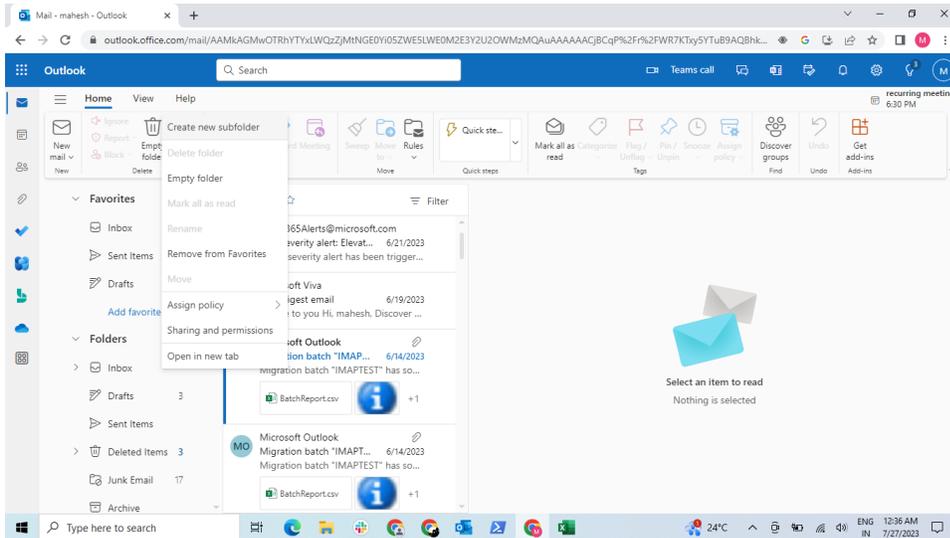
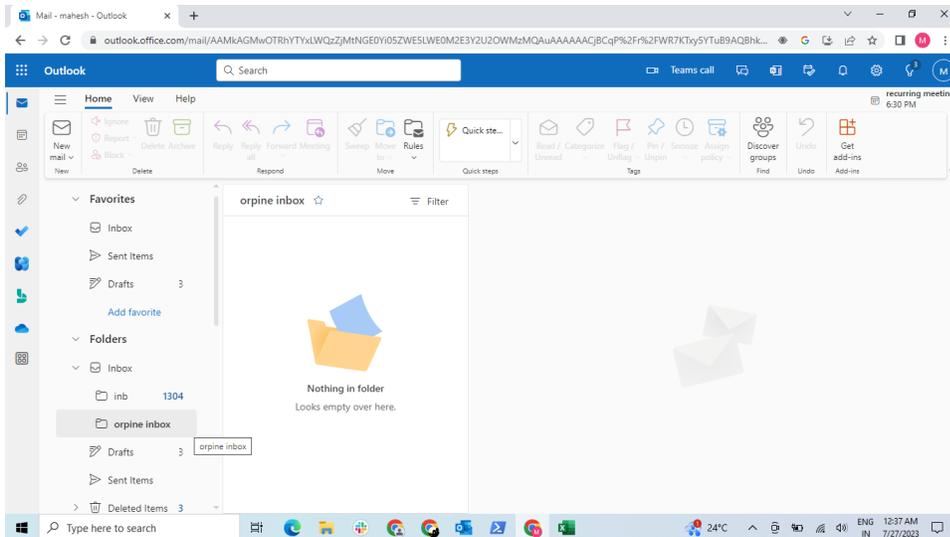


Inbox mail flow rule:

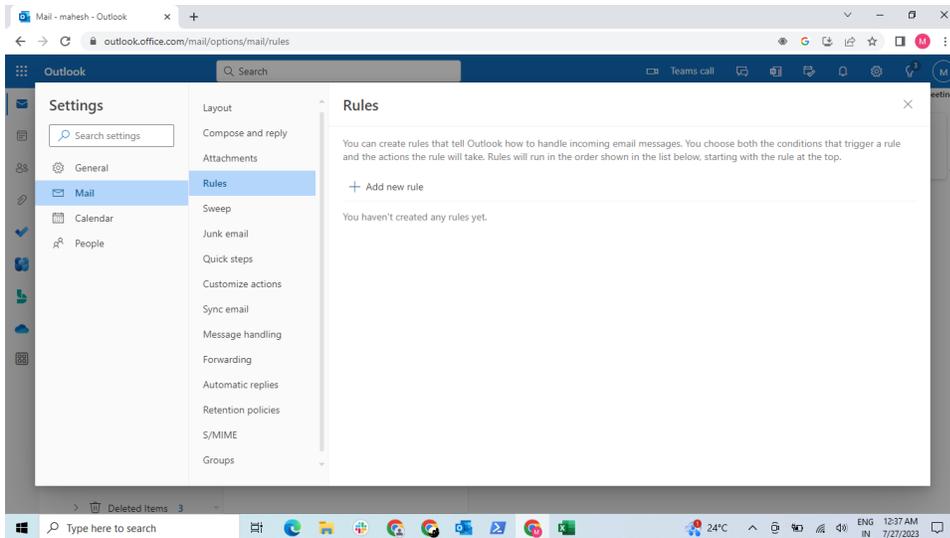
1. Login to Outlook on web using <https://outlook.office.com> URL.
2. Create a new subfolder by right clicking on inbox then give a name like “Orpine Inbox”.



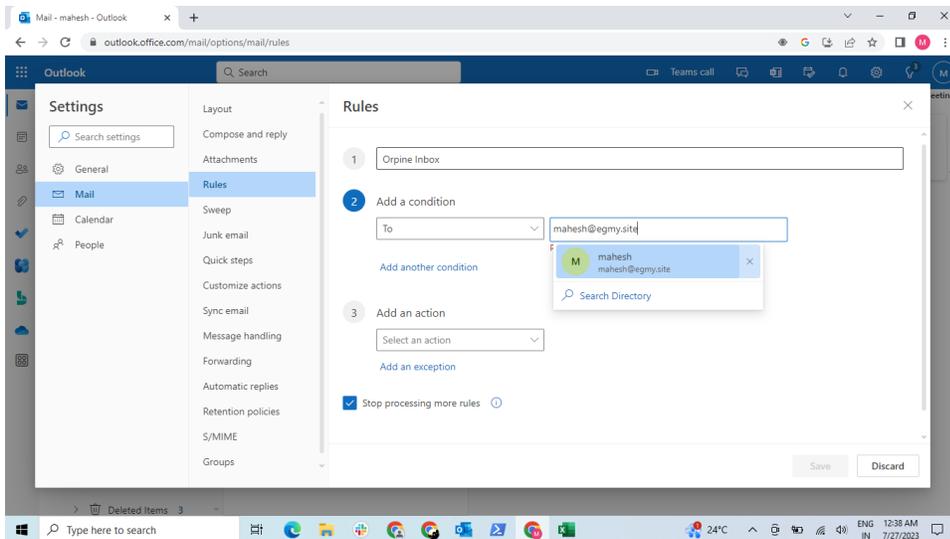
3. Folder has been created.
4. Then click on setting on the right side.



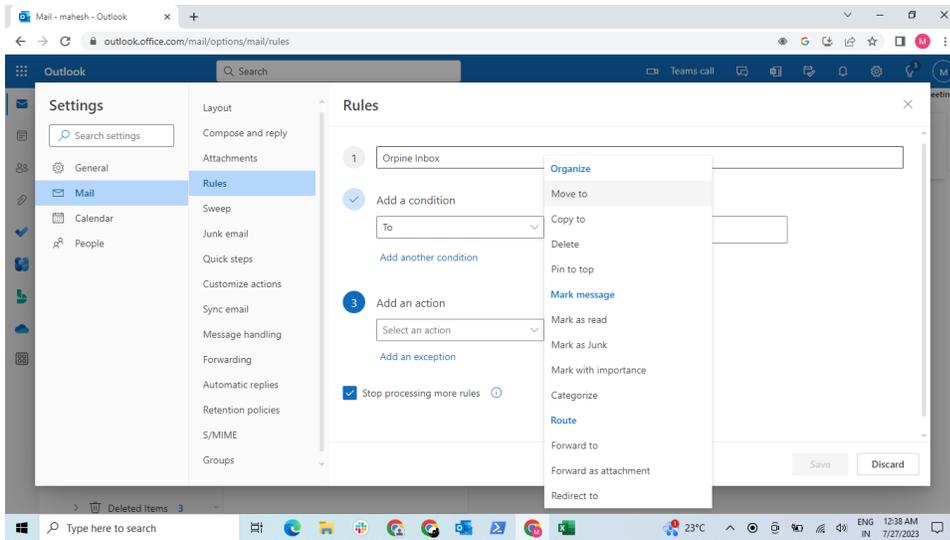
5. Go to rules then click on add rule



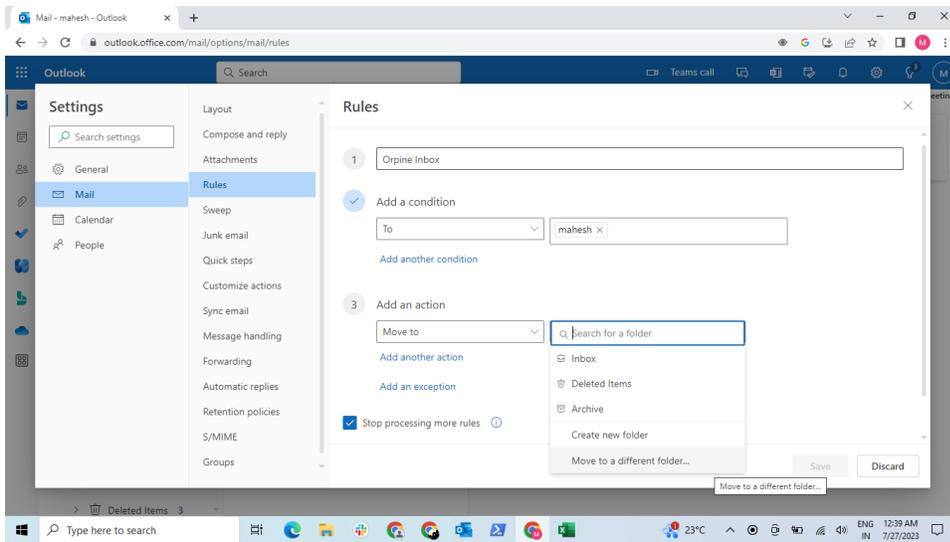
6. Enter the name of the rule then add condition as a To
7. Then enter your email address and click on it

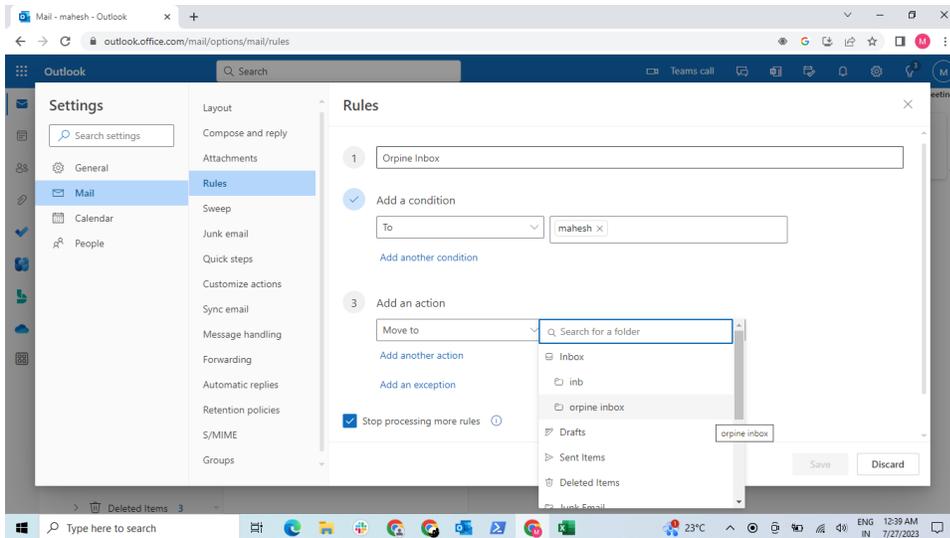


8. In the 3 step select an action as a **Move to**

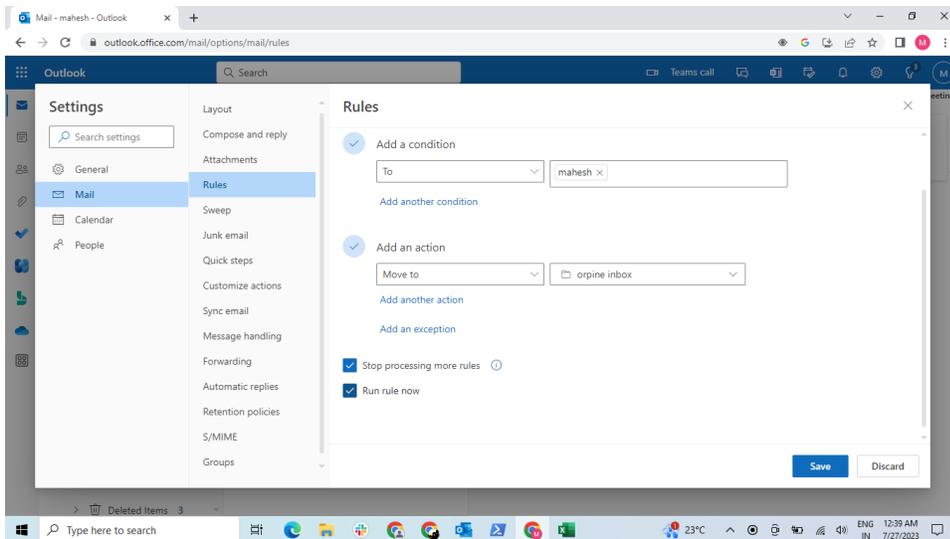


9. Select a folder (Orpine inbox) which we created earlier.



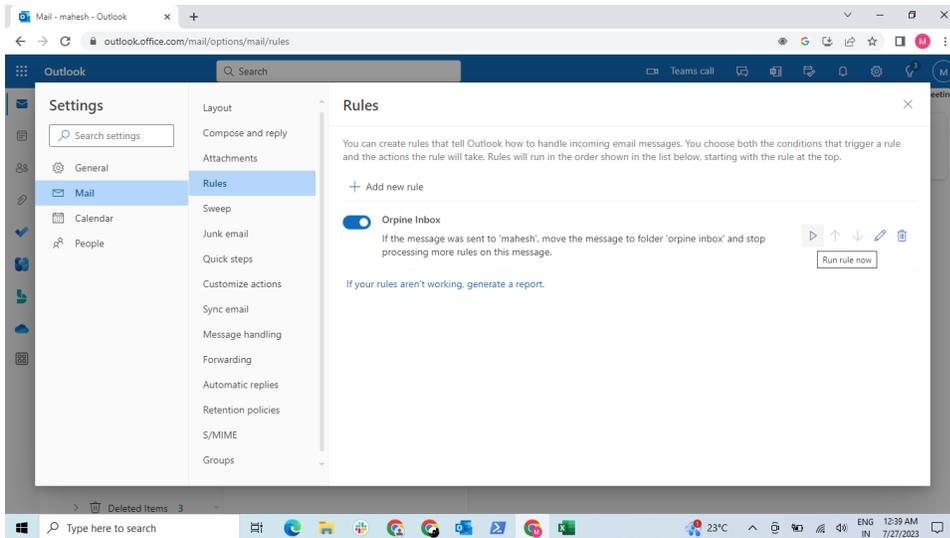


10. Check both check marks and save the rule



11. Rule has been created now click on run rule now option

12. Wait for few minutes, it will move all your existing inbox mails to sub folder.



13. Check your subfolder after some time.

