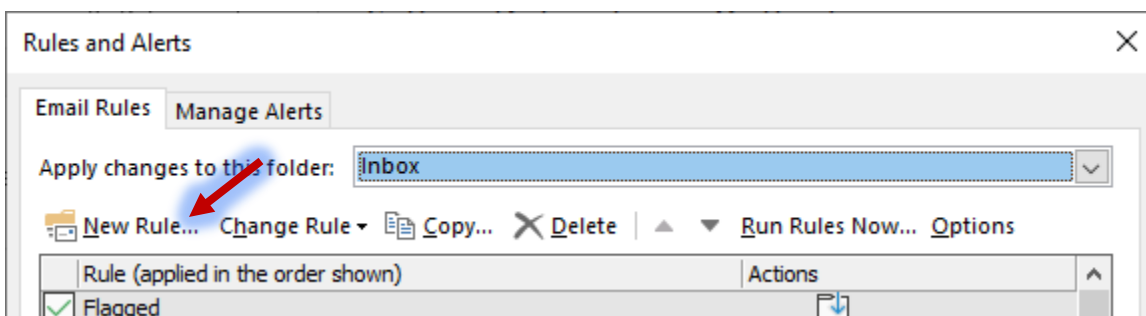
1. Open your Outlook desktop client.
2. Create a subfolder in your Inbox folder for each of your email addresses by right-clicking **Inbox** and selecting **New Folder...** Type in the name for your folder.



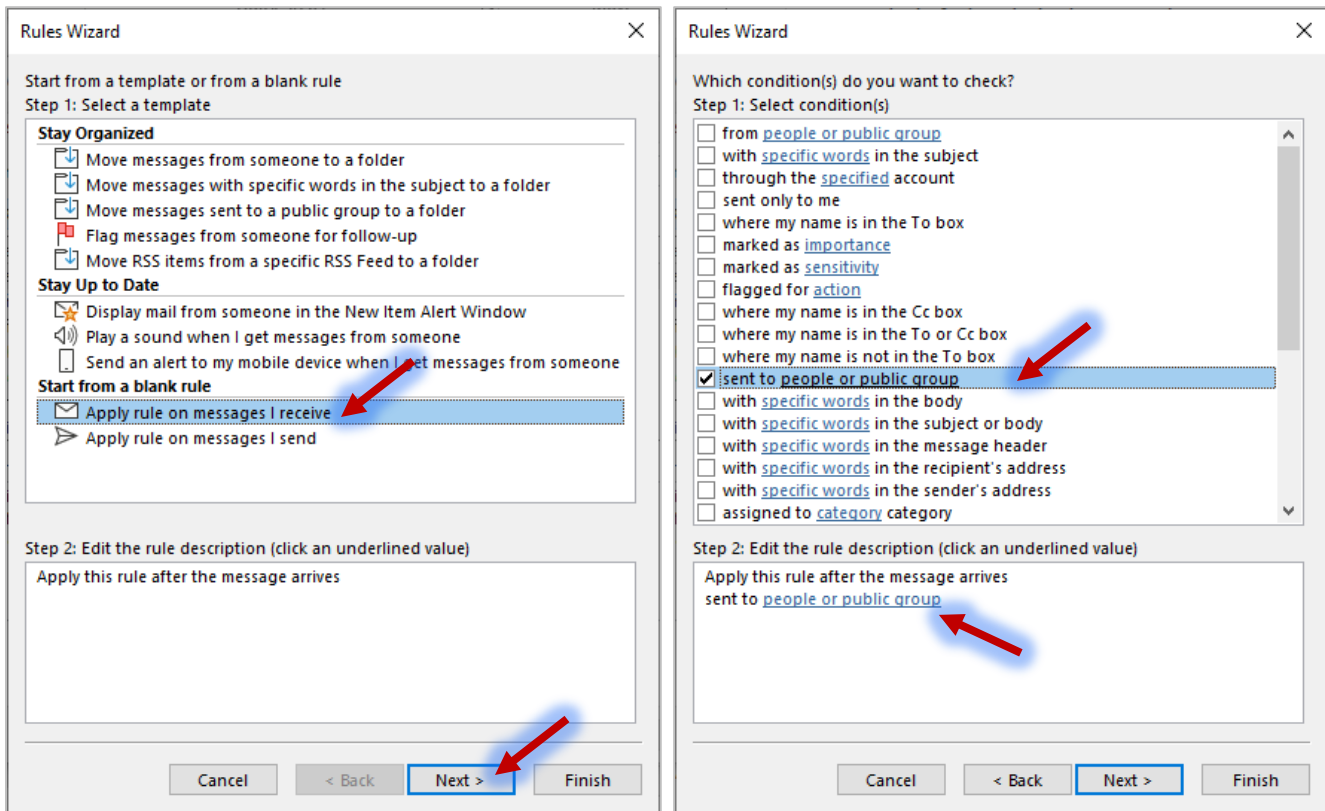
3. Within the **Home** ribbon, click on the **Rules** dropdown menu and select **Manage Rules & Alerts**.



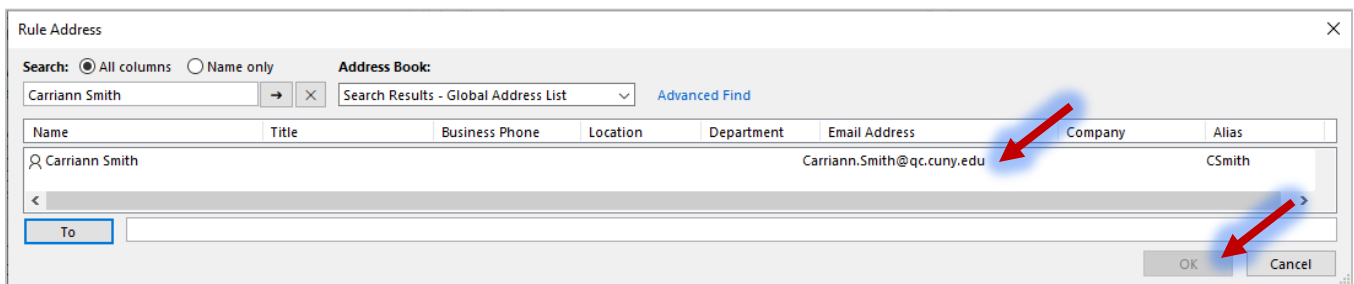
4. Click the **New Rule** button.



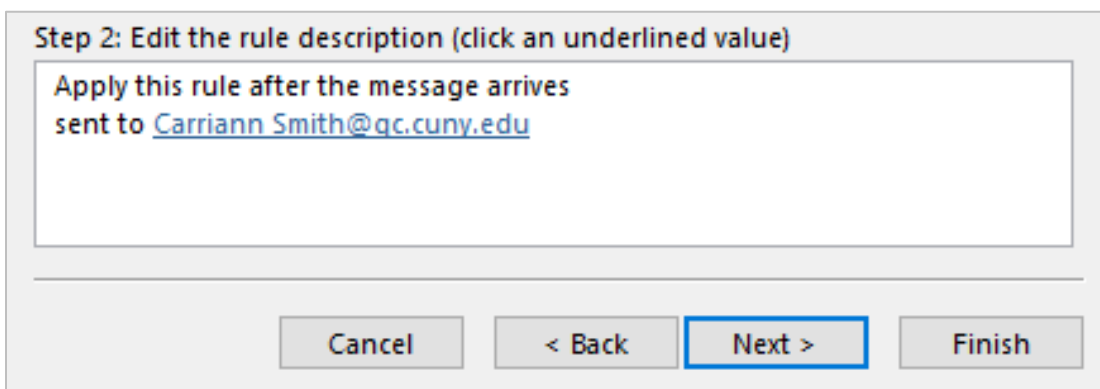
5. Select **Apply rule on messages I receive** and click the **Next** button.
6. Select the checkbox next to **sent to people or public group** in the **Step 1** section of the Rules Wizard window. Click on the **people or public group** link in the **Step 2** section of the Rules Wizard window.



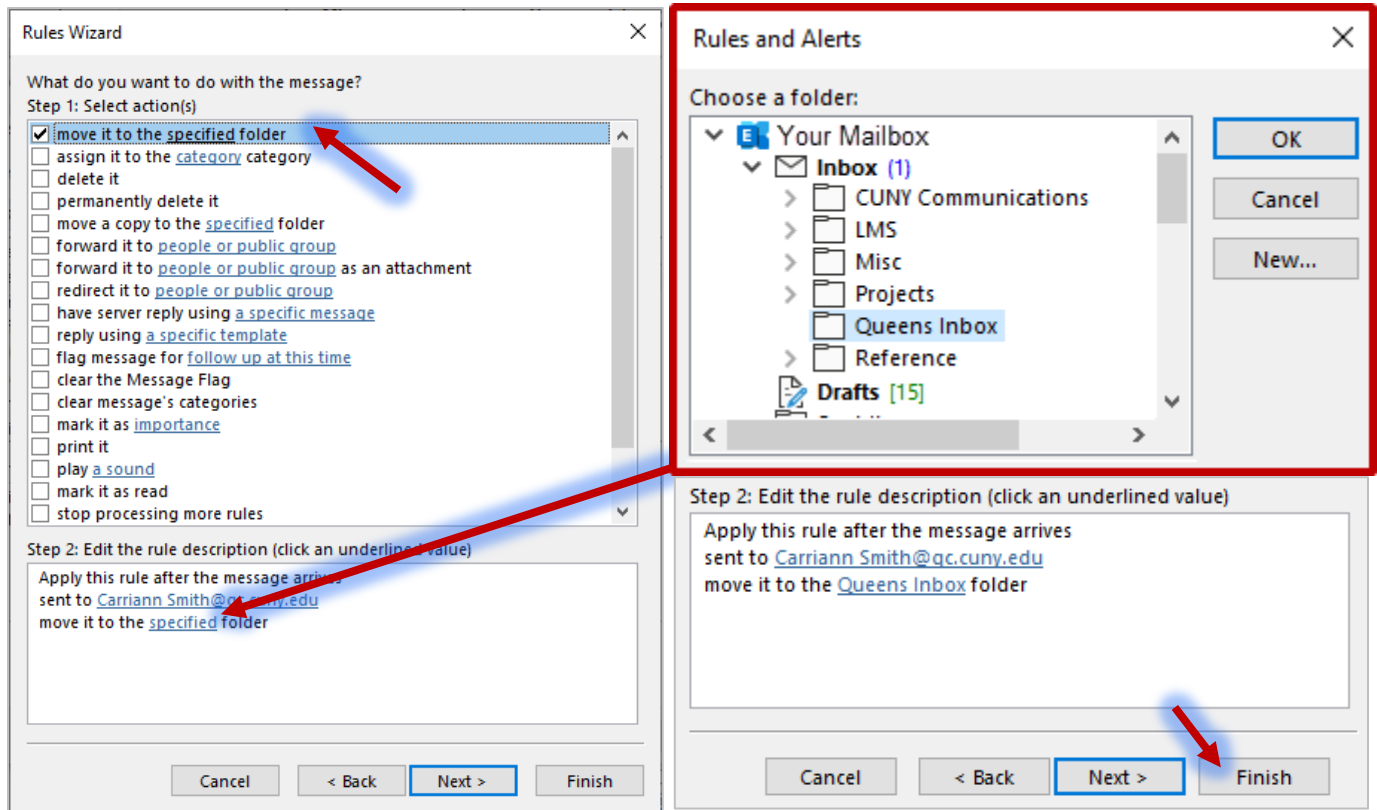
7. Search for your email address that you are applying the rule to in the address book and double-click to select it. Click the **OK** button.



8. The **Step 2** section should have your name in the description. Click the **Next** button to continue.



9. Select the checkbox next to **move it to the specified folder**.
10. Click the **specified** link in the **Step 2** section.
11. Select the subfolder you had created to contain items sent to this email address and click the **OK** button.
12. Review your rule description and click the **Finish** button.



13. Continue to create new rules if needed. When you are done, click the **Apply** button.

