How to configure a rule to check if a message did NOT get received.

Sometimes you need to take action in Outlook if you **do not** receive a message by a certain time. Auto-Mate has a special rule to handle this particular requirement.

Start by opening the Rule Manager and creating a new rule:

Then choose the following Rule Type:

Choose the folder to scan. You can also specify that it is from a particular user by configuring the From field. On the Properties tab you can also configure other properties to match:

Then choose the actions you want the rule to take if the message(s) is not found:

Auto-Mate Rule Properties

Group Name: My Rules

Rule Name: Verify that an email was received rule

Rule Basics | Properties | Accounts & Types | **Actions** | Exceptions | Scheduling

Perform the following actions in sequence from top to bottom

☐ Status — Set to Unread
☐ Importance — Set to Normal
☐ Flag Status — Mark Complete
☐ Categories — Add To
☐ Subject — Prefix with
☐ Forward
☐ Reply — To Sender
☐ Export As — Text(.TXT)
☐ Attachments — Detach/Save
☐ Print — Default printer is not set.
☐ Copy To
☐ Move To
☐ Delete — Delete - move to Deleted Items folder
☑ Play sound — C:\Windows\Media\notify.wav
☑ Send Message — Network Administrator
☐ Run Program
☑ Show Alert — System Backup Confirmation not received
☐ Stop Processing

Add Rule | Cancel | Apply

On the Scheduling tab you can configure the rule to execute on a particular day and time:

Save your new rule and you are good to go.