

Create a rule based on the sender's name or a contact group

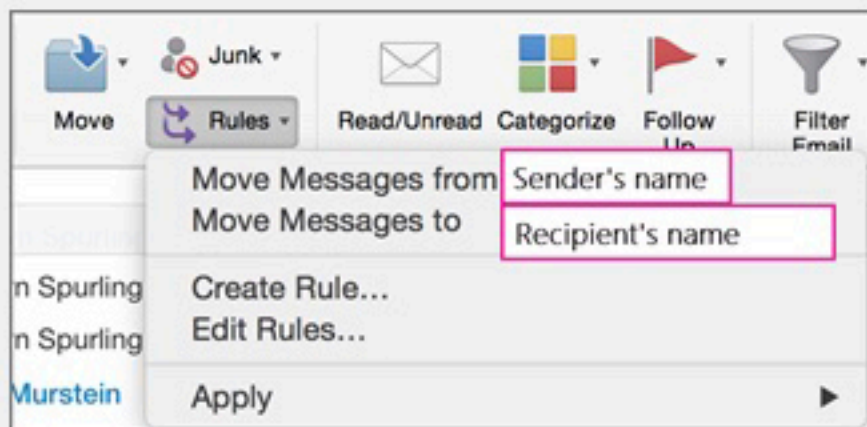


You can create a rule that moves all messages from [name], to a folder called "Mail from [name]." If you are receiving mail from a [contact group \(also known as a distribution list\)](#), you can automatically move it to a specific folder as well.

1. To create a folder to hold the email messages sent by the rule, select the root mailbox, on the **Organize** tab, click **New Folder**, type the name of the folder, and press Enter.

Tip: If you've already created a folder, skip to step 2.

2. In the message list, click an email message with the sender or recipient you want to create a rule for.
3. On the **Home** tab, click **Rules**, and then click **Move Messages from (sender's name)** or **Move Messages to (recipient's name)**.



4. In the folder search box, start typing the name of the folder you want to move messages to.
5. When the folder you want appears, click the folder name, click **Choose**, and then click **OK**.