**Outlook email rules**

* In the Outlook Menu, click **Tools**—**Rules and Alerts**.



The Rules and Alerts screen should look like below.



* Click the **New Rule** option. The box below should open. Highlight “Move messages with specific words in the subject to a folder” and click **Next**.



* Click **“with specific words in the subject line”** and **“with specific words in the body.”**



* Click on the hyperlink **“specific words”** in the subject. The box below should come up. Type “expense report” and “requires your attention” in the top box and click **Add**. Click **OK**.



* Click on the hyperlink **“specific words”** in the body. The box below should come up. Type “An expense report has been submitted that requires your action:” and “You can navigate directly to the approval page by clicking the link below:” in the top box and click Add. Click **OK**.



* Click on the hyperlink **“specified”.** Choose which Outlook folder you want the emails to go to and click **OK**. Back on the main screen, click **Next**.



* At this point you have the option to add more options for which emails would go to that folder or stay in your inbox. When done, click **Next**.



* Set the name for the rule and click **Finish**.

***You are done!***