

How to Create a Rule to Block Out of Office Messages

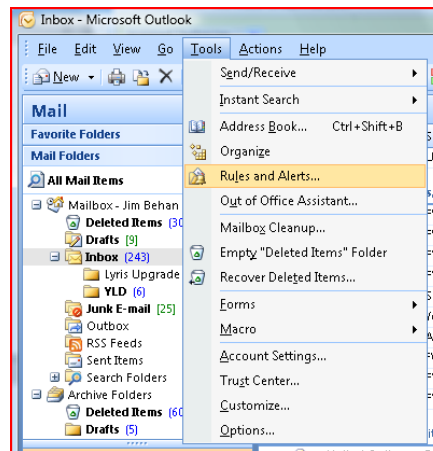
Many email clients provide the option of creating rules to address email before it comes to your inbox. Due to the operation of State Bar e-lists you may be getting Out of Office messages that you wish to filter out from your email client.

Note: The following are special conditions you may wish to take into consideration *before* creating a rule for a State Bar e-list.

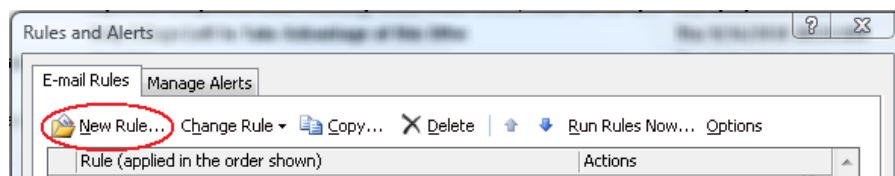
- If you rarely submit postings or responses to a particular e-list, you may not wish to create a rule.
- If you belong to a small e-list that is used for work on timely projects (such as board or committee e-lists), you may actually *want* to receive out of office messages.
- If you are not concerned about the phrase “out of office” appearing in a valid subject

There is a wide variety of email software that is used by our members. To provide an *example* of the logic one may use to create a rule, we present the following MS Outlook 2007 settings for blocking the out-of-office messages that are generated by individual State Bar e-lists. It is important to note that the actual *settings* for creating rules for all other email clients, such as Gmail or Hotmail, will be different. While this will not stop *all* Out of Office messages, it should stop *most* of them.

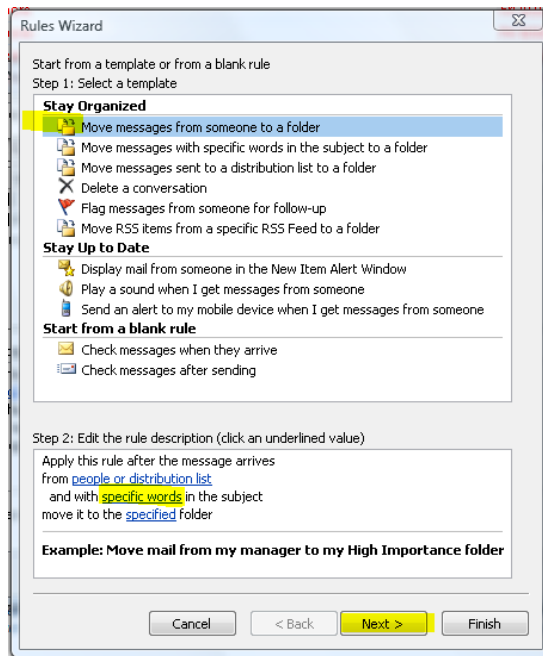
1. In Outlook, go to Tools>Rules and Alerts.



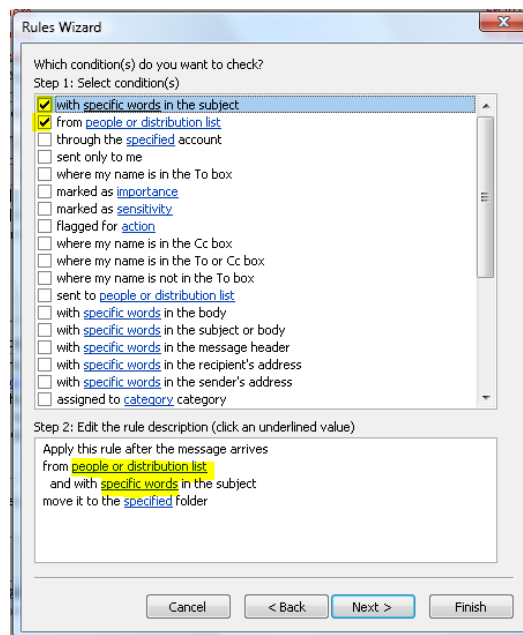
2. Select “New Rule”.



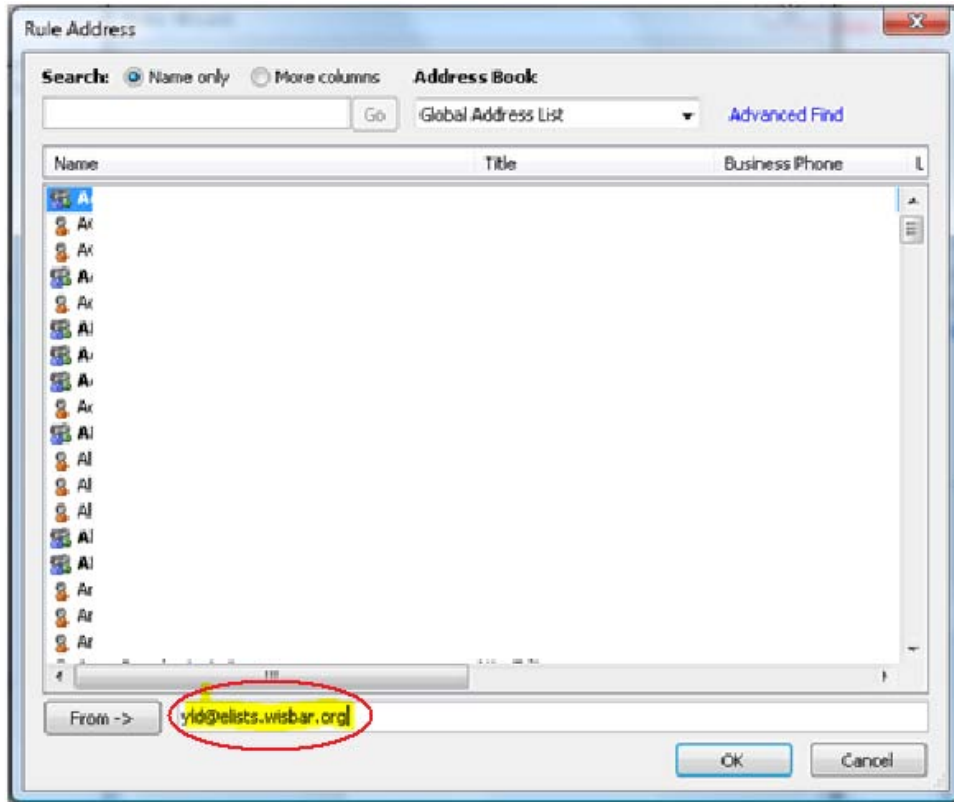
3. In the box called Step 1: Select a Template, select “*Move messages from someone to a folder.*” Click NEXT



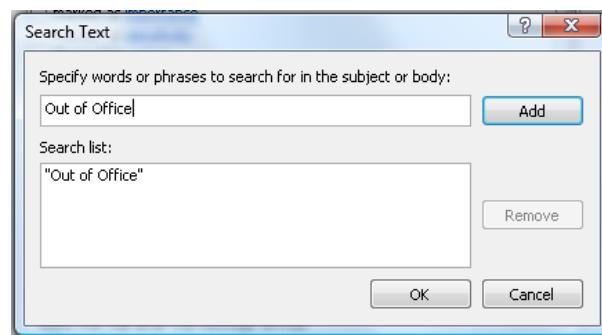
4. In the box called Step 1: Select a Template select “*with specific words in the subject*” and “*from people or distribution list*”. Once you see that you have the two check marks, click on “*people or distribution list*” in the box called Step 2: Edit the rule description .



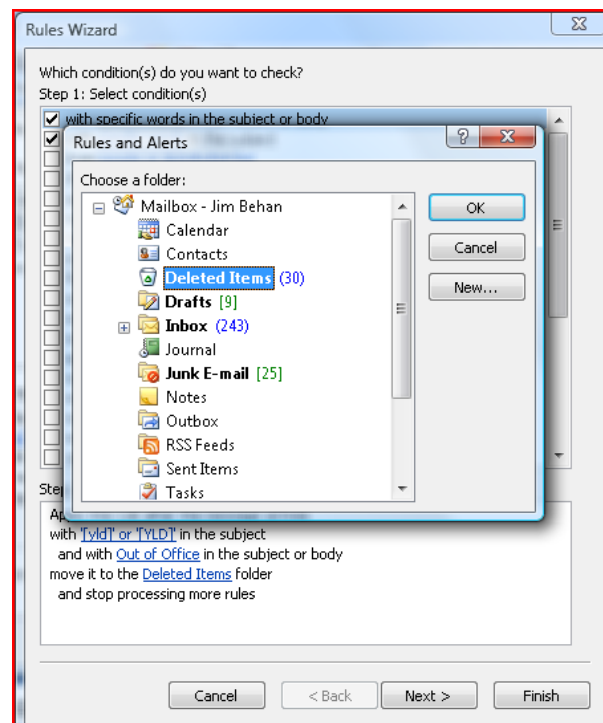
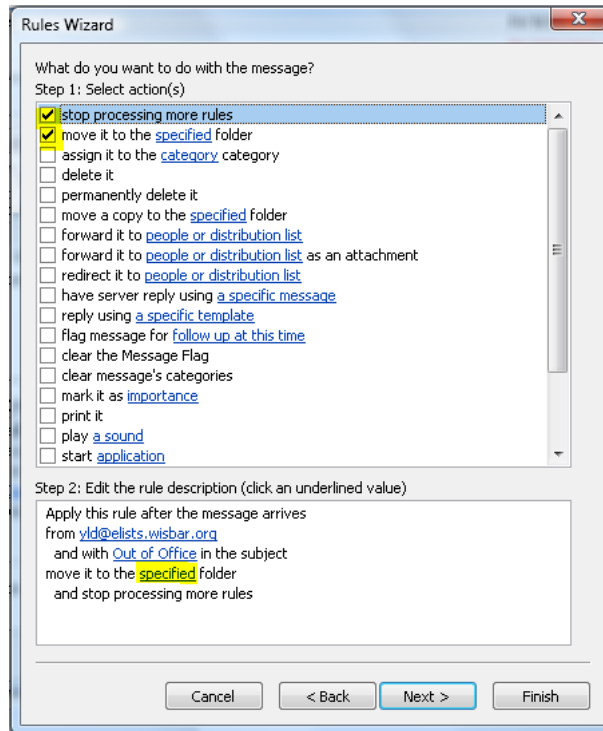
5. Enter the e-list email address (e.g. famlaw@elists.wisbar.org, yld@elists.wisbar.org). Click OK.



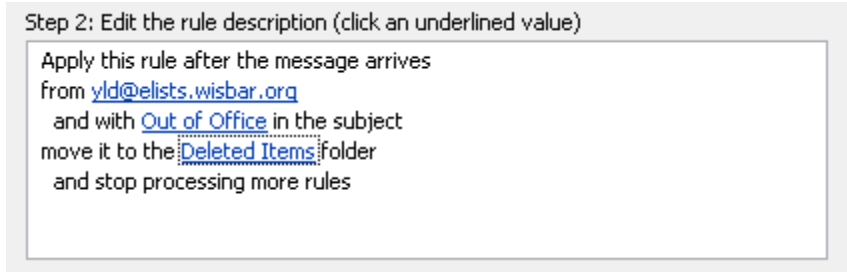
6. In the box called Step 2: Edit the rule description, click on the link “specific words” that will affect the subject. Add “Out of Office” (without the quotes). Click ADD, OK, and NEXT.



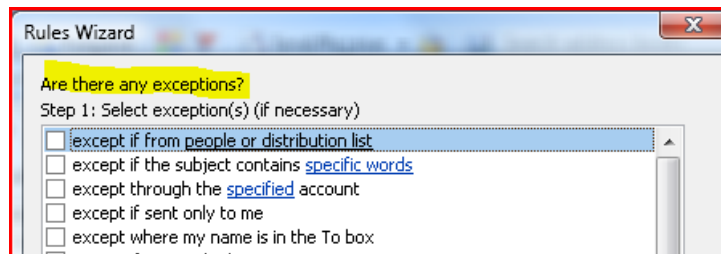
7. In the box called **Step 1: Select action(s)**, select “*stop processing more rules.*” Your list order will probably be different from what is shown below. In the box called **Step 2: Edit the rule description**, click on the link “*specified*” to determine the folder you want the Out of Office messages to go. In the example below, we are sending them to the Deleted Items folder. Click OK.



Once you have the essentials of your rule put together, it should read something like this.



8. After you've clicked OK, click NEXT.
9. At Step 1: Select Exception(s), leave everything blank. Click NEXT



10. You are now ready to give the rule a name of you desire. In the following example, you can readily see that this rule is used to block Out of Office messages from the YLD list serve. Check "Turn on the rule" on and click FINISH.

