

# Stop Living in Outlook



The majority of people spend at least 6.3 hours a day in their email inbox. That only leaves 1.7 hours a day to accomplish work tasks; no wonder we feel rushed and stressed all the time.

Setting rules in outlook can greatly reduce the time spent browsing through emails, deciding whether to take action now, keep it for another day, or deleted it all together.

Email consists of 4 different types.

1. Work related
2. Personal
3. Newsletters/articles
4. Spam/junk mail

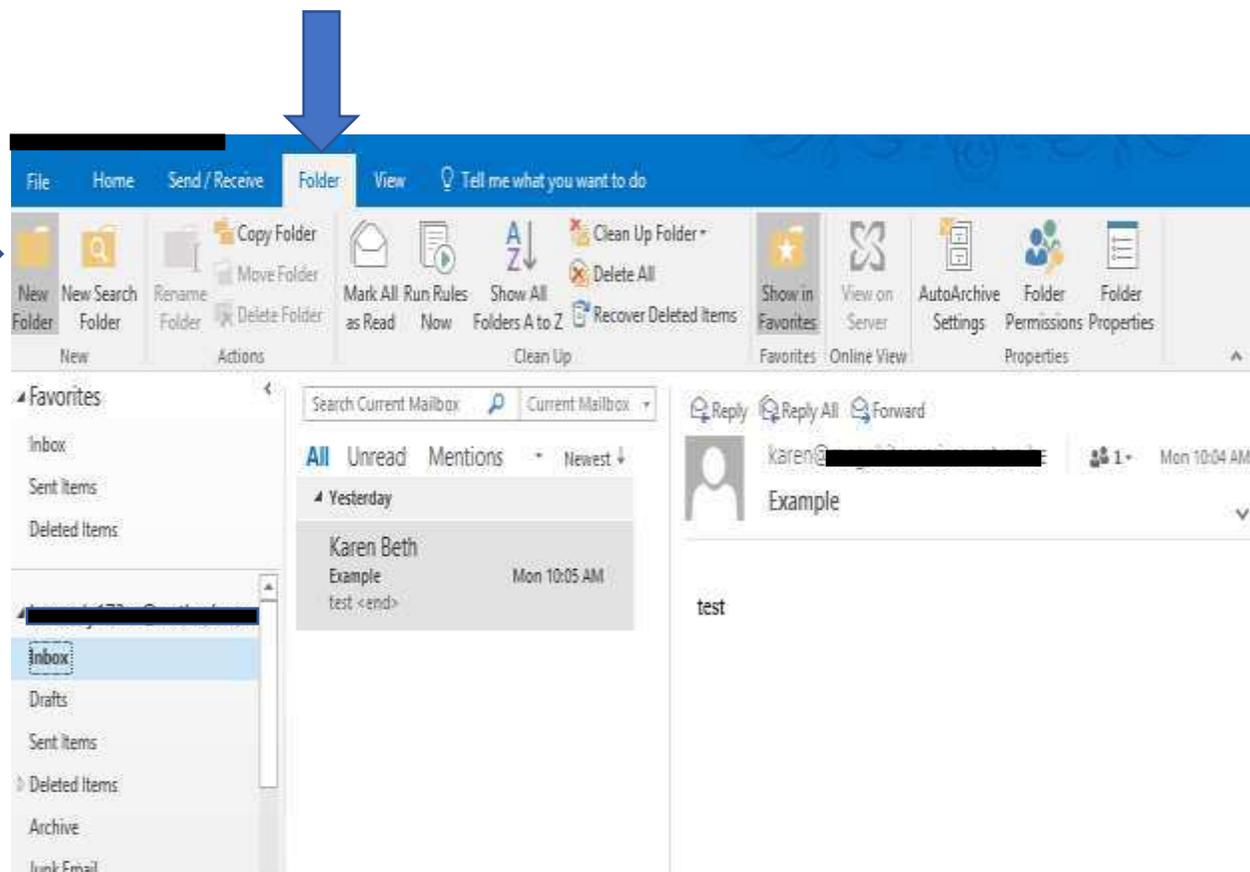
By setting rules you can eliminate the number of emails that appear in your inbox, resulting in fewer daily emails waiting for action to be taken.

The first step in creating rules is deciding what emails you don't need to see every day, for example, subscription newsletters or articles. Do you really have time to stop what you're doing as soon as it arrives in our inbox? Probably not. So why not set up a rule when those emails arrive, automatically put them into a folder that you will check later in the week or even on the weekend? If you have recipes delivered to your inbox you can create a folder for recipes and create a rule for all recipes to be delivered to a recipe or personal folder. You get the idea.

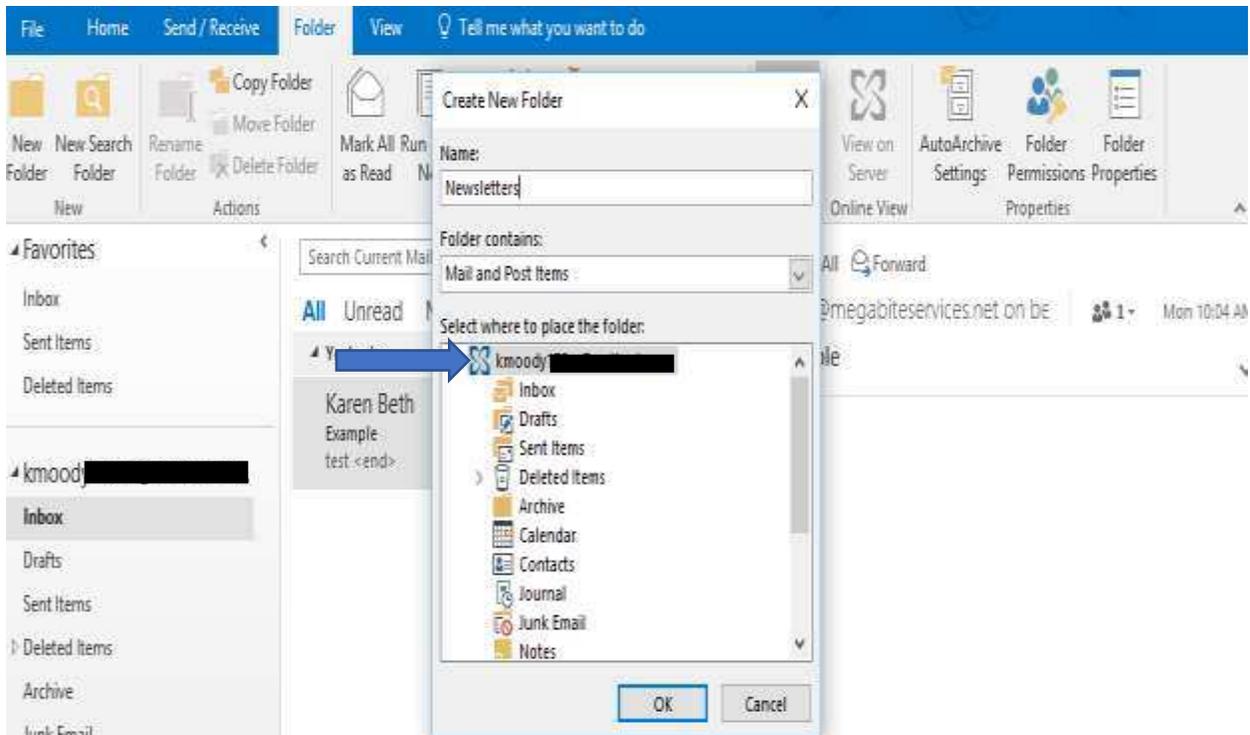
If you're receiving Spam or Junk mail in your inbox you just need to unsubscribe or mark them as spam. Why have emails delivered to your inbox if you're not interested in the subject? If you go to [unroll.me](http://unroll.me) you can unsubscribe from emails easily. They allow you to unsubscribe from 5 subscription emails at a time, then you must share them on Facebook or twitter before you can unsubscribe from more emails. This is an easy way to unsubscribe from multiple subscription emails with one click.

I use rules all the time which gives me time to breath and really concentrate only on emails that need my immediate attention. Below are instructions on how to accomplish setting up rules for outlook 2016.

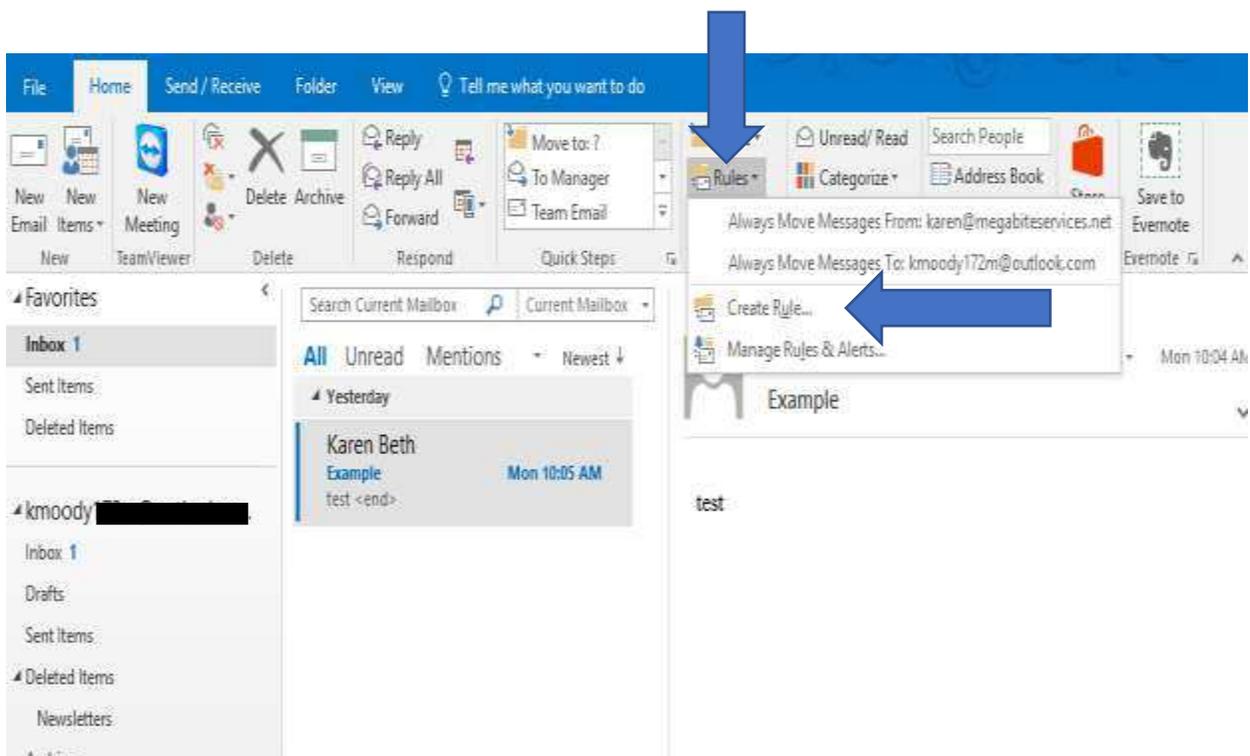
Once you have decided upon a naming scheme for your folders you need to create them. Click on the Folder tab, then click on New Folder.



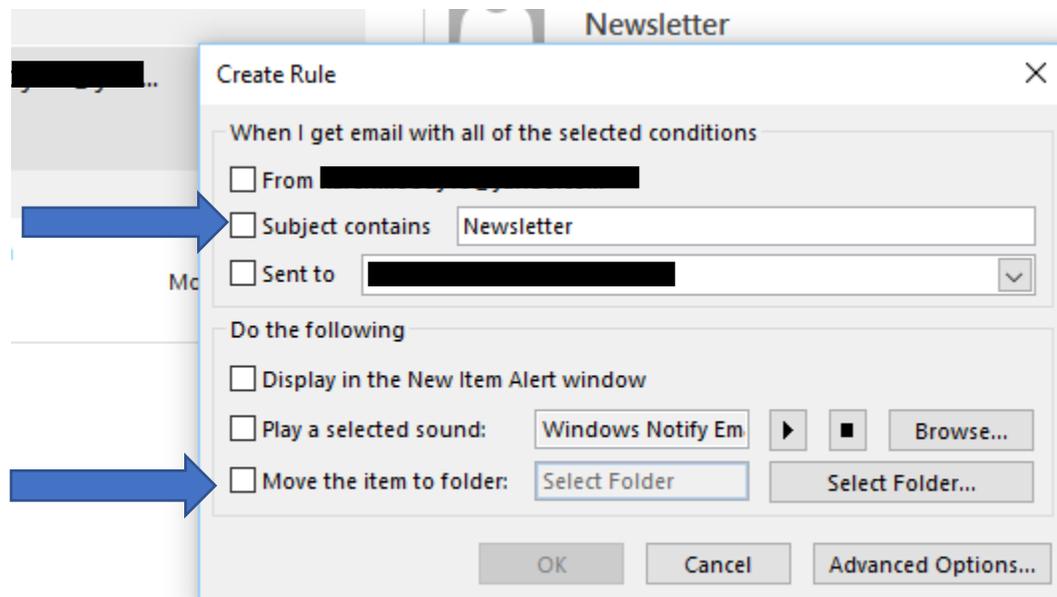
After you click on new folder you will be able to give it a name. Make sure to choose your email address as where to place the folder. After naming folder click on OK, the folder will be created.



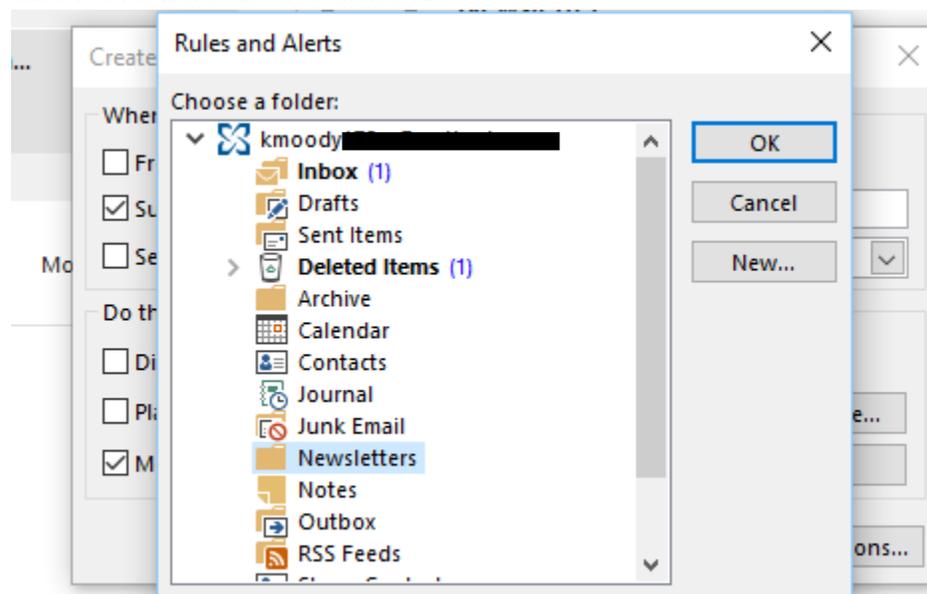
Now that you have folders created you can start creating rules. Click on Rules, then choose create rule.



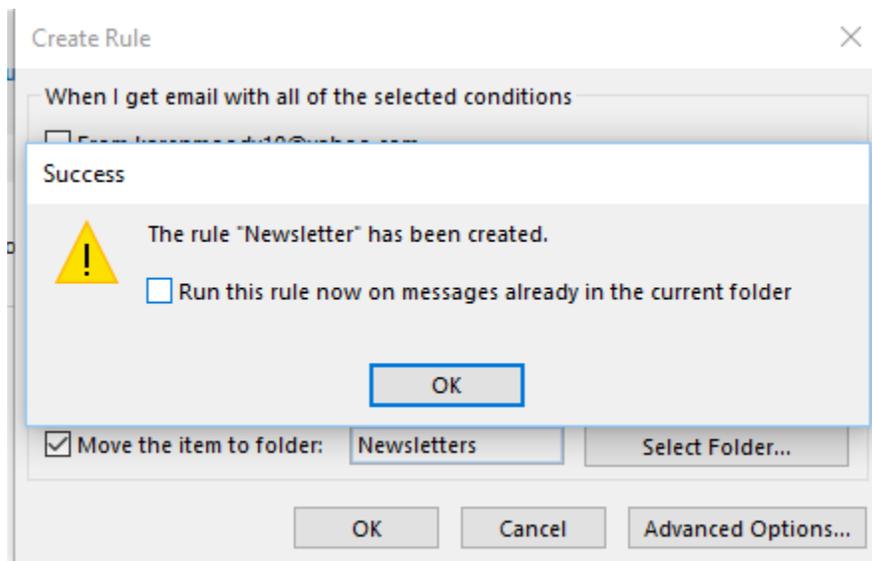
To place all emails that have the subject newsletter into the newsletter folder. Click on “subject contains” and then type in Newsletter. Make sure to checkmark the box next to subject contains. Then Click on move the item to folder. Then Click on move the item to folder.



Next, the Rules and Alerts box pops up. Choose the folder you are creating the rule for, in this case it's Newsletter and click OK.



As soon as you click OK, another box confirming the creation of the rule appears. Click OK. If you want emails in your inbox that you created the rule for to automatically transfer to the folder, check the “Run this rule now on messages already in the current folder.”



That's it! You have created a rule and now all emails for that rule will now appear in the appropriate folder. Now you can enjoy a cleaner, less full inbox saving you time so you can concentrate on more important things.

Until Next Time,

Karen Beth