Mail rules can do any number of things from color coding messages coming into your account to auto forwarding mail to another address. To access, create, or modify your mail rules open Microsoft Office 2011, click on the “Tools” option at the top of your screen, and select the “Rules...” option from the drop-down menu.

For instance if you wanted to set a message that came in with a “Urgent” or “High” priority to have a specific category color you would perform the following steps from the “Rules and Alerts” screen

1. Click the “+” button in the bottom left corner of the “Rules” window.
2. On the “Edit Rule” screen you can set and change the following sections to create a mail rule. You will need to name your rule something that is easy for you to discern, and set the categories to reflect the changes you wish to be made. Once you have finished click the “OK” button:

**NOTE:** In this example you would set the “IF” section to have a “Priority” of “Highest” and the “Then” section to “Set Category” of “Red Category”. There are many different criterions that you can use to make mail rules. To see a listing of all the criterions you can simply click on the item to access a drop-down menu

3. Once you have completed the creation of your rule you will be take back to the “Rules” window, and presented with a list of all the rules currently active on your account. You can disable / enable the rule by simply clicking on the checkbox to the left of the rule name. To exit the “Rules” window click on the red close button in the upper left corner of the window.