

# **Organizing Your Outlook Inbox with Rules**

Now more than ever, it can be challenging to keep your inbox organized. Try using rules to create an automated filing system for your messages. Watch these short videos to learn how to create rules for your inbox in the Outlook application or Office 365.

Creating inbox rules in Outlook:

<https://www.youtube.com/watch?v=nbrT5u9jjo0>

Creating inbox rules in Office 365:

<https://www.youtube.com/watch?v=SeOqSs6gI9c>