



Use Rules to highlight mail sent to your old address

Use **Rules** to highlight email forwarded from your old email account. You can set up rules in OWA or in the Client. Rules set up in OWA should migrate to your client. Sometimes rules set in the client do not migrate to OWA.

In this case I first created a *yellow* category called “forwarded from Old Email” (select manage categories from the Categories drop down and then click “Add new category.” Give it a name and a color.)

To create a new rule in OWA go to settings (gear in the top left corner) > Mail (Under Your app settings) > Inbox and sweep rules (right column under Mail)

Here is an example Rule:


 OK  Cancel

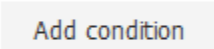
Mark messages sent to ebend@mail.owls.lib.wi.us

Name


Mark messages sent to ebend@mail.owls.lib.wi.us

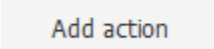
When the message arrives, and it matches all of these conditions

It was sent to...  **ebend@mail.owls.lib.wi.us**

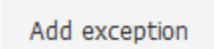
 Add condition

Do all of the following

Mark the message with a category  **Forwarded from Old Email**

 Add action

Except if it matches any of these conditions

 Add exception

Stop processing more rules [\(What does this mean?\)](#)

Any message forwarded from my old email will have a yellow category mark. This is what it looks like:

The Driving-Tests.org Team

Fwd: Your Driver's Ed Program is almost ready Thu 12:08 PM

Hello Evan, I am just checking in to see if you need help ...

Amazon Web Services 

[\[Whitepaper\] Cloud Security Processes](#) Thu 12:00 PM

Security in the cloud is a concern for organizations of eve...