Inbox mail flow rule:

- 1. Login to Outlook on web using <u>https://outlook.office.com</u> 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.

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5. Go to rules then click on add rule

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

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



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

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10. Check both check marks and save the rule

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- 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.

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