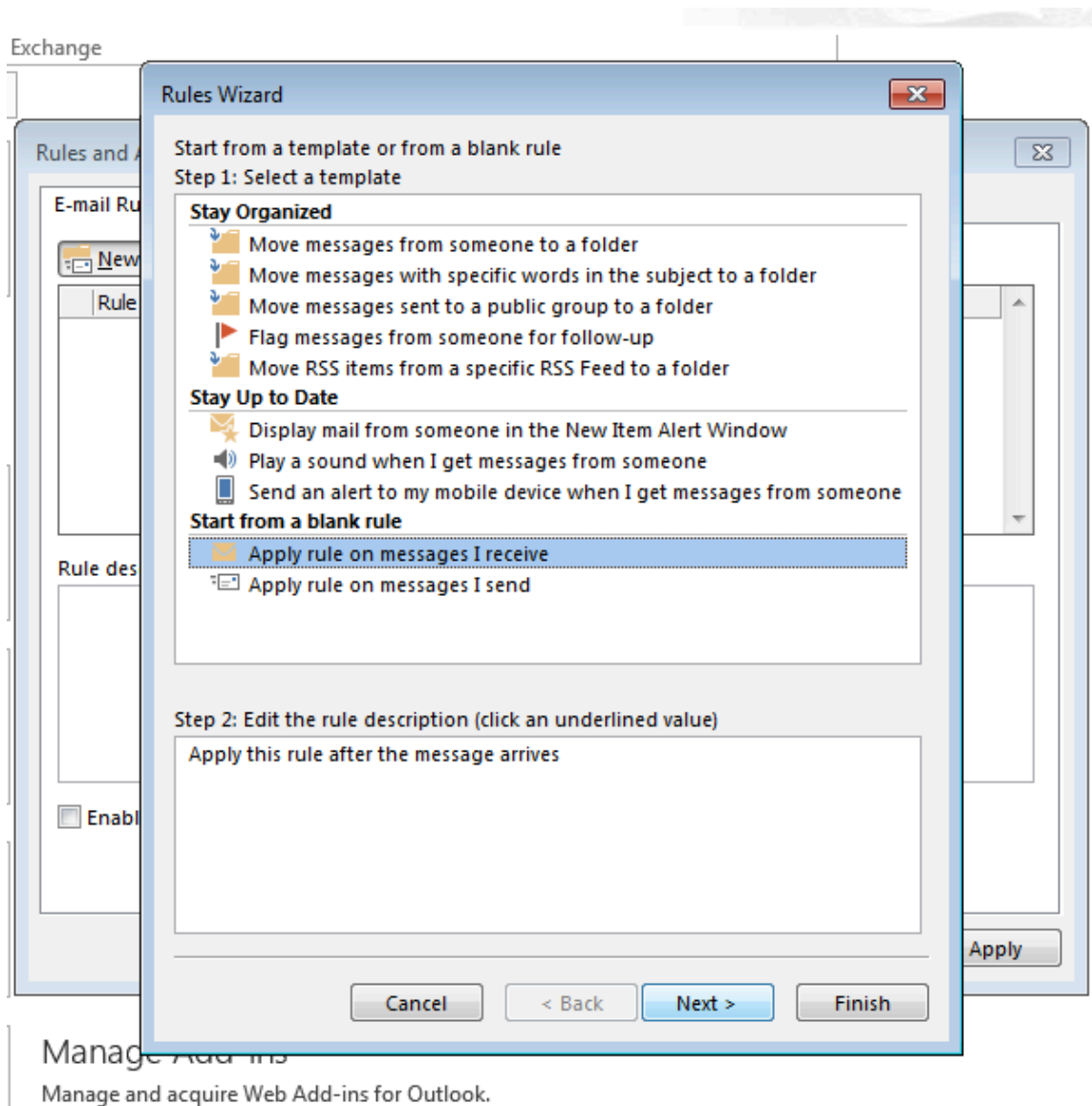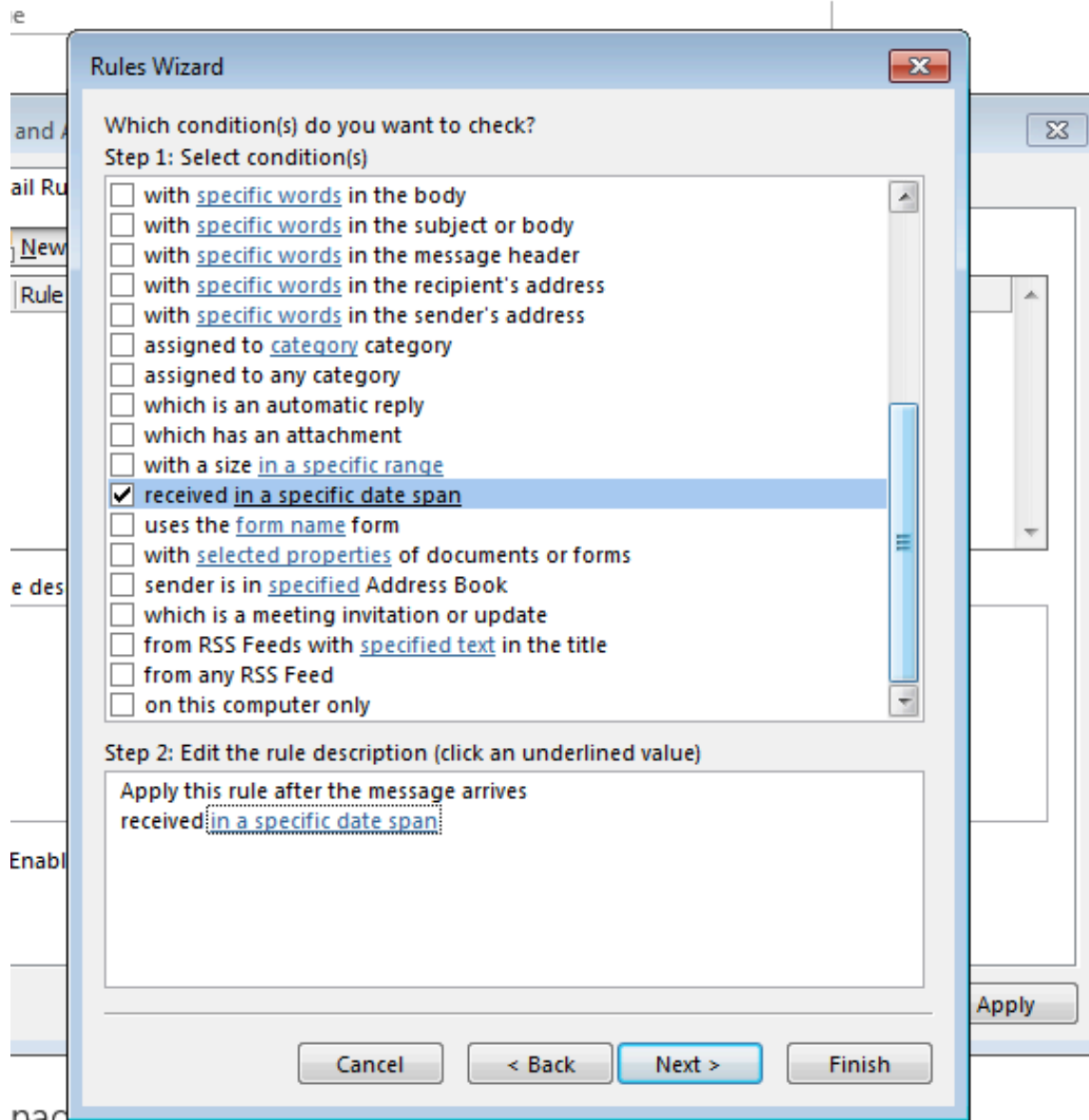**RESETTING YOUR INBOX TO ZERO**
By: Russell Greenwald, Vice President and Director of the IT Consulting Practice
Insource Services

Note: This process may take a long time, we suggest running it prior to bed.

1. Create a Folder called Old Inbox
2. In outlook go to file - Manage Rules and Alerts
3. Create a new rule

Exchange

Rules Wizard

Start from a template or from a blank rule
Step 1: Select a template

Stay Organized
- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a public group to a folder
- Flag messages from someone for follow-up
- Move RSS items from a specific RSS Feed to a folder

Stay Up to Date
- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

Start from a blank rule
- Apply rule on messages I receive
- Apply rule on messages I send

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

Cancel   < Back   Next >   Finish

Apply

Manage Add-ins
Manage and acquire Web Add-ins for Outlook.

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New

Rule

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- ☐ with specific words in the body
- ☐ with specific words in the subject or body
- ☐ with specific words in the message header
- ☐ with specific words in the recipient's address
- ☐ with specific words in the sender's address
- ☐ assigned to category category
- ☐ assigned to any category
- ☐ which is an automatic reply
- ☐ which has an attachment
- ☐ with a size in a specific range
- ☑ received in a specific date span
- ☐ uses the form name form
- ☐ with selected properties of documents or forms
- ☐ sender is in specified Address Book
- ☐ which is a meeting invitation or update
- ☐ from RSS Feeds with specified text in the title
- ☐ from any RSS Feed
- ☐ on this computer only

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
received in a specific date span

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Apply

Cancel   < Back   Next >   Finish

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age and acquire Web Add-ins for Outlook.

4. Choose the end date for any items prior you want to move to Old Inbox

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Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- [ ] with specific words in the body
- [ ] with specific words in the subject or body
- [ ] with specific words in the message header
- [ ] with specific words in the recipient's address
- [ ] with specific words in the sender's address
- [ ] assigned to category category
- [ ] assigned to any category
- [ ] which is an automatic reply
- [ ] which has an attachment
- [ ] with a size in a specific range
- [x] received in a specific date span
- [ ] uses the form name form
- [ ] with selected properties of documents or forms
- [ ] sender is in specified Address Book
- [ ] which is a meeting invitation or update
- [ ] from RSS Feeds with specified text in the title
- [ ] from any RSS Feed
- [ ] on this computer only

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
received before Friday, January 01, 2016

[Cancel] [< Back] [Next >] [Finish]

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nage and acquire Web Add-ins for Outlook.

Questions? Please contact Russell at rgreenwald@insourceservices.com or call 781-374-5116.

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