

How to flag Outlook message sent directly to me

Start by creating a rule to scan messages when they arrive in your inbox:

The screenshot shows the 'Auto-Mate Rule Properties' dialog box. The 'Rule Name' field contains 'Flag Messages directly to me'. The 'Rule Type' dropdown is set to 'Scan messages when they arrive in my Inbox'. The 'Source Folder' field shows '\support@pergenex.com\Inbox'. Below this, there are three checkboxes: 'Dynamic source folder - choose at runtime' (unchecked), 'Include subfolders (may slow execution)' (unchecked), and 'Only process newest messages' (checked). There are also two sets of 'Older Than' and 'Newer Than' dropdowns, both currently set to 'Any Age'. The 'Rule Category' dropdown is set to '[Uncategorized]'. At the bottom, there are two more checkboxes: 'Quick Run (List rule in Toolbar/Ribbon Run list)' (unchecked) and 'Enable Rule' (unchecked). The left sidebar has tabs for 'Basics', 'Addresses', 'Conditions', 'Advanced', 'Actions', 'Exceptions', and 'Scheduling', with 'Addresses' currently selected. The bottom of the dialog has buttons for 'Make Template', 'Update Rule', 'Apply', 'Test Rule', and 'Close'.

Then on the Addresses tab, choose To Address: Where I am the only address on the To line:

Auto-Mate Rule Properties

Rule Name: Flag Messages directly to me

BasicsAddressesConditionsAdvancedActionsExceptionsScheduling

From: Any addresses listed below

To Address: Where I am the only address on the To line

Pergenex Support

Cc Address:

Make Template

Update Rule

Apply

Test Rule

Close

Finally on the actions tab, choose action: Set Flag:

Auto-Mate Rule Properties

Rule Name:

Flag Messages directly to me

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Basics

Addresses

Conditions

Advanced

Actions

Exceptions

Scheduling

Perform the following actions in sequence from top to bottom

☐ Status

Set to Unread

☐ Importance

Set to Normal

☒ Flag Status

Follow up

☐ Categories

Add Only

...

☐ Subject

<SUBJECT>

...

☐ Forward

☐ Reply

To Sender

choose a reply template

...

☐ Export As

Text(.TXT)

...

☐ Attachments

Detach/Save

...

☐ Print

...

☐ Open Message

☐ Create Task

☐ Copy To

...

☐ Move To

...

☐ Delete

Delete - move to Deleted Items folder

Make Template

Update Rule

Apply

Test Rule

Close

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<http://www.pergenex.com/kb/index.php?View=entry&EntryID=48>