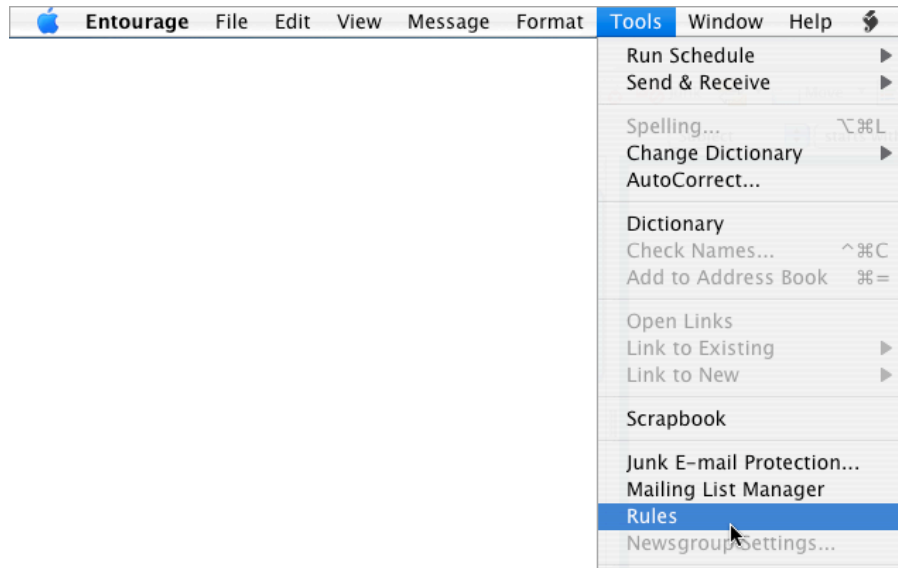


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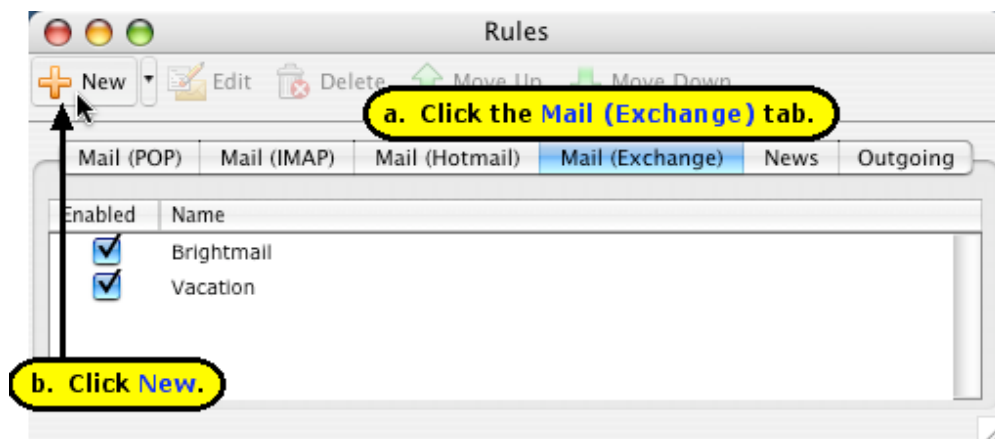
Rules can help you organize your e-mail messages. For example, you can create a rule so that all messages from a person are automatically moved to a folder you've created.

**NOTE:** Creating rules is also covered in [Setting Up Entourage Exchange on a Macintosh \(S4328\)](#) and [Using Your ITS Entourage/Exchange Service \[Macintosh\]: Setting an Out of Office Message \(S4329-H\)](#). The rules created in those documents are shown in the Rules window in this example.

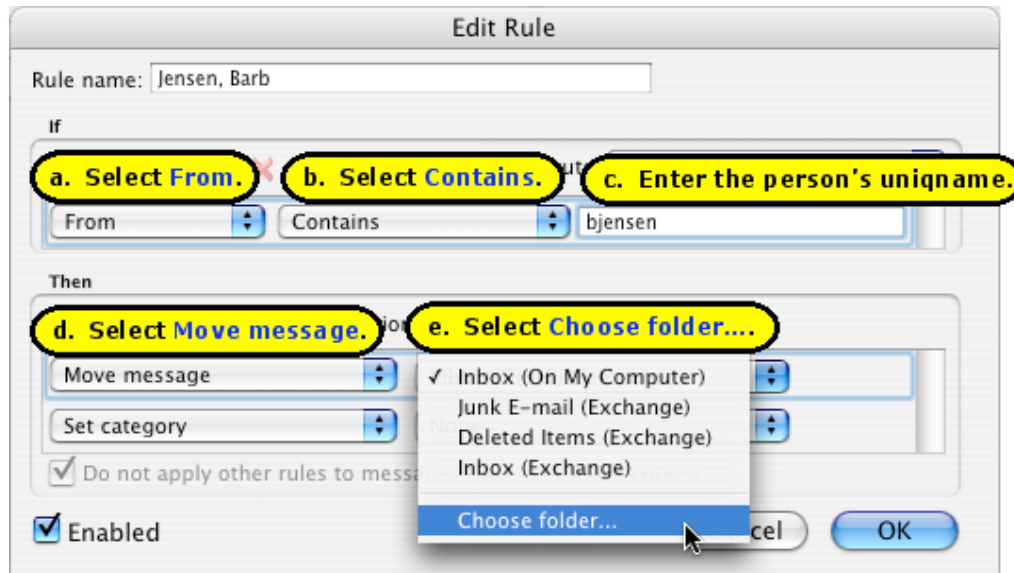
1. Open Entourage and log in.
2. Under the **Tools** menu, select **Rules**.



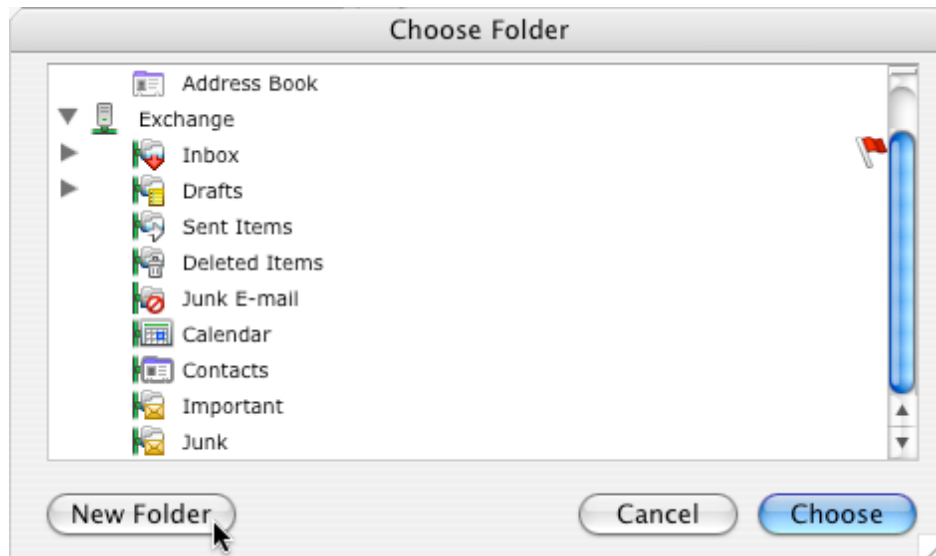
3. If you've already created rules (see the note at the beginning of this document), you'll see them listed. If you do not see a Brightmail rule, you should create one using the information in [Setting Up Entourage Exchange on a Macintosh \(S4328\)](#). Brightmail protects you from spam.



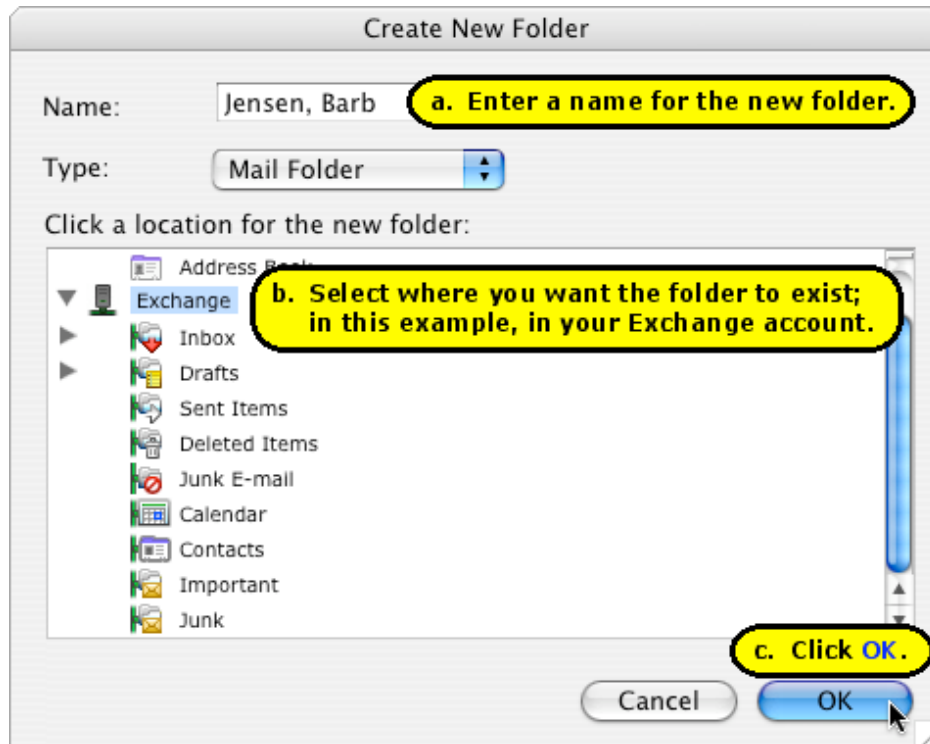
4. In the Edit Rule window:



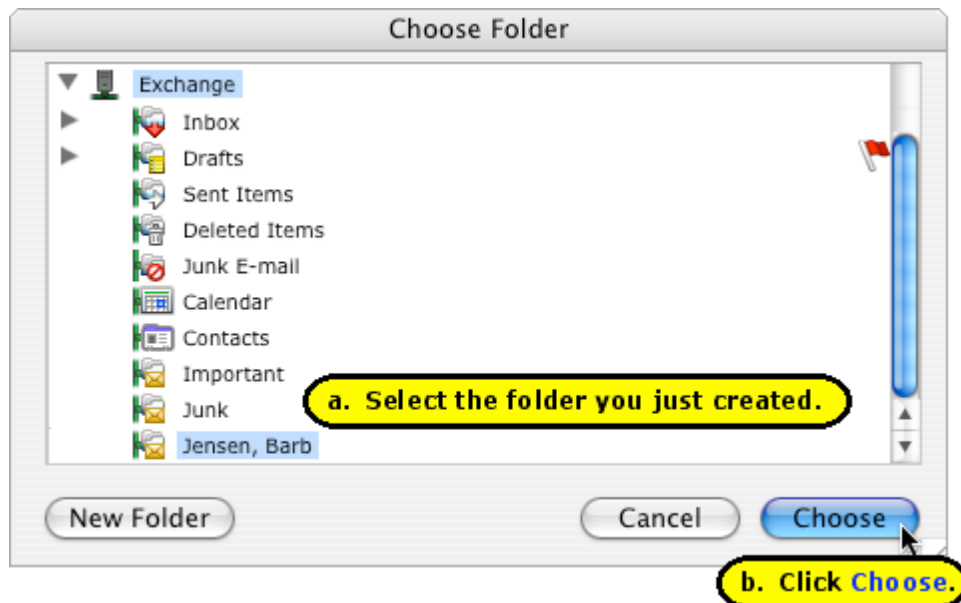
5. In Choose Folder window, click **New Folder**.



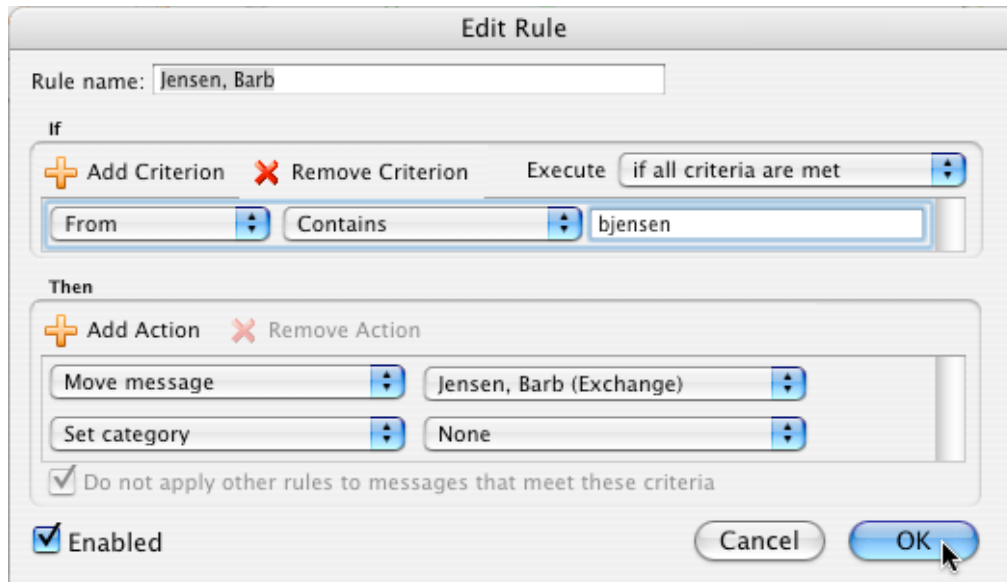
6. In the Create New Folder window:



7. In the Choose Folder window:



8. Back in the Edit Rule window, click **OK**.



9. **IMPORTANT!** If you have created the [Brightmail anti-spam rule we recommend](#), that rule must always be first in the list of rules in order for it to work.



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