

Creating a rule to delete emails containing certain words or phrases

- Log to Outlook in the Cloud
- Click the gear icon in the upper right corner of the window.
- Select Mail under Your app settings at the bottom of the Settings area
- Select Inbox and sweep rules
- Under Inbox rules click the plus sign to add a new rule
- Enter a name for your new rule (I named mine Blocked Words)
- In the “When the message arrives, and it matches all of these conditions” field – select “It includes these words”
- Select “In the subject or body”
- Enter the words you want to block in the “Specify words or phrases” window, pressing the + sign to add each word you type
- In the “Do all of the following” field – select “Move, copy or delete”
- Select “Delete the message”
- Click OK

Adding additional words or phrases to your rule

- Click the rule you created to highlight it
- Click the pen icon which is edit
- Click the word(s) you’ve already added
- Add additional one(s)