Instructions for Outlook 2011, Mac users

1. Right mouse click (CTR-right mouse click) the email that you want to create the rule for > Rules > Create Rule...

2. In the open dialog box, do the following:
   a. Enter your Rule name.
   
   b. In the “When a new message arrives that meets all these conditions:” section, you need to create your rules. (Click on the 🗑️ to delete a rule and click on the ⬆️ to add an additional rule.)
   
   c. In the “Do the following:” section, you must select what you want to do when the above condition is true.
   
   d. Click the OK button.