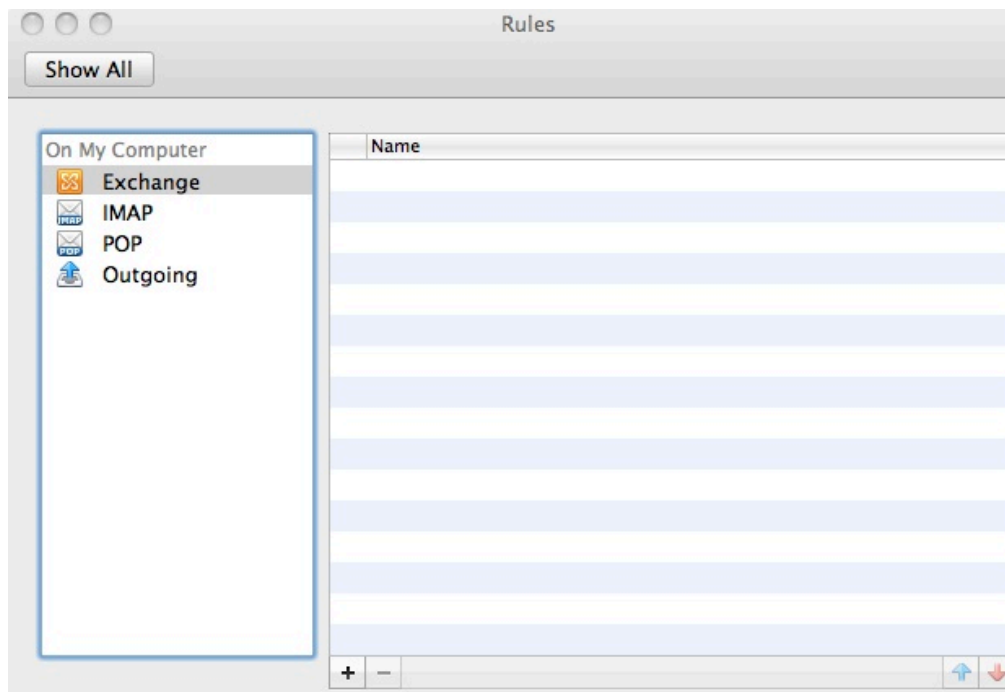


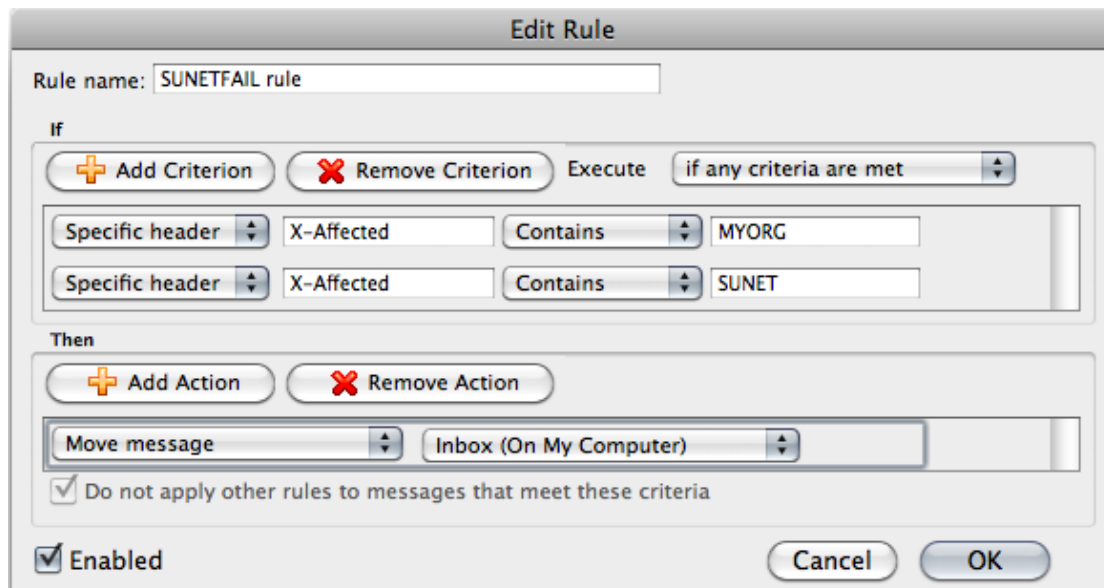
Microsoft Outlook

To create the filter in Outlook 2011

- In the **Tools** menu, select **Rules**.



- In the window that appears, click  to add a rule.



- Give the rule an appropriate name by typing in the field labeled **Rule name**.
- Click on the pop-up menu labeled **All messages**, and select the final option, **Specific Header**.

- Enter **X-Affected** in the header box.
- Now you must set the condition dialog box for the new header to be **contains**.
- Enter the abbreviation for your organisation (all capitalized). If you don't know your abbreviation you can look it up at <http://stats.sunet.se/customers.html>
- Click the button to set an new condition, set the dialog box again to **Contains** and finally enter **SUNET** in the box (all capitalized).

Now that you have told the rule which messages to select, you use the pop-up menus on the lower part of the sheet to tell the rule what to do with these messages.

- Choose your preferred Action for the rule. You can for example set the dialog boxes to **Move Message** and set the destination to be the folder where you prefer to receive the **SUNETFAIL** mails.
- Click the **OK** button at the bottom of the Rules sheet. This rule will now become active. Close the Rules window.