

# Outlook 2010 Tips and Tricks

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## Create custom actions rules

A rule is an action that Microsoft Outlook automatically performs on sent or received email messages, based on conditions that you specify, such as moving all messages from a specific person into a folder other than your Inbox. Some third parties offer add-ins that enable custom actions, such as automatically printing new email messages. Microsoft does not provide these add-ins. They are written by third-party developers as dynamic-link library (.dll) files that must be installed on the computer that is running Outlook.

To find Outlook add-ins on the web, see this article, or use your web browser to search for Outlook custom actions.

The following instructions will help you create a rule that runs a custom action add-in.

Note: A rule with a custom action runs only on the computer where it is installed and only when Outlook is running.

Create a custom action rule

**To create a rule by choosing your own conditions, actions, and exceptions, do the following:**

1. Click the File tab.
2. Click Manage Rules & Alerts.
3. In the Rules and Alerts dialog box, on the E-mail Rules tab, click New Rule.
4. Under Start from a blank rule, click either Check messages when they arrive or Check messages after sending.
5. Click Next.
6. Under Step 1: Select condition(s); select the conditions that you want the messages to meet for the rule to apply.
7. Under Step 2: Edit the rule description, click an underlined value for any condition that you added, and then specify the value.
8. Click Next.
9. Under Step 1: Select action(s), select the perform a custom action check box.
10. Under Step 2: Edit the rule description, click a custom action.

11. In the Select Custom Action dialog box, under Choose an action to be performed, click an action.

Note If the add-in doesn't appear, the add-in isn't installed correctly for use by Outlook. You must contact the add-in developer for more information.

12. To change the default action, click Change.

13. Click OK to return to the Rules Wizard.

14. Click Next.

15. Under Step 1: Select exception(s), select any exceptions to the rule, and then click Next.

16. Under Step 2: Edit the rule description, click an underlined value for any exception that you added, and then specify the value.

17. Click Next.

18. Under Step 1: Specify a name for this rule, enter a name.

19. Under Step 2: Setup rule options, select the check boxes for the options that you want.

- If you want to run this rule on messages that already are in the Inbox, select the Run this rule now on messages already in "Inbox" check box.
- By default, the new rule is turned on. To turn off the rule, clear the Turn on this rule check box. You can turn the rule on later.
- To apply this rule to all email accounts set up in Outlook, select the Create this rule on all accounts check box.

20. Click Finish.