This guides provides you with the instructions on how to Review Rules, Change Rules and Create Rules for your email.

Step 1 - Review Rules

Click on the **Home** tab in your email.

Click **Rules** icon

Select **Manage Rules & Alerts**.

You can now review your rules currently in place.

Step 2 - Change Rules

Click on the **Home** tab in your email

Click **Rules** icon

Select **Manage Rules & Alerts**.

Select **Rule**

Select **Change Rule**.

You can now Change Rules as per your requirements.

Step 3 - Create Rules

Click on the **Home** tab in your email

Click **Rules** icon

Select **Manage Rules & Alerts**.

Select **Create Rule**

Or

Home> Rules> Create Rule

If you require any additional assistance please contact the Help Desk- Tel +61 (02) 6268 8140
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