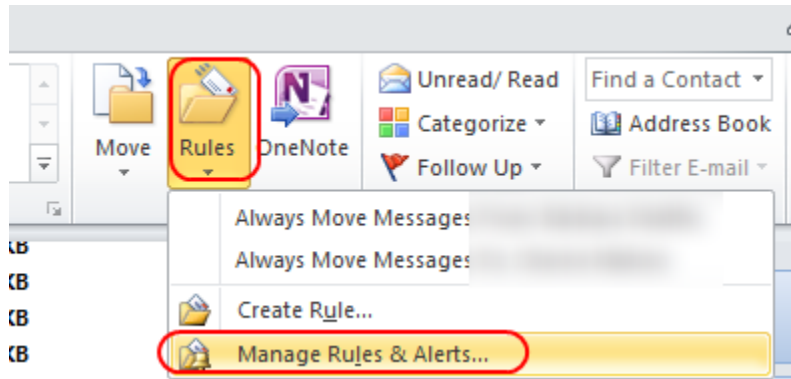


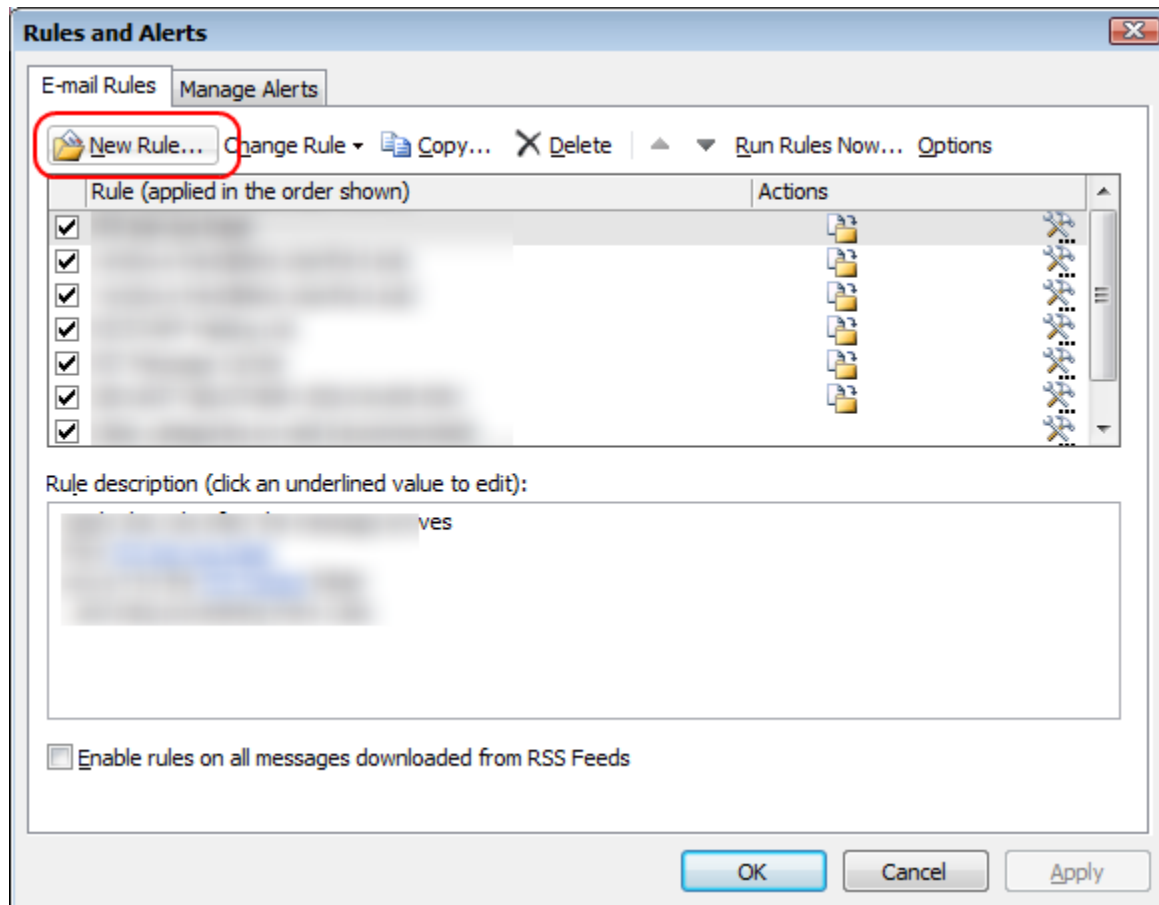
Filter all Meeting Requests and Updates to another folder

Microsoft Outlook

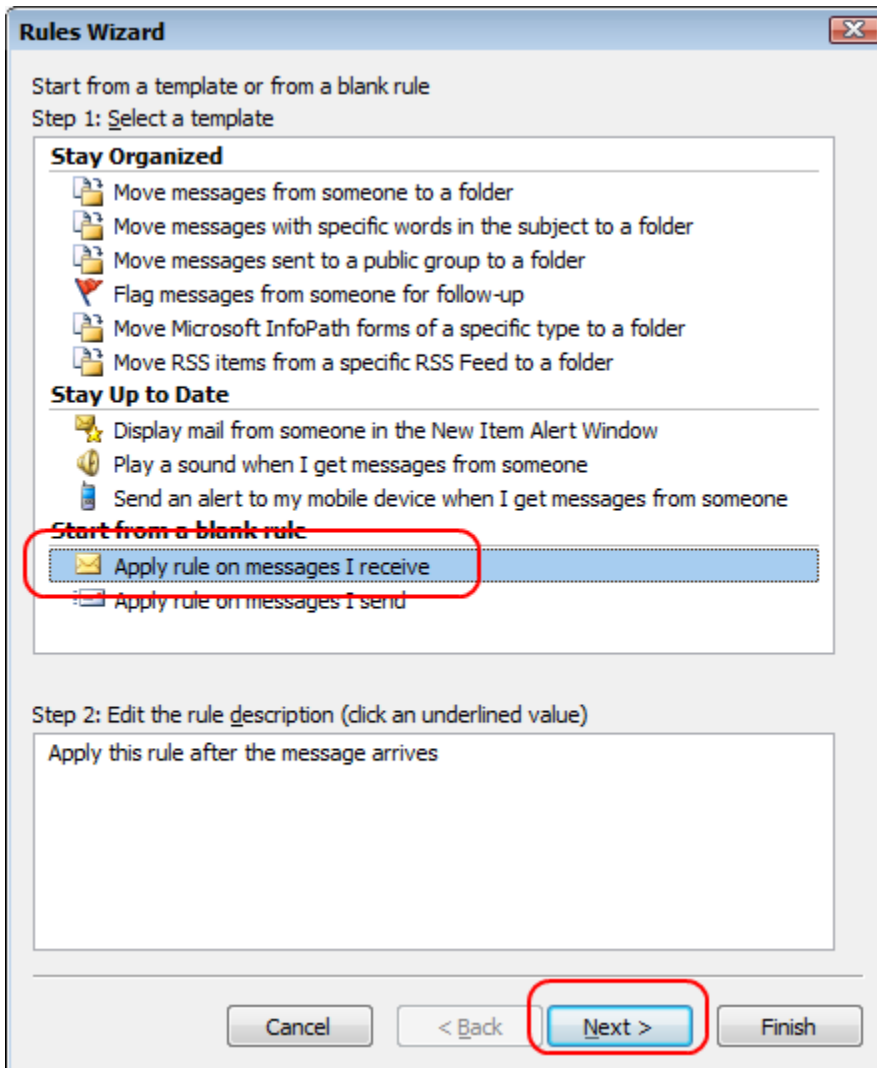
Start by opening Outlook. Click on **Rules** and then **Manage Rules & Alerts** on the **Home** ribbon.



Click on **New Rule**



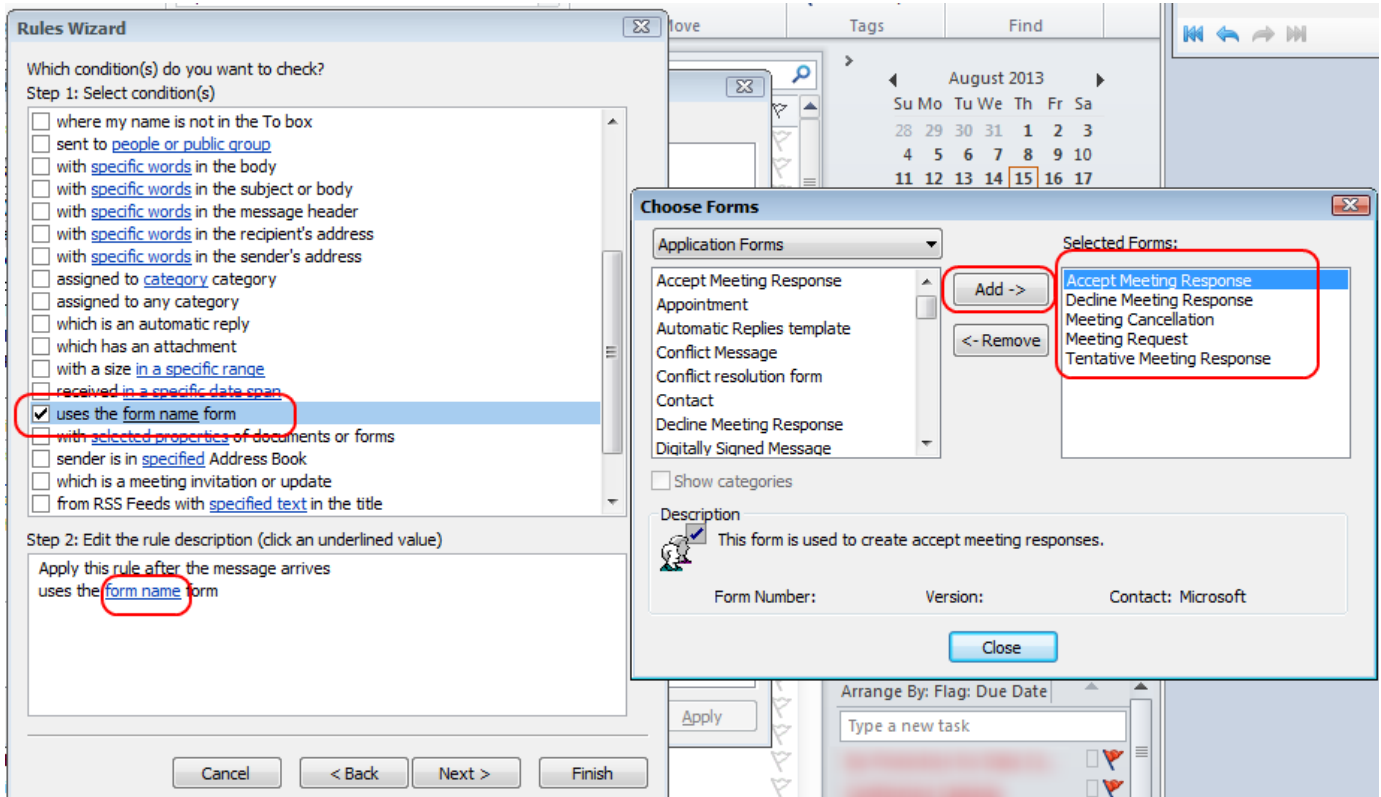
Click on **Apply rule on messages I receive** and then click **Next**.



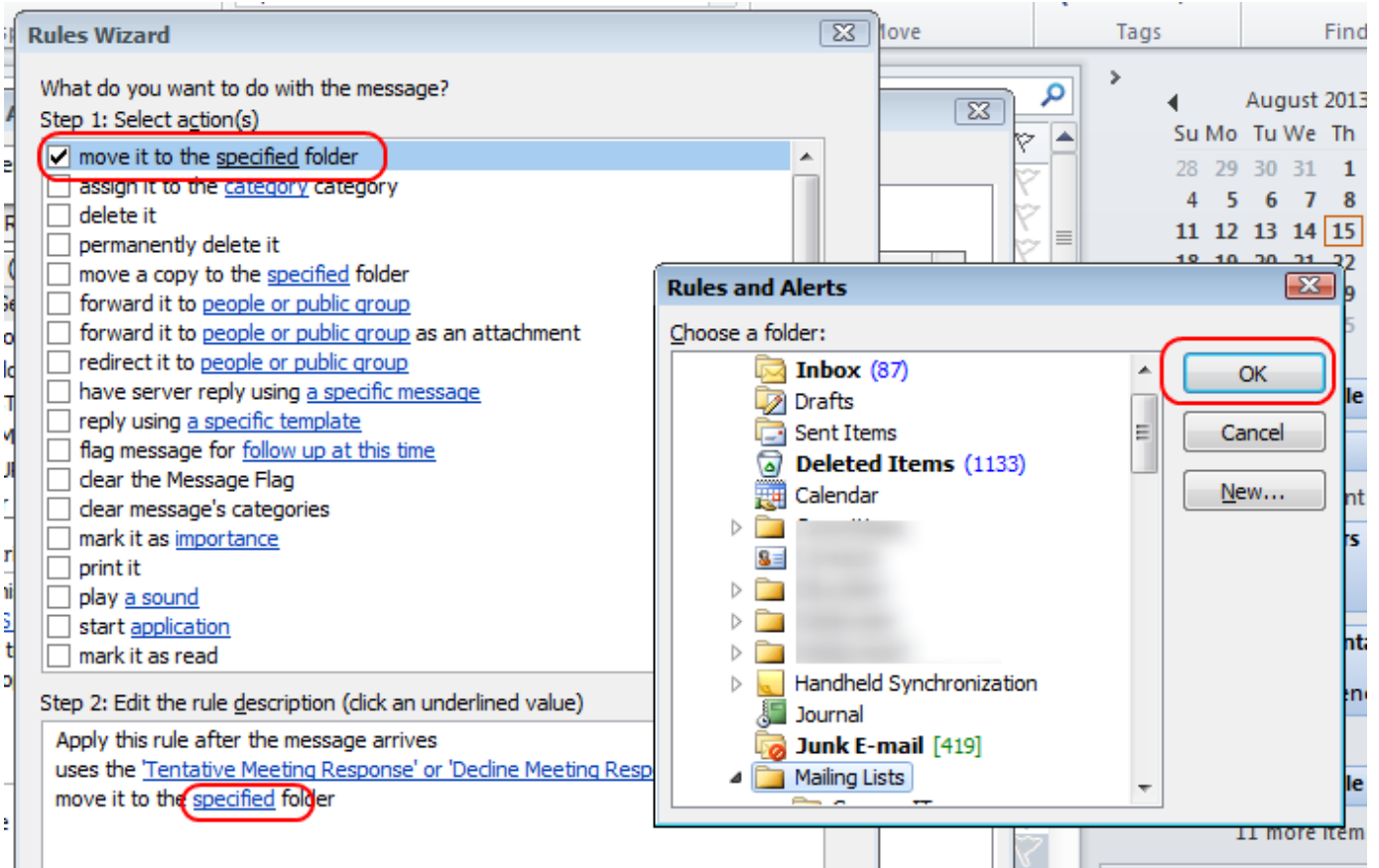
Check **uses the form name form**, then click on the underlined words **form name**.

Select **Application Forms** from the drop down on the left-hand side.

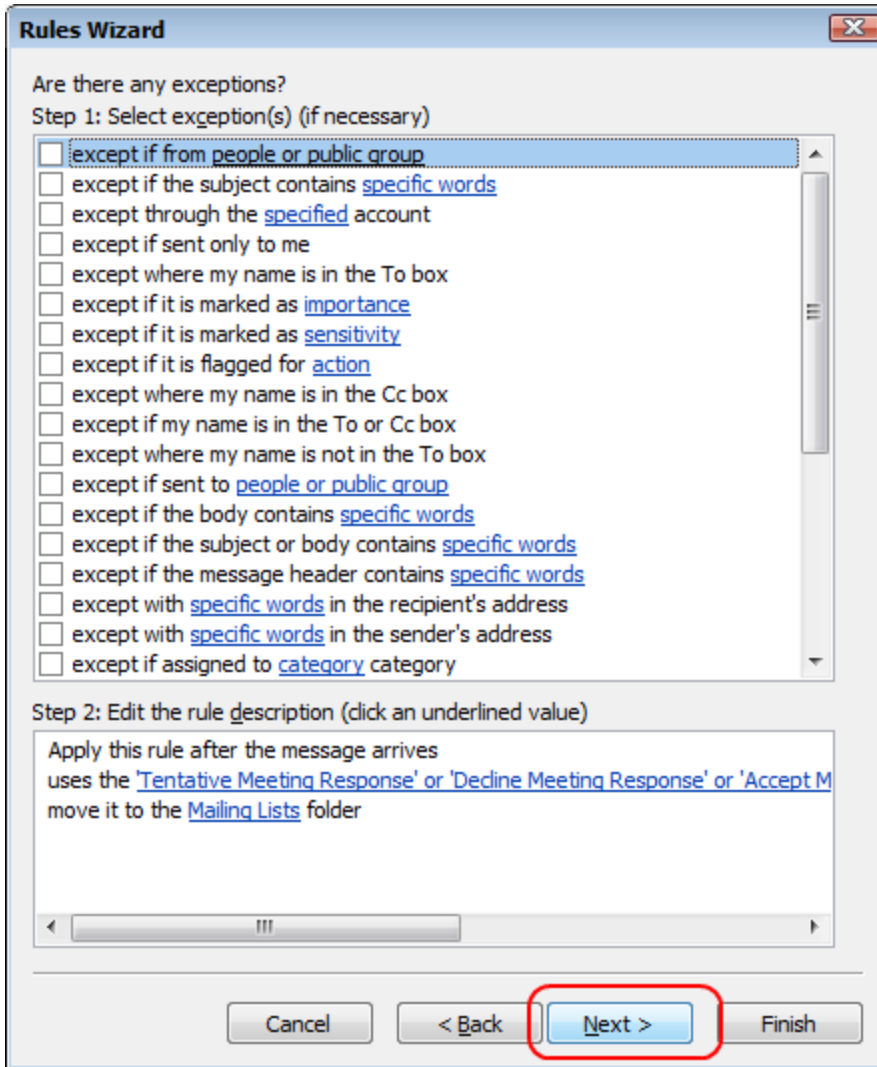
Find **Accept Meeting Response**, **Decline Meeting Response**, **Meeting Cancellation**, **Meeting Request**, and **Tentative Meeting Response**. Use the **Add** button to move those forms to the **Selected Forms** list on the right-hand side. Once done, click **Close** then **Next**.



Check **move it to the specified folder**, click on **specified** and then select the location of where you want these types of messages to go to. Click **OK** and then **Next**.



Enter any exceptions if needed; otherwise, click **Next**.



Set a name for the rule and click **Finish**.

Rules Wizard



Finish rule setup.

Step 1: Specify a name for this rule

ponse' or 'Accept Meeting Response' or 'Meeting Cancellation' or 'Meeting Request'

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
uses the Tentative Meeting Response or Decline Meeting Response or Accept M
move it to the Mailing Lists folder



Cancel

< Back

Next >

Finish