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 <u>Step 1: Select a Template</u>, select "*Move messages from someone to a folder*." Click NEXT



4. In the box called <u>Step 1: Select a Template</u> 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 <u>Step 2: Edit the rule description</u>.

Rules Wizard	x
Which condition(s) do you want to check? Step 1: Select condition(s)	
✓ with <u>specific words</u> in the subject	*
from people or distribution list through the <u>specified</u> account sent only to me where my name is in the To box	
marked as importance marked as <u>sensitivity</u> Hance for action	=
Indiges of or <u>where</u> my name is in the Cc box where my name is in the To or Cc box where my name is not in the To box sent to people or distribution list	
with <u>specific words</u> in the body with <u>specific words</u> in the subject or body with <u>specific words</u> in the message header with <u>specific words</u> in the recipient's address	
with <u>specific words</u> in the sender's address assigned to <u>category</u> category	Ŧ
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after the message arrives from <u>people or distribution list</u> and with <u>specific words</u> in the subject move it to the <u>specified</u> folder	
Cancel < Back Next > Finit	sh

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

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

Search Text	? <mark>X</mark>
Specify words or phrases to search for in the subject or body:	
Out of Office	Add
Search list:	
"Out of Office"	
	Remove
ОК	Cancel

7. In the box called <u>Step 1: Select action(s)</u>, 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.

	~
Step 1: Select action(s)	
stop processing more rules	
move it to the <u>specified</u> folder	
delete it	
permanently delete it	
move a copy to the <u>specified</u> folder	
forward it to people or distribution list	
redirect it to people or distribution list	
have server reply using <u>a specific message</u>	
Final feat message for follow up at this time	
clear the Message Flag	
clear message's categories	
mark it as <u>importance</u>	
play a sound	
start application	
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after the message arrives	
from <u>vld@elists.wisbar.org</u>	
and with <u>Out of Office</u> in the subject move it to the specified folder	
and stop processing more rules	
	-
Cancel < Back Next > Finish	ר
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Rules Wizard	83
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Rules Wizard Which condition(s) do you want to check? Step 1: Select condition(s) With specific words in the subject or body	XX (
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Rules Wizard Which condition(s) Iselect condition(s) With specific words in the subject or body Rules and Alerts Choose a folder: Choose a folder: Choose a folder: Contacts Contacts Defeted Items (30) Drafts [9] Inbox (243) Journal Journal Outbox RSS Feeds Sent Items Tasks Atting office in the subject or body move it to the Deleted Items folder and with Qut of Office in the subject or body move it to the Deleted Items folder and stop processing more rules	X
Rules Wizard Which condition(s) Iselect condition(s) With specific words in the subject or body Rules and Alerts Choose a folder: Choose a folder: Choose a folder: Calcadar Calcadar Cancel Drafts [9] Inbox (243) Journal Journal Journal Outbox RSS Feeds Sent Items Tasks Att "tod" or "TytD" in the subject and with Qut of Office in the subject or body move it to the Deleted Items folder and stop processing more rules	x
Rules Wizard Which condition(s) I select condition(s) With specific words in the subject or body Rules and Alerts Choose a folder: Choose a folder: Choose a folder: Cancel Contacts Contacts Contacts Drafts [9] Inbox (243) Journal Journal Journal Step 1: Select of Office in the subject not with [ydd] or [YuD]" in the subject and with [ydd] or Office in the subject or body move it to the Deleted Items folder and stop processing more rules	X
Rules Wizard Which condition(s) I Select condition(s) With specific words in the subject or body Rules and Alerts Choose a folder: Cancel Drafts [9] Inbox (243) Journal Journal Journal Jouthox RSS Feeds Sent Items Tasks A With [Vid] or [Vid] in the subject and with Out of Office in the subject or body move it to the Deleted Items folder and stop processing more rules	

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

Rules Wizard	X	
Are there any exceptions?		
Step 1: Select exception(s) (if necessary)		
except if from people or distribution list		
except if the subject contains <u>specific words</u>		
except through the <u>specified</u> account		
except if sent only to me		
except where my name is in the To box		

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.

Rules Wizard
Finish rule setup.
Step 1: Specify a name for this rule
YLD Out of Office messages deleted
Step 2: Setup rule options
Run this rule now on messages already in "Inbox"
Create this rule on all accounts
Step 3: Review rule description (click an underlined value to edit)
Apply this rule after the message arrives from vld@elists,wisbar.org
and with <u>Out of Office</u> in the subject
and stop processing more rules
Cancel < <u>B</u> ack <u>N</u> ext > Finish