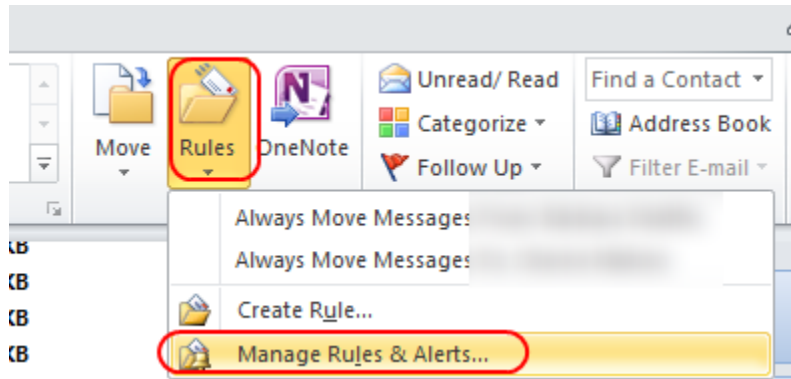


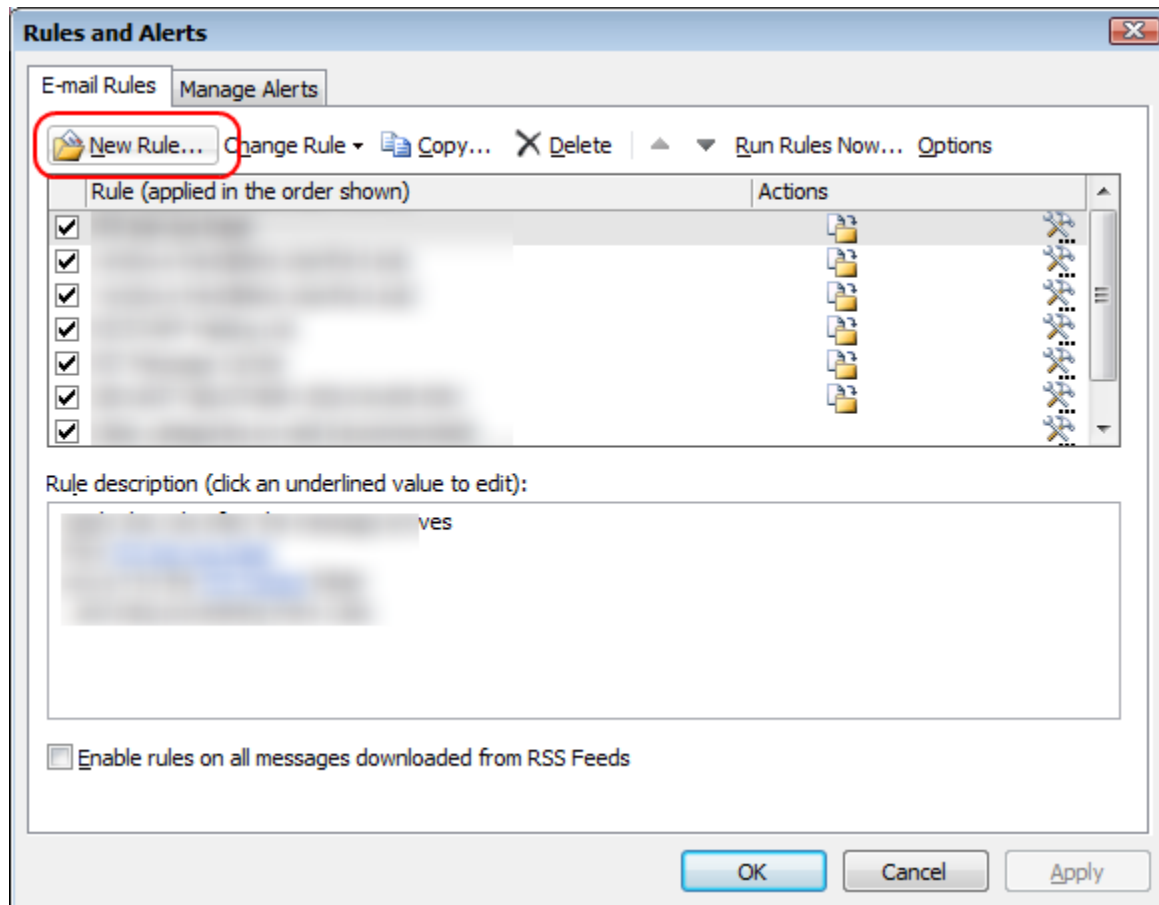
# Filter all Meeting Requests and Updates to another folder

## Microsoft Outlook

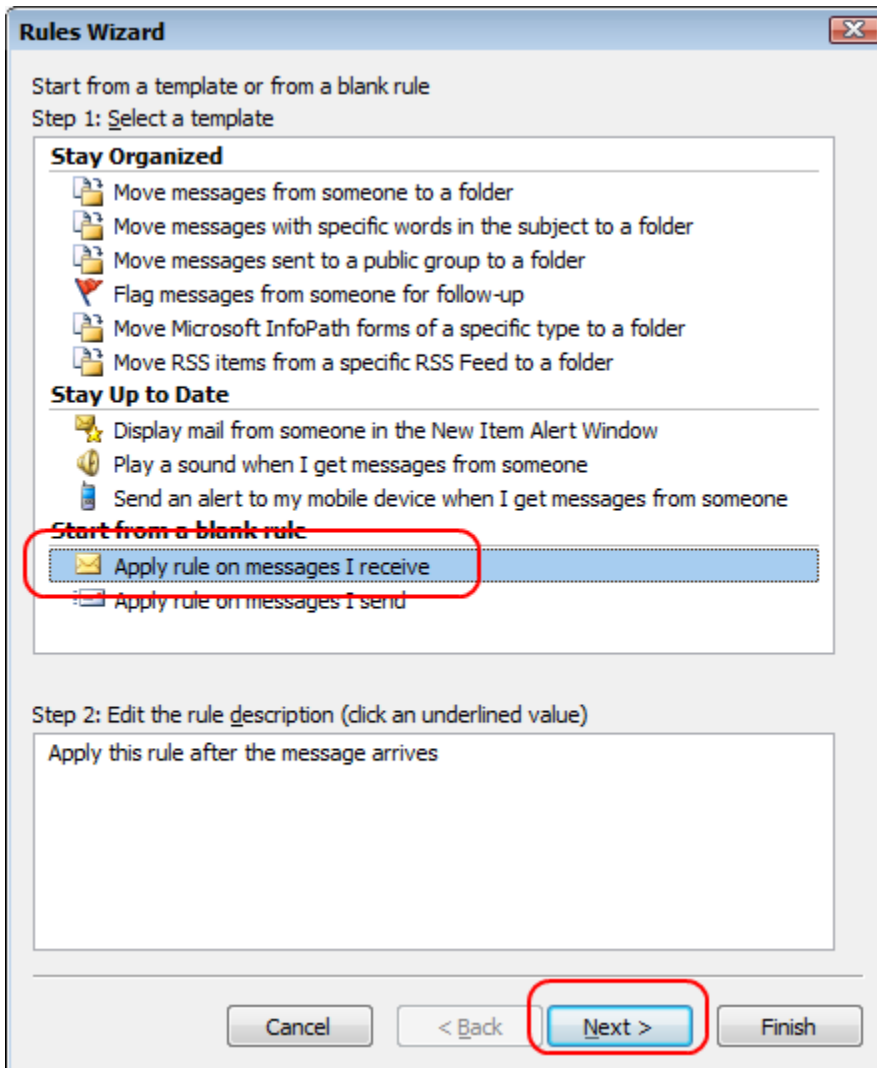
Start by opening Outlook. Click on **Rules** and then **Manage Rules & Alerts** on the **Home** ribbon.



Click on **New Rule**



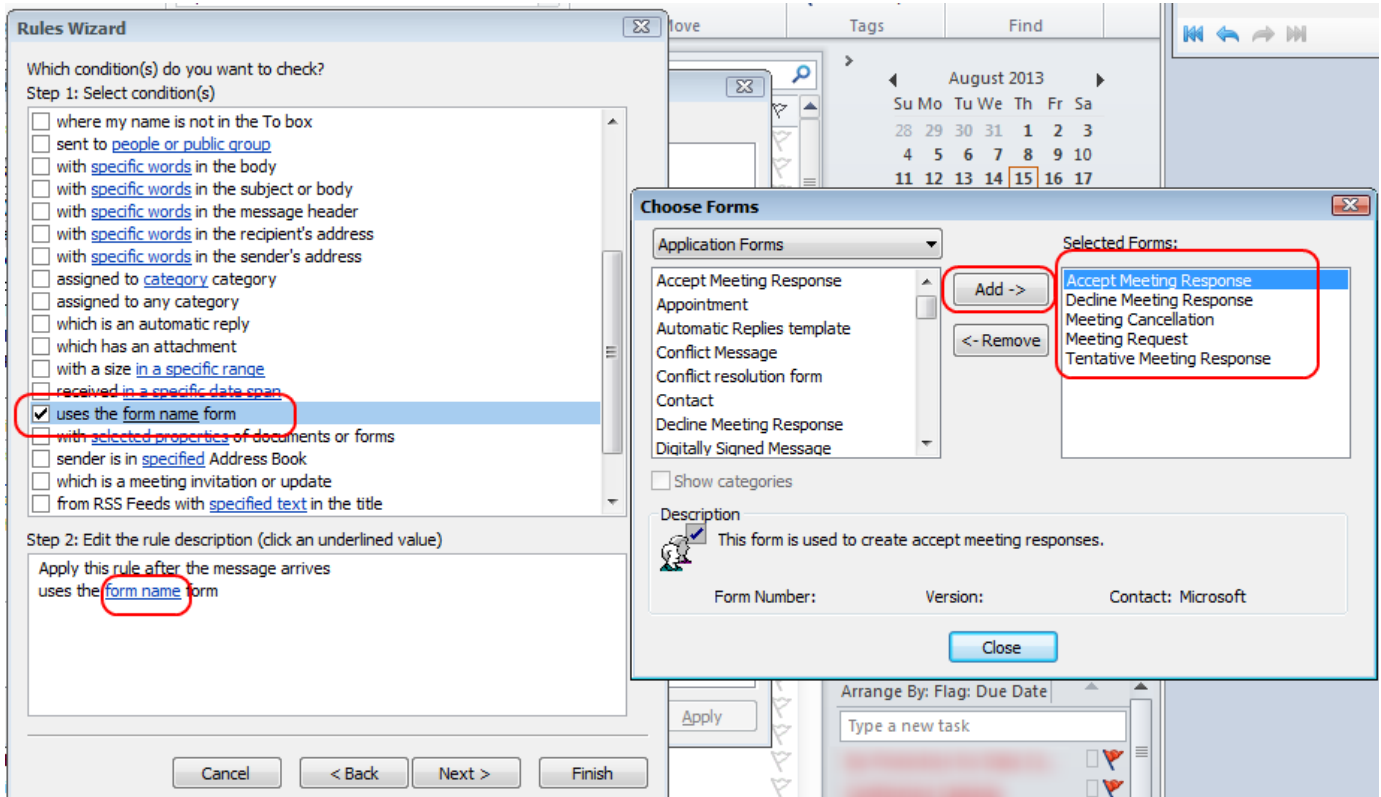
Click on **Apply rule on messages I receive** and then click **Next**.



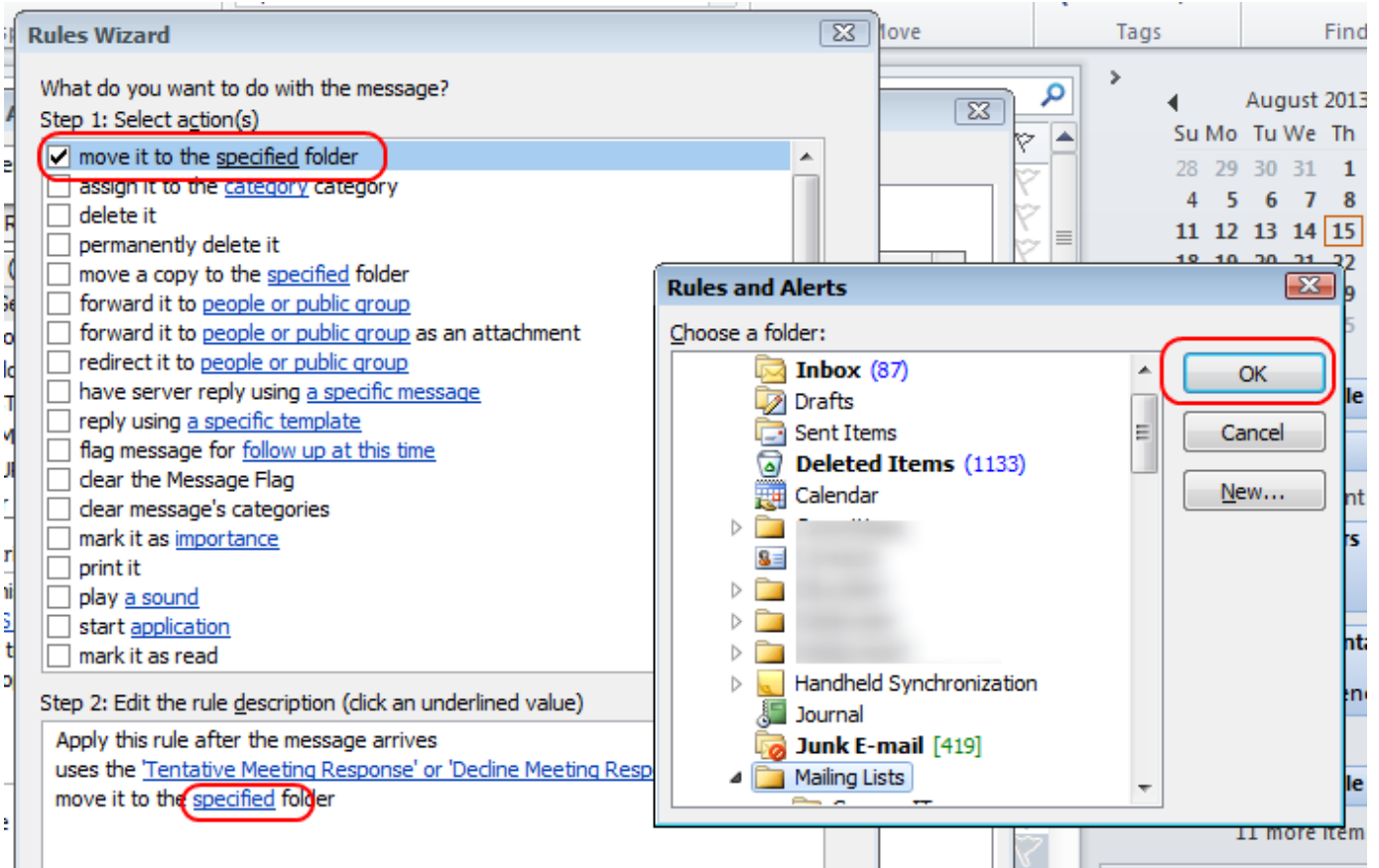
Check **uses the form name form**, then click on the underlined words **form name**.

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**.

**Rules Wizard** [X]

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- except if from people or public group
- except if the subject contains [specific words](#)
- except through the [specified](#) account
- except if sent only to me
- except where my name is in the To box
- except if it is marked as [importance](#)
- except if it is marked as [sensitivity](#)
- except if it is flagged for [action](#)
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To box
- except if sent to [people or public group](#)
- except if the body contains [specific words](#)
- except if the subject or body contains [specific words](#)
- except if the message header contains [specific words](#)
- except with [specific words](#) in the recipient's address
- except with [specific words](#) in the sender's address
- except if assigned to [category](#) category

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

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

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

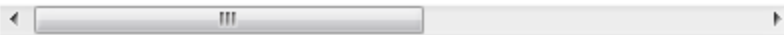
Run this rule now on messages already in "Inbox"

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