

Create Inboxy Filter in Outlook web

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Created by

Varun Kumar

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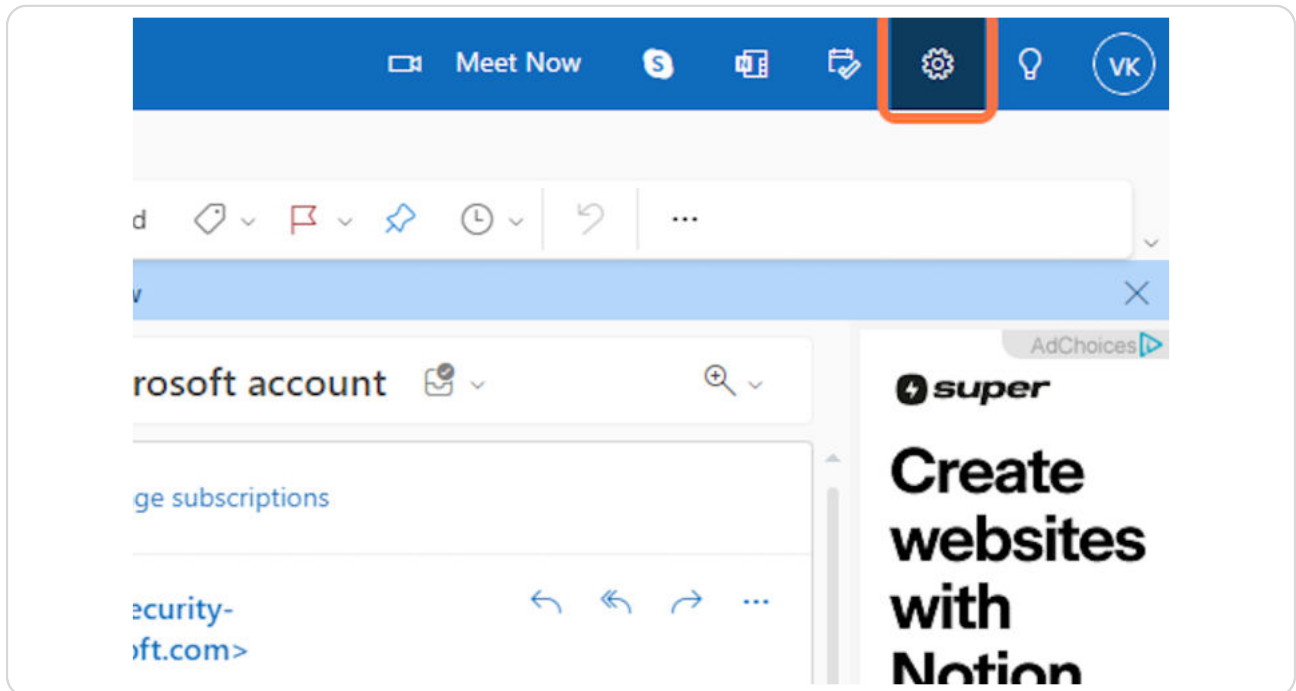
May 17, 2023

STEP 1

[Go to outlook.live.com](https://outlook.live.com)

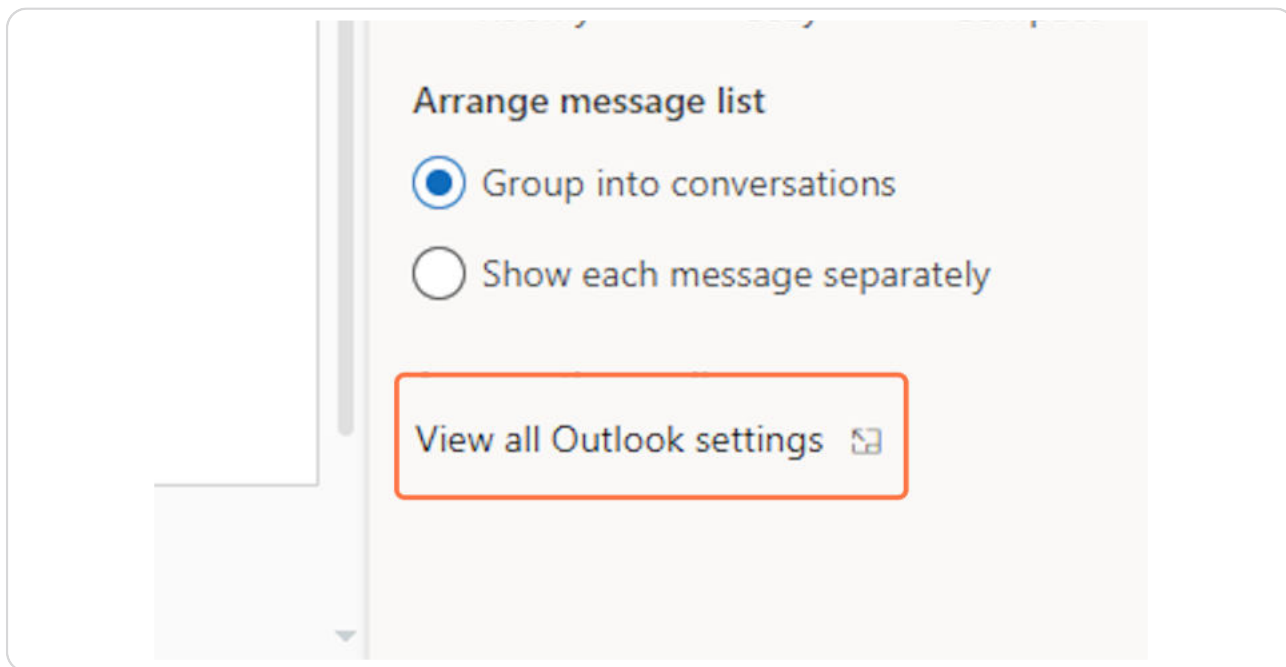
STEP 2

Click on Outlook...



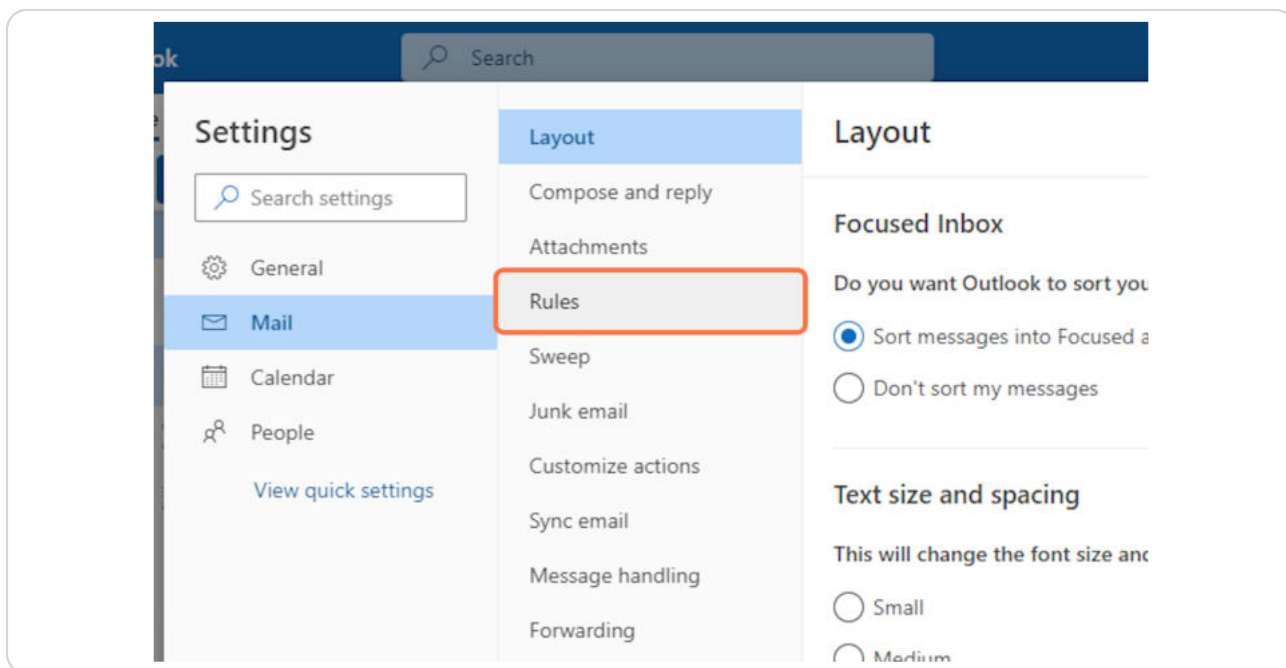
STEP 3

Click on View all Outlook settings...



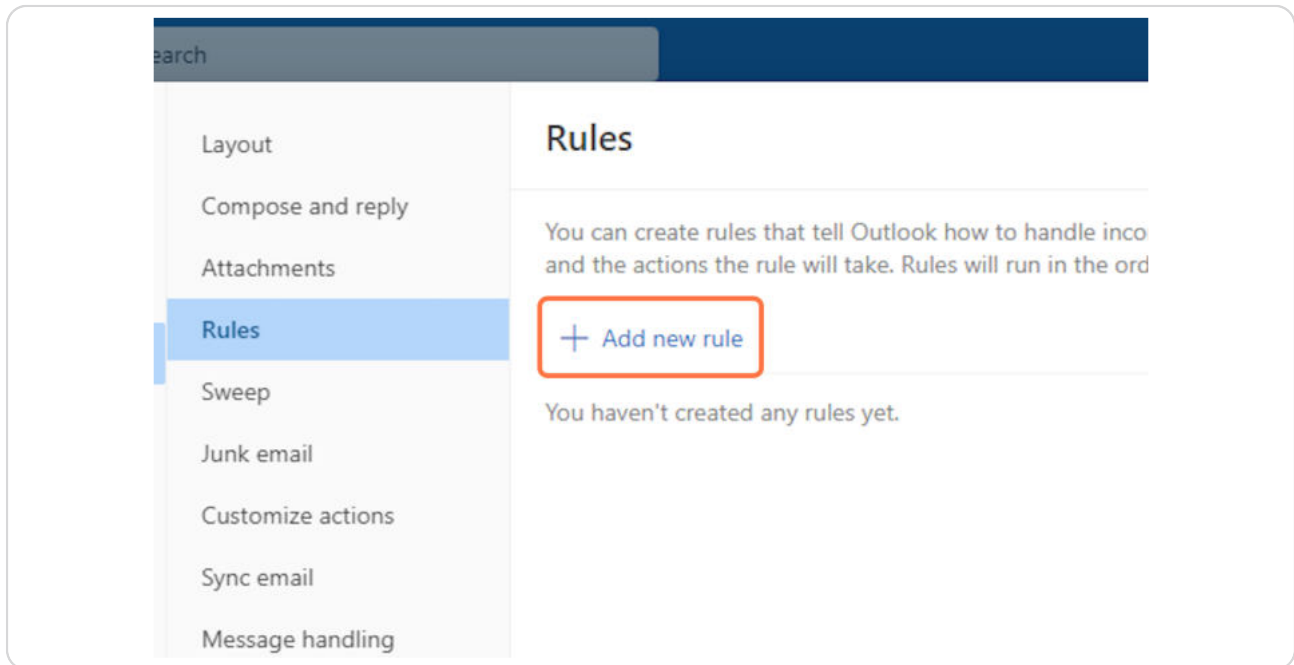
STEP 4

Click on Rules



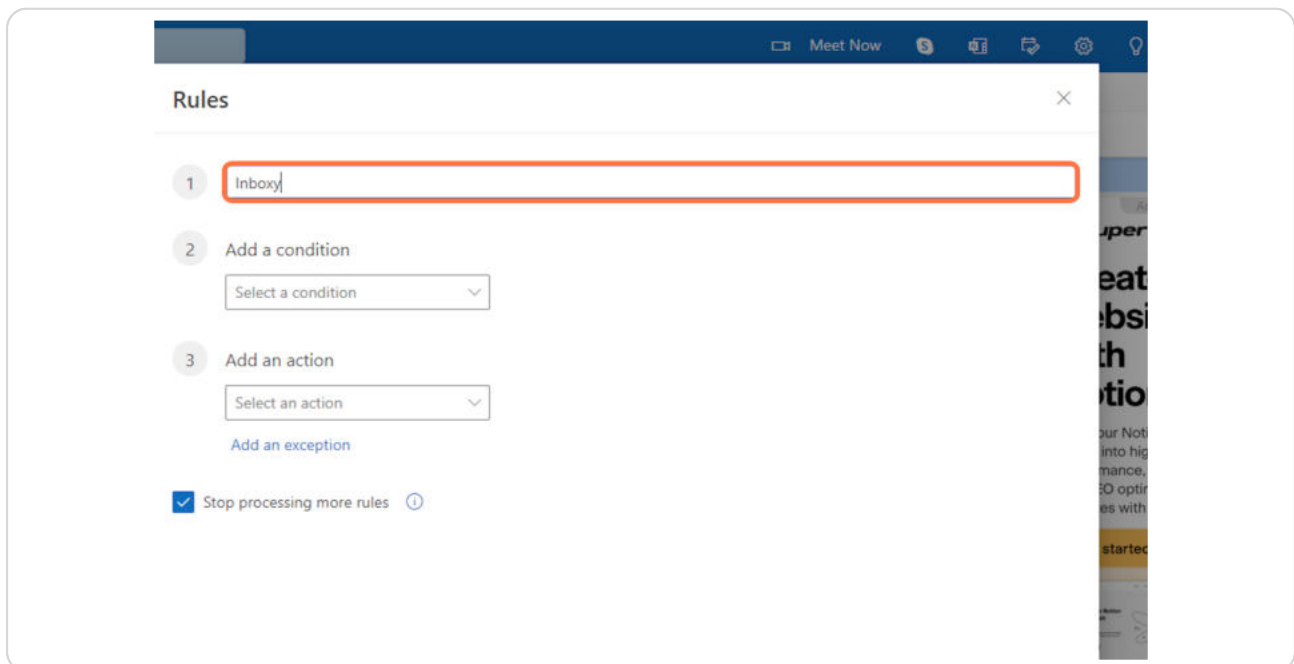
STEP 5

Click on Inbox rules



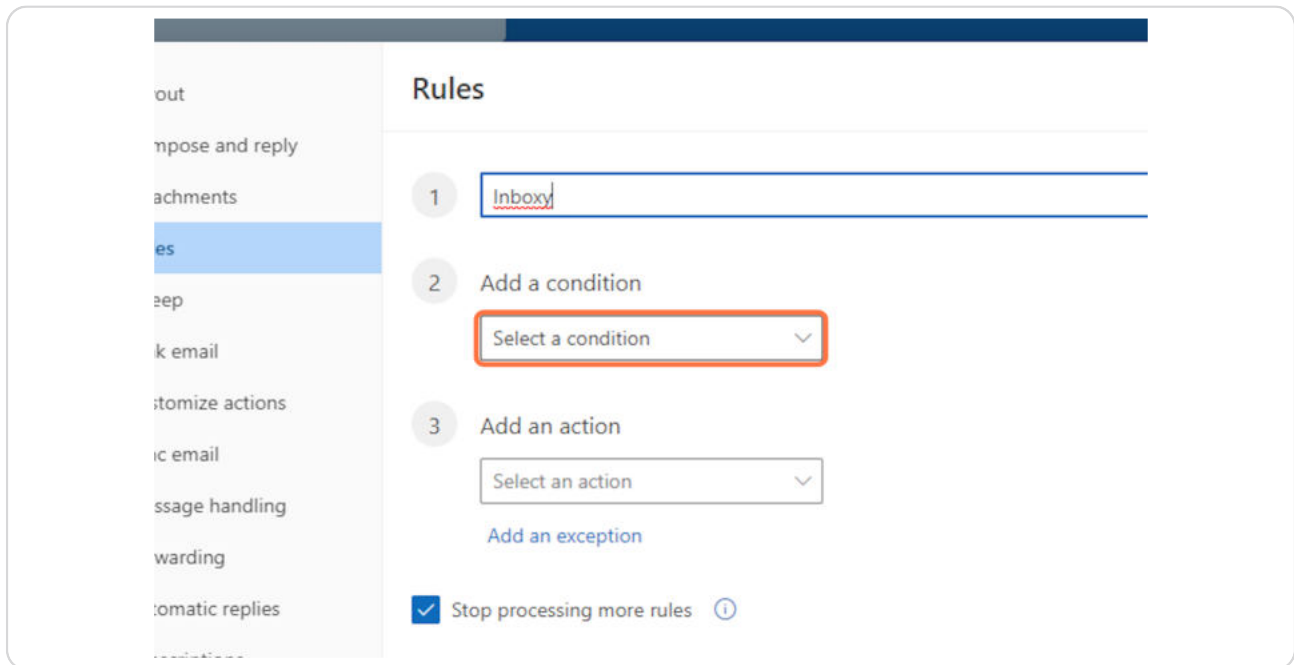
STEP 6

Type "Inboxy"



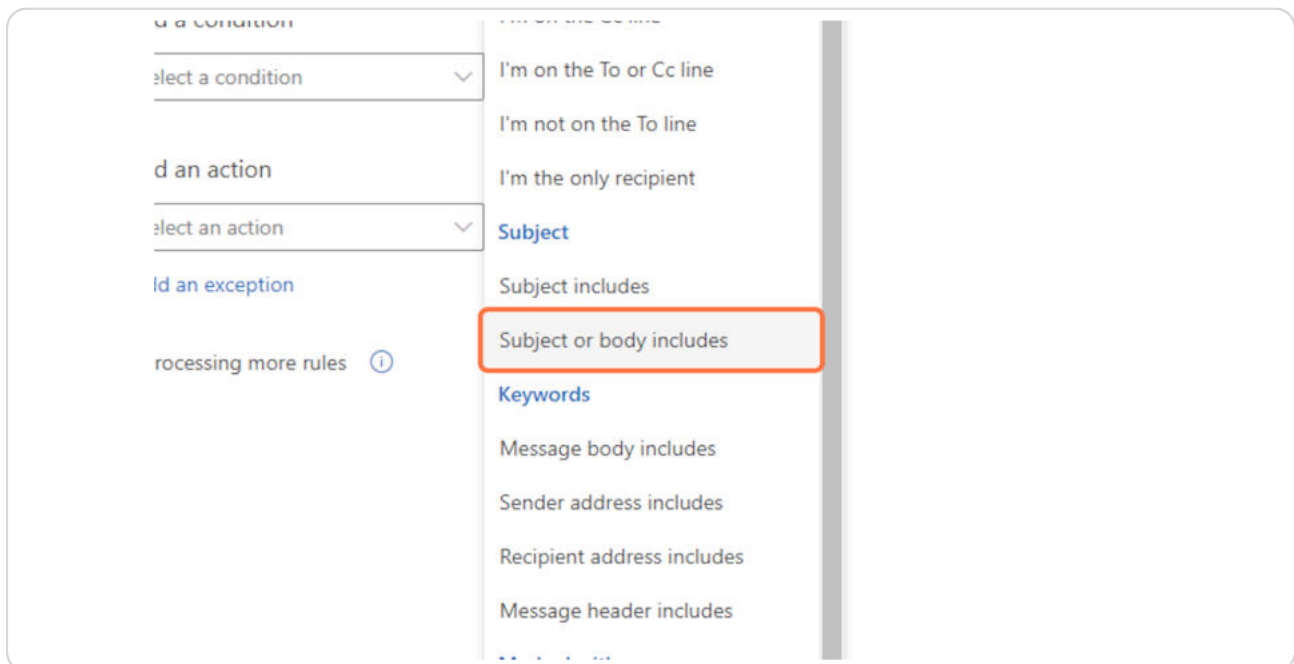
STEP 7

Click on Select a conditional



STEP 8

Click on Subject or body includes



STEP 9

Type in highlight

n

/ includes

Please add text

ndition

in



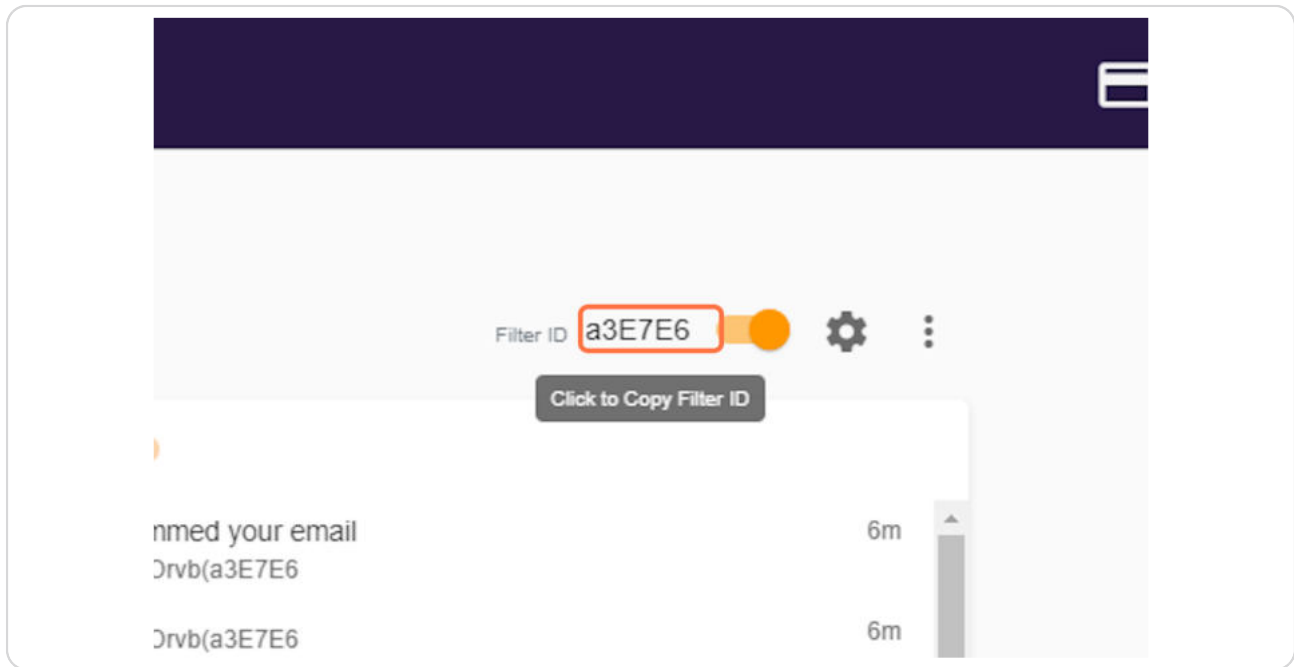
3 Steps

STEP 10

[Go to app.inboxy.io](https://app.inboxy.io)

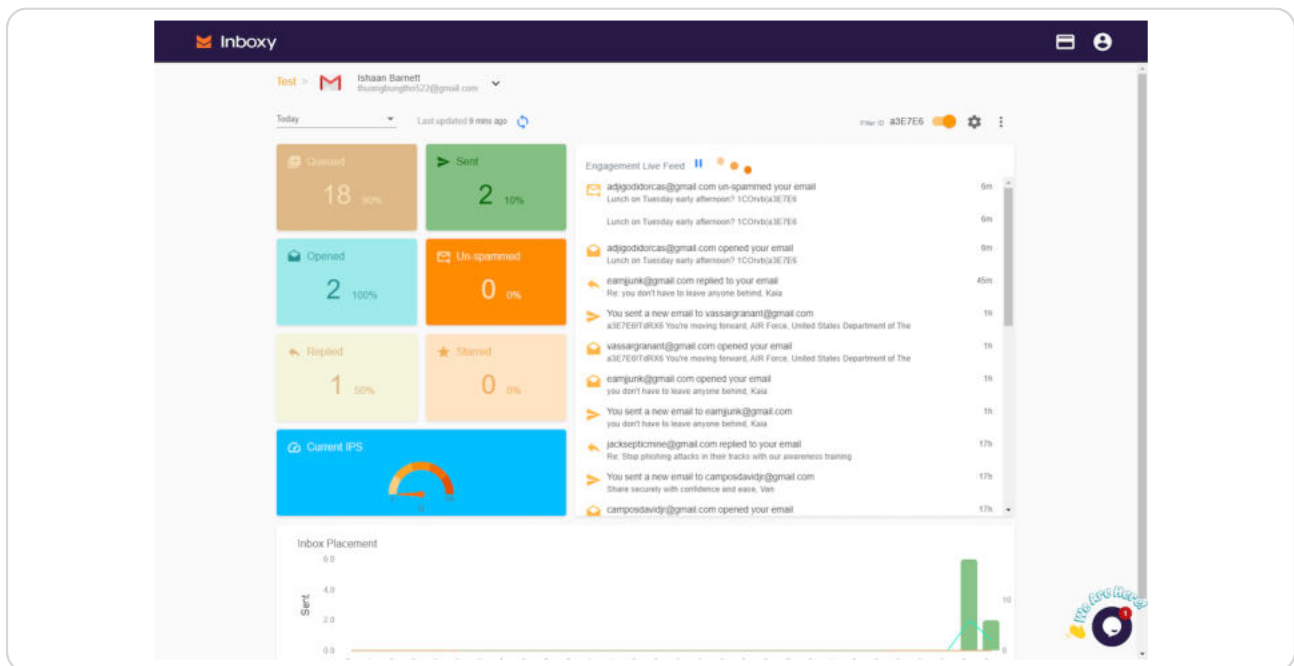
STEP 11

Click on copy



STEP 12

Copy text area

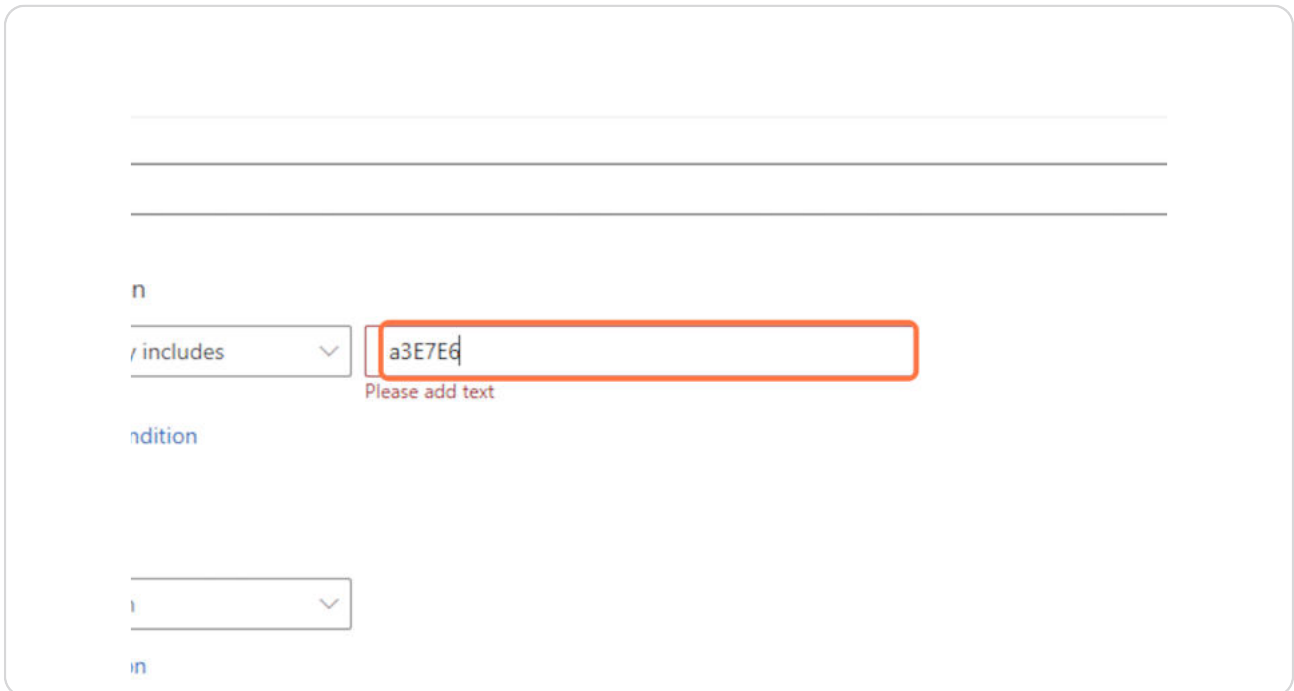


STEP 13

[Go to outlook.live.com](https://outlook.live.com)

STEP 14

Paste input



The screenshot shows a web form with several input fields. At the top, there are three horizontal lines. Below them, there is a dropdown menu with the text 'n' and 'includes' and a downward arrow. To the right of this dropdown is a text input field containing the text 'a3E7E6', which is highlighted with a red border. Below this input field is the text 'Please add text'. Further down, there is a dropdown menu with the text 'ndition' and a downward arrow. At the bottom, there is another dropdown menu with the text 'in' and a downward arrow.

STEP 15

Click on Select a action

The screenshot shows the 'Add a condition' step of an email rule configuration. On the left is a vertical menu with options: 'es', 'eep', 'k email', 'itomize actions', 'ic email', 'ssage handling', 'warding', 'omatic replies', and 'scriptions'. The main area is titled '2 Add a condition' and contains a dropdown menu set to 'Subject or body includes' with a text input field containing 'a3E7E6'. Below the input field is a red error message: 'Please add text'. A blue link 'Add another condition' is positioned below the input field. The next step is '3 Add an action', featuring a dropdown menu labeled 'Select an action' which is highlighted with a red rectangular box. Below this dropdown is a blue link 'Add an exception'. At the bottom, there is a checked checkbox labeled 'Stop processing more rules' with an information icon to its right.

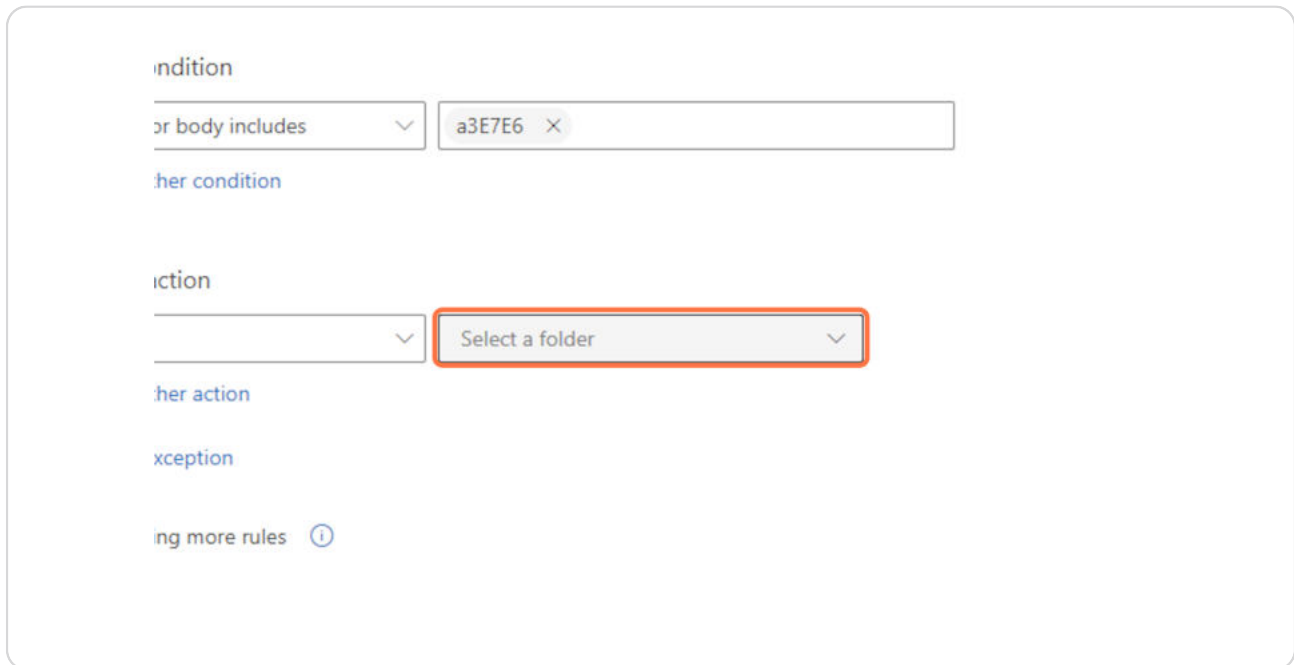
STEP 16

Click on Move to

The screenshot shows the 'Add an action' step of the email rule configuration. The left menu is the same as in Step 15. The main area is titled '3 Add an action' and shows the 'Subject or body includes' dropdown and input field from the previous step, with the value 'a3E7E6' and a close button 'X'. A blue link 'Add another condition' is below the input field. The 'Select an action' dropdown menu is open, and the 'Move to' option is highlighted with a red rectangular box. Other visible options in the dropdown include 'Organize', 'Copy to', 'Delete', 'Pin to top', 'Mark message', 'Mark as read', and 'Mark as Junk'. The 'Stop processing more rules' checkbox remains checked at the bottom.

STEP 17

Click on Select a folder...



Condition

or body includes

Other condition

Action

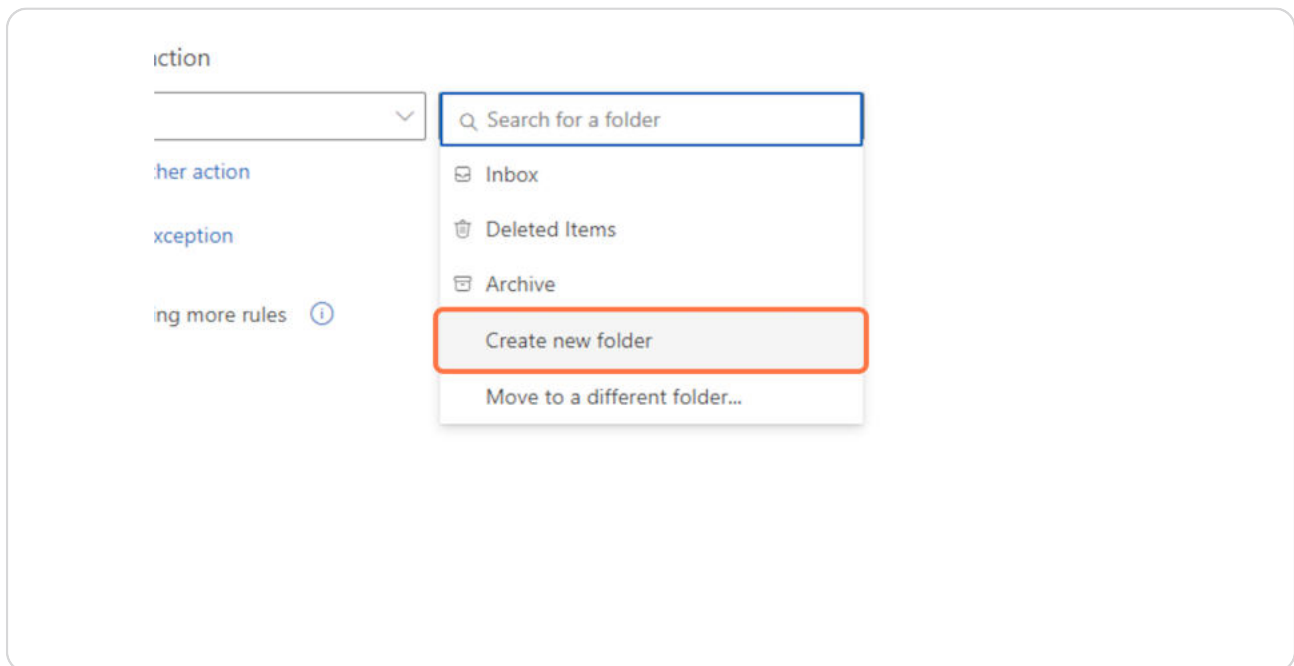
Other action

Exception

Adding more rules ⓘ

STEP 18

Click on Create new folder



Action

Other action

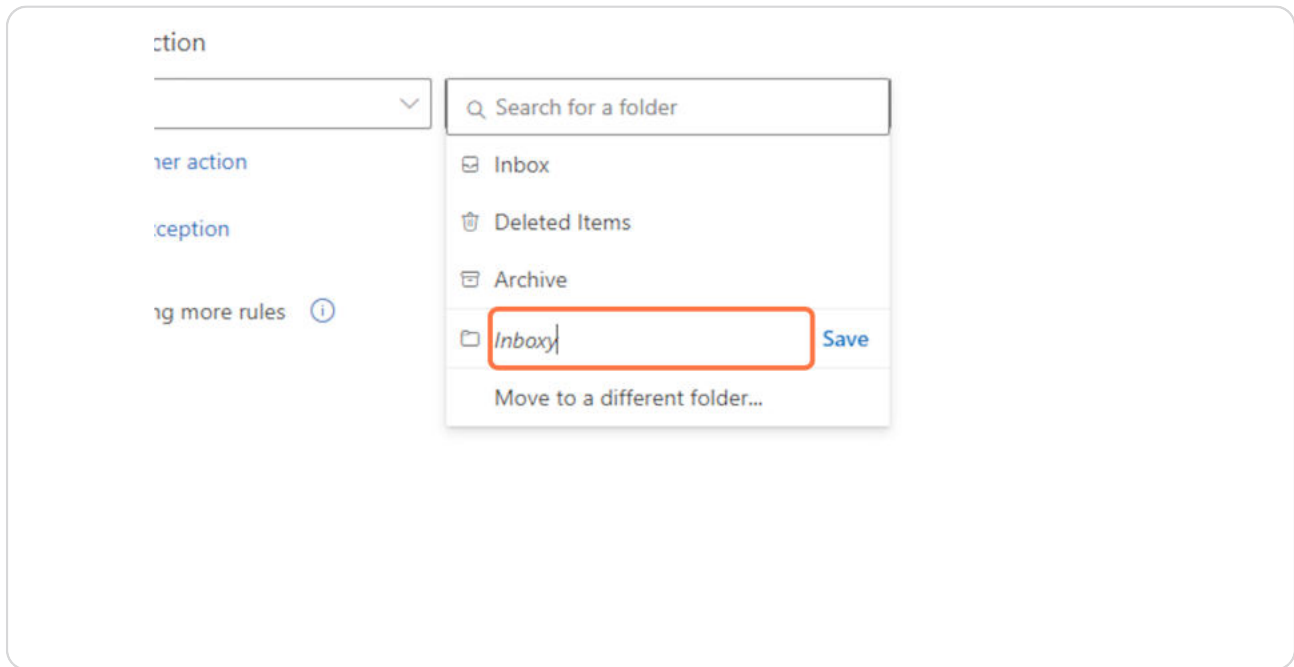
Exception

Adding more rules ⓘ

- Search for a folder
- Inbox
- Deleted Items
- Archive
- Create new folder**
- Move to a different folder...

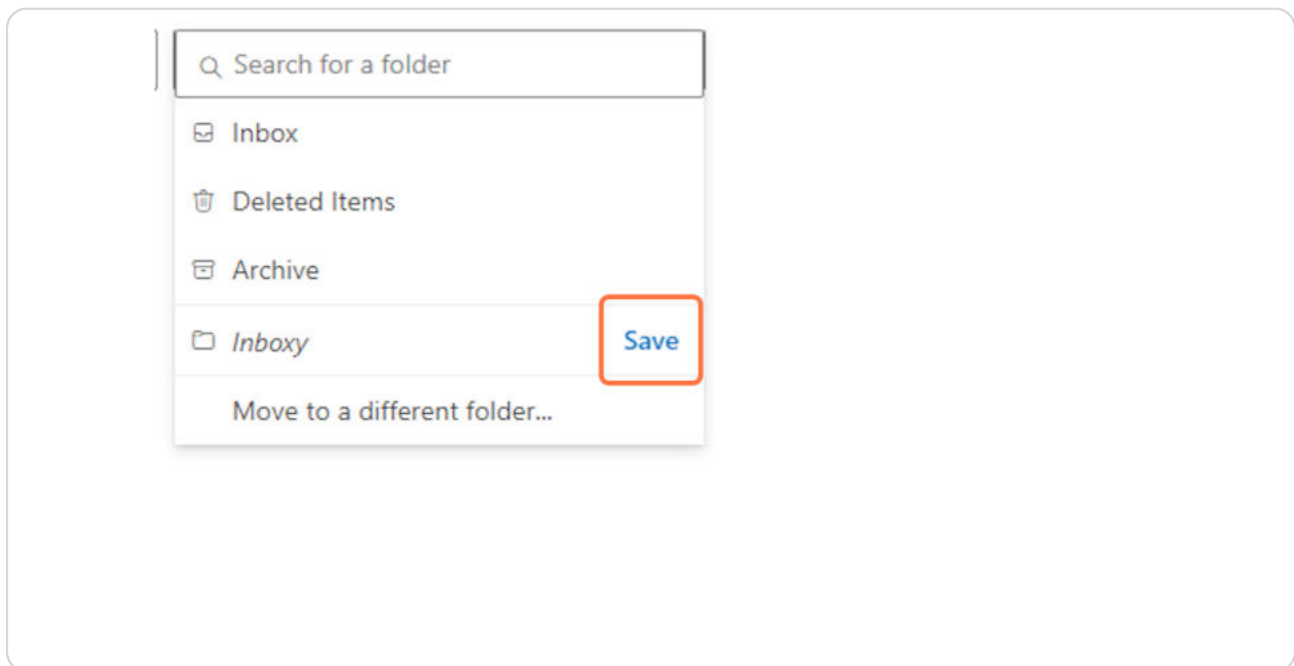
STEP 19

Type "Inboxy"



STEP 20

Click on Save



STEP 21

Type "Inboxy"

The screenshot shows a configuration interface for an email rule. At the top, there is a section labeled 'Condition' with a dropdown menu set to 'body includes' and a text input field containing 'a3E7E6'. Below this is a section labeled 'Action' with a dropdown menu set to 'Move to a different folder...'. The 'Name' field is currently empty, and a search dropdown menu is open, showing the search term 'Inboxy' and a list of results: 'Inboxy', 'Create new folder', and 'Move to a different folder...'. The 'Inboxy' result is highlighted with a blue border. There is also a 'more rules' link with an information icon at the bottom left.

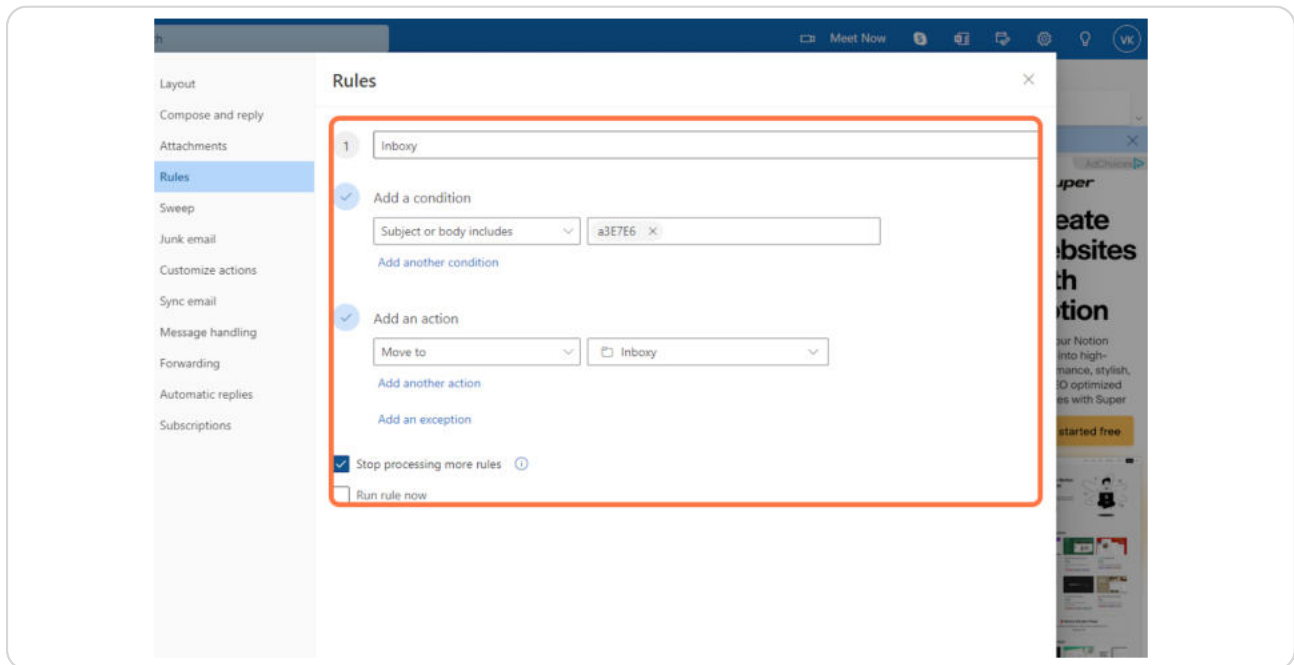
STEP 22

Click on □...

This screenshot is identical to the one in Step 21, but the 'Inboxy' folder in the dropdown menu is now selected and highlighted with a blue border. The search term 'Inboxy' is still visible in the search input field.

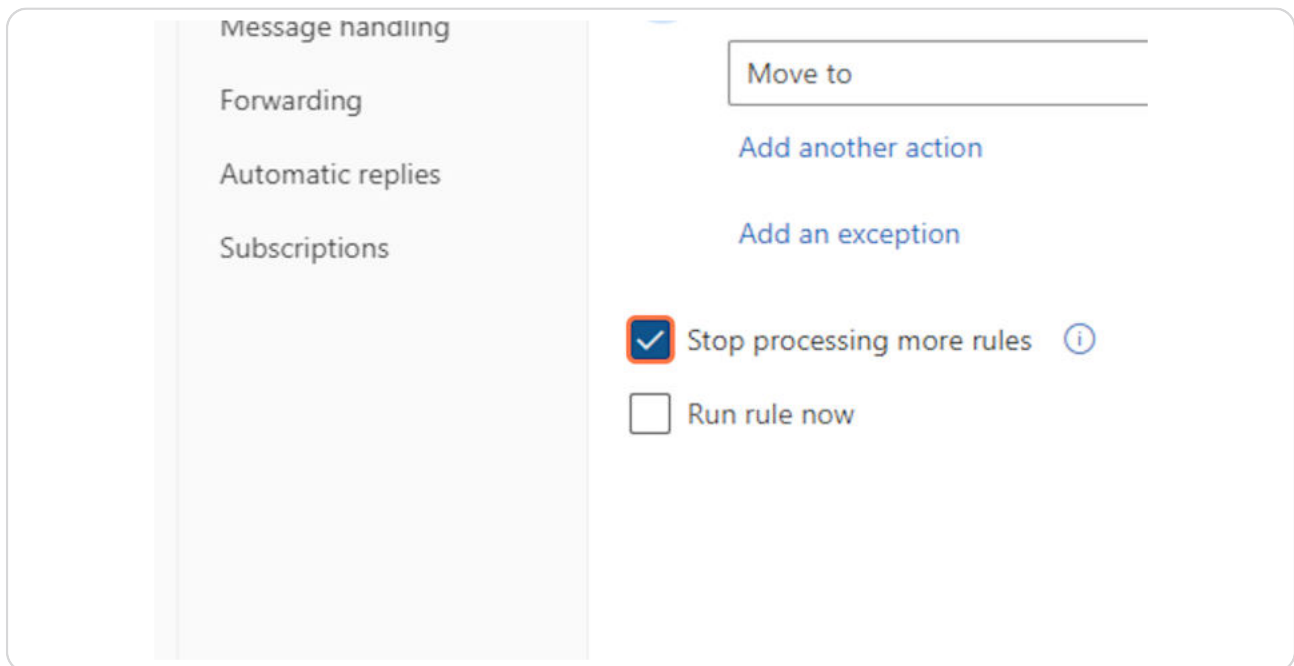
STEP 23

Click on Inbox rules



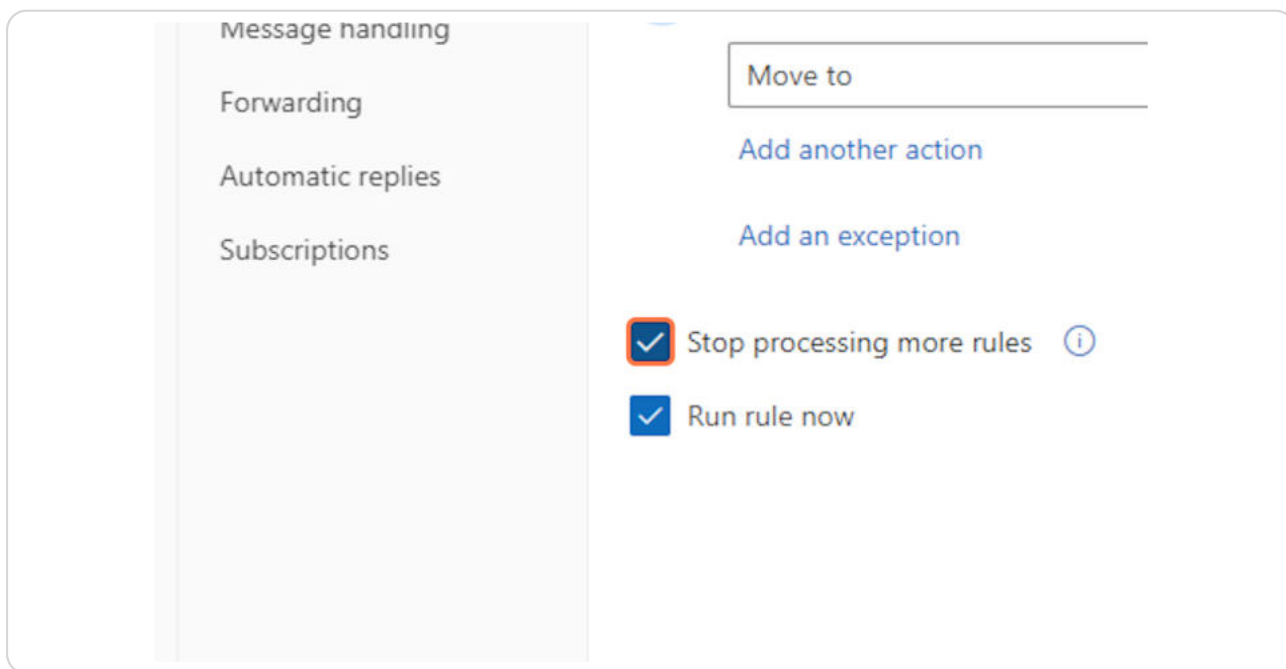
STEP 24

Click on Inbox rules



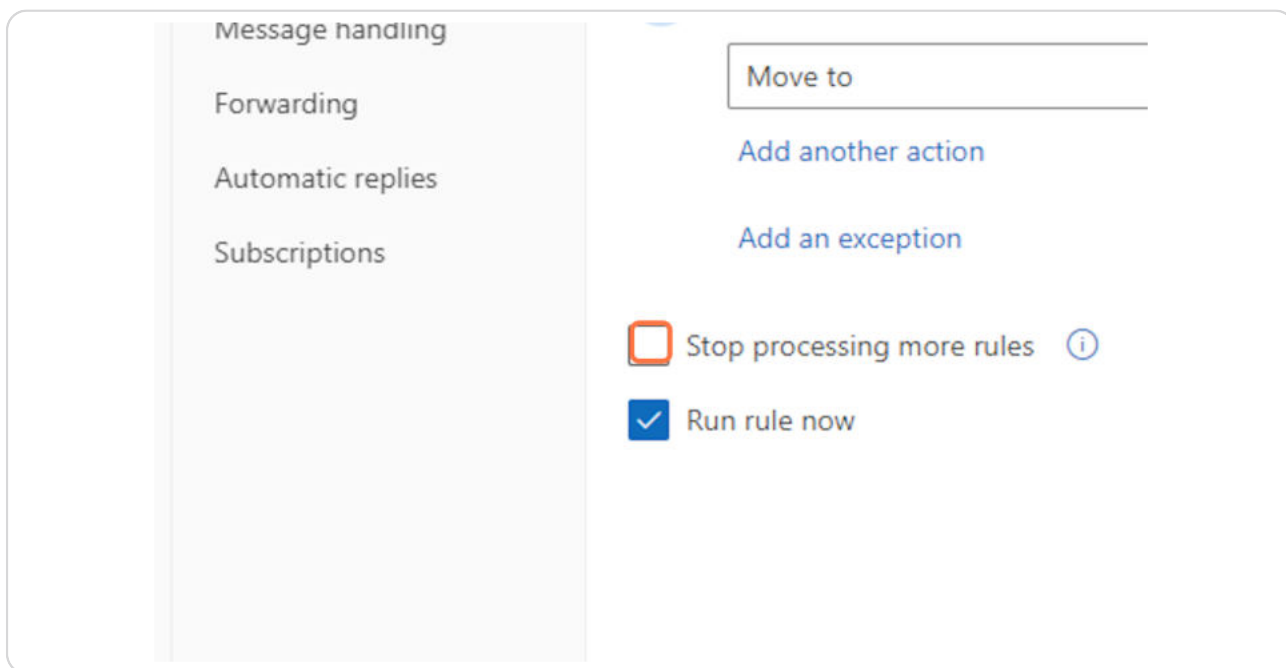
STEP 25

Click on Inbox rules



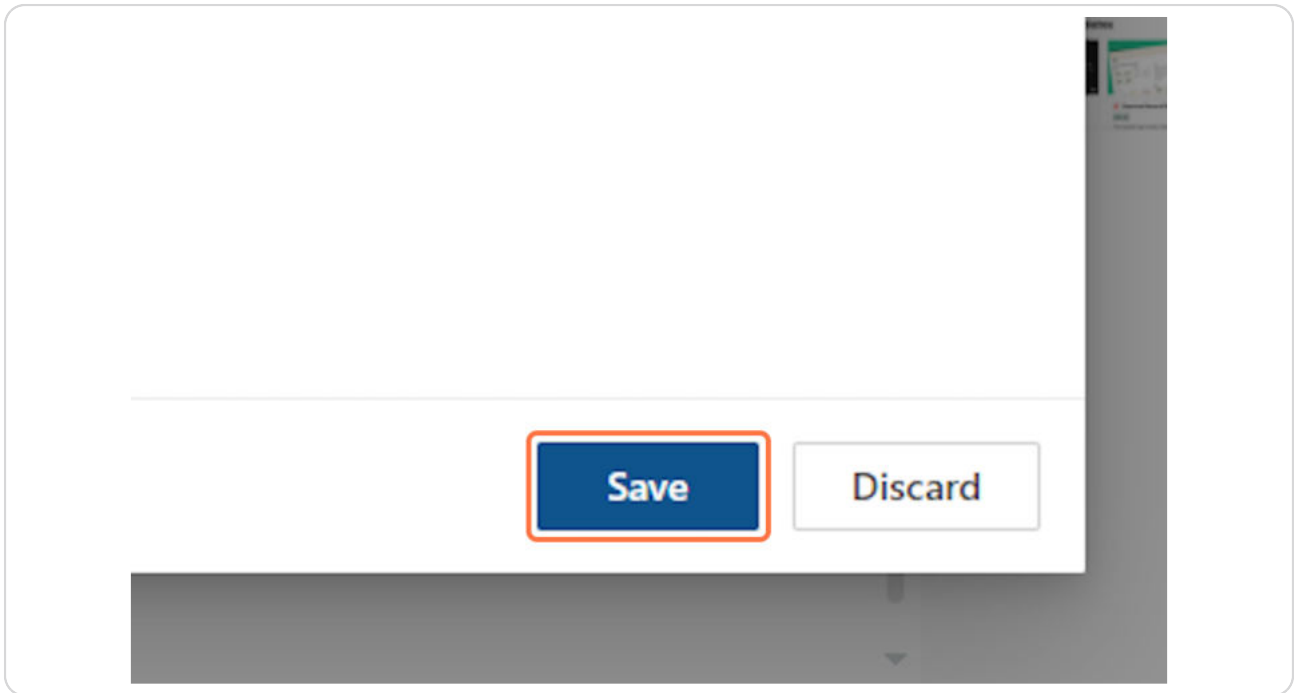
STEP 26

Uncheck Inbox rules



STEP 27

Click on Save



Tango

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