Directed Communication Quick Tip #DCEQT9
Moving Directed Communication Emails to Deleted items

Responses to Directed Communication emails are sent to the creator of the email. While some of these responses are true responses from individuals who have received the email, some of these will be from the mail delivery system. These messages regard delivery problems such as invalid email addresses or a recipient's over-quota mailbox.

One way to avoid these messages cluttering up your Inbox, is to establishing rules in Microsoft Outlook that automatically put these emails in one’s Deleted Items/Trash folder. The appropriate steps for creating a rule are outlined below.

Finding Unwanted Email

1. Open Microsoft Outlook and look in the Inbox for an unwanted Directed Communication Email.

2. Right click on unwanted email and a selection of options will appear. Select the option entitled “Create Rule.”

Creating a Rule

1. A Create Rule window appears. This feature allows you to customize what emails you would like to include in the rule. Some information is automatically filled in because of the email you right clicked on. If you want this rule to apply for messages similar to the one you've selected then you would check the first and second boxes under “When I get e-mail with all the selected conditions”.

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2. In the second part of the window, “Do the following”, choose what you would like to do with the emails. If you would prefer to delete the unwanted emails, you would select the third box called “Move the item to folder”. Click on the “Select Folder” option and then select **DELETED ITEMS** as the desired folder, then click okay.

3. Once you have selected this folder, you will be brought back to the Create Rule window and the last option box will have deleted items as the email destination. Click okay.

4. A dialog box will appear informing you that the rule has been created. It will give you the option to apply this rule on messages that are already in your inbox. If you have multiple messages in your inbox that meet your rule’s criteria, select this option and then click okay.

5. Your rule has now been created and will be applied to all incoming messages.