



Create Inboxy Filter in Outlook web

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Created by

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Last Updated

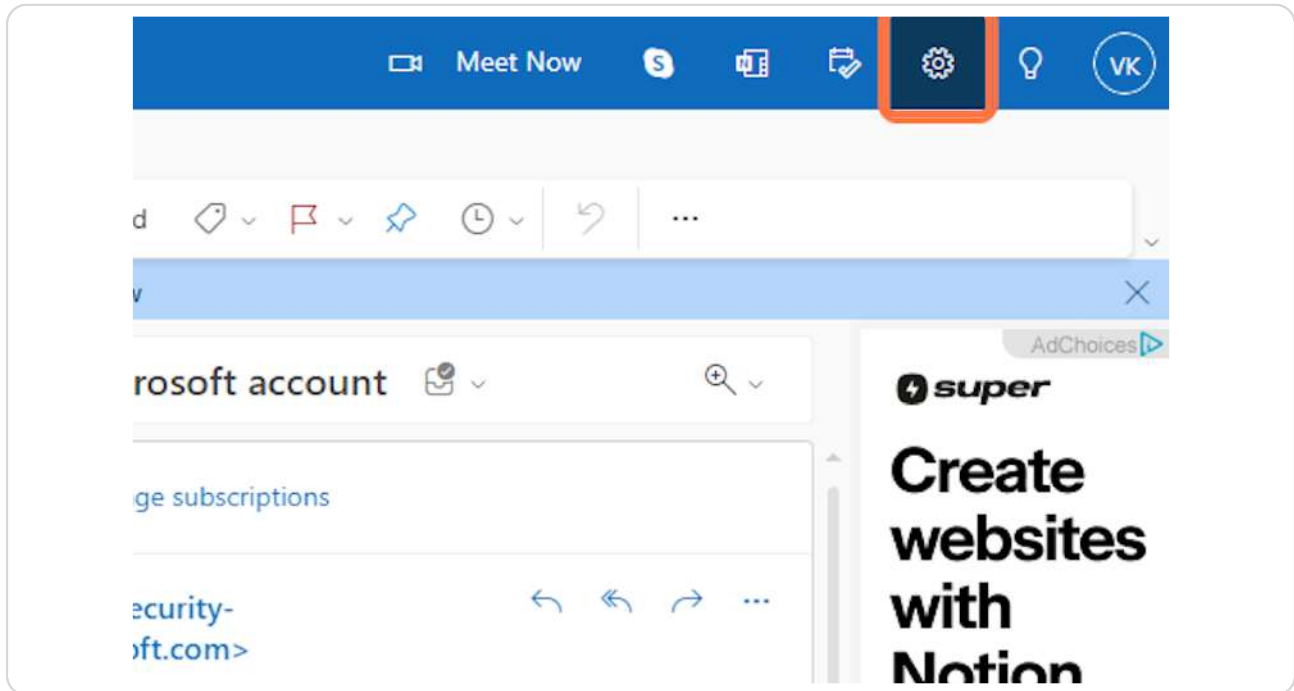
April 18, 2023

STEP 1

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

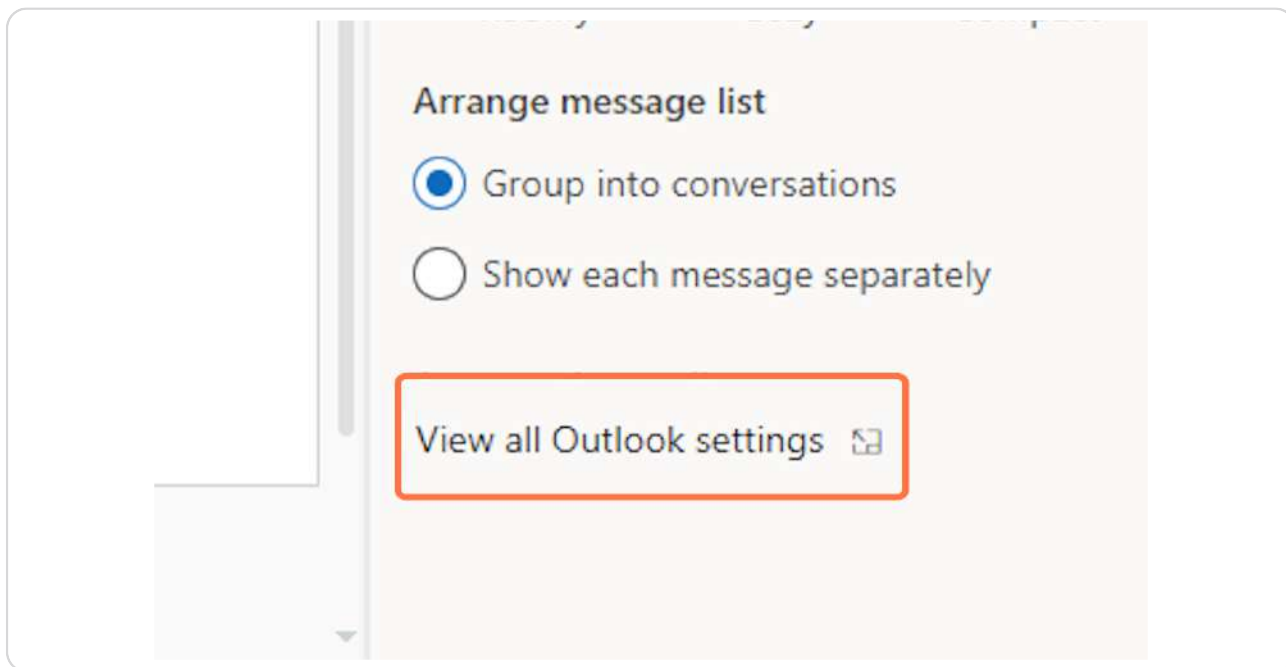
STEP 2

Click on Outlook...



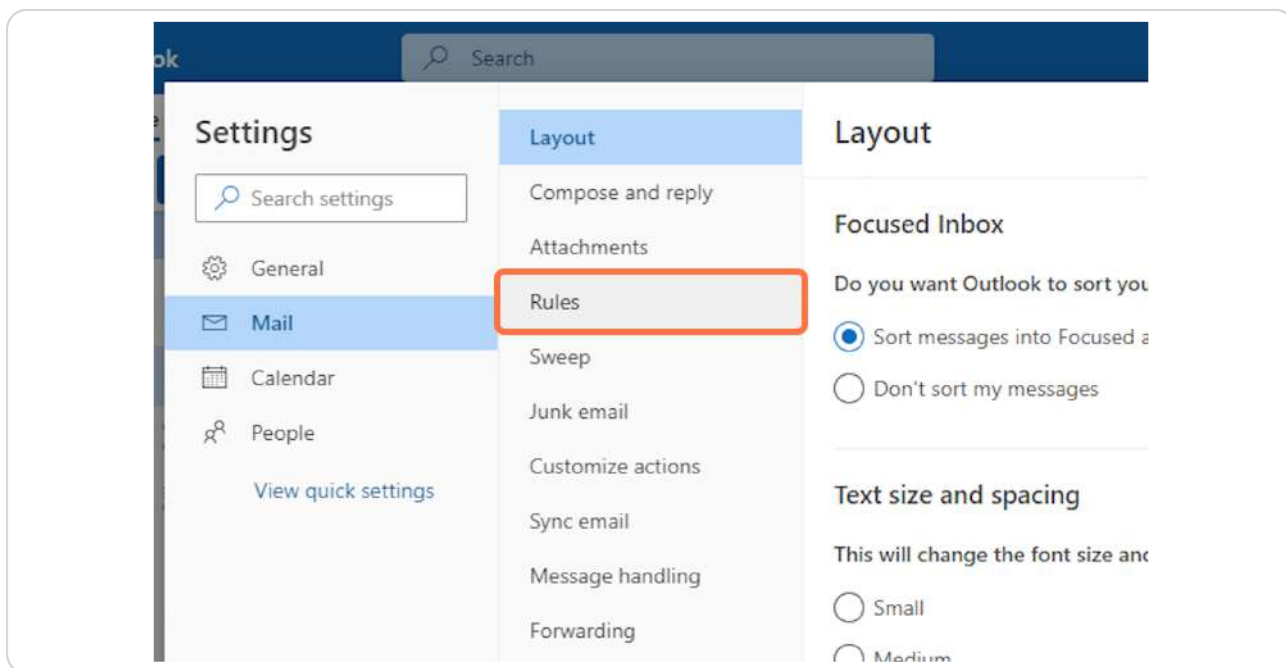
STEP 3

Click on View all Outlook settings...



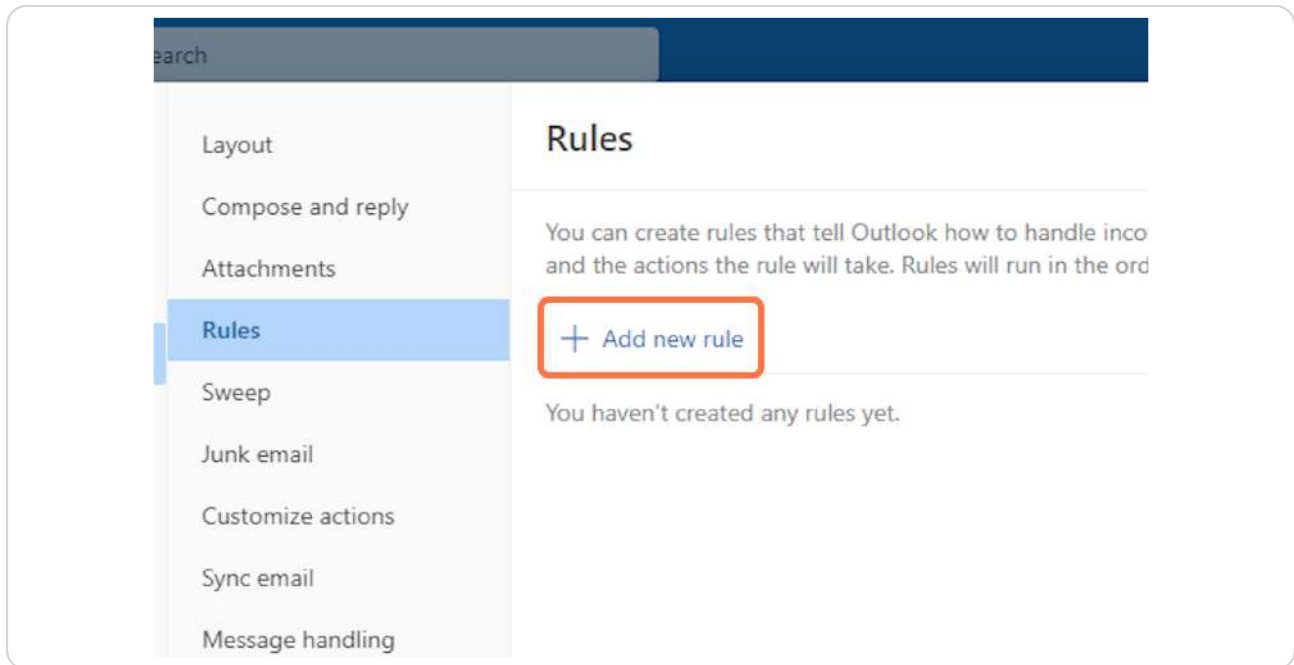
STEP 4

Click on Rules



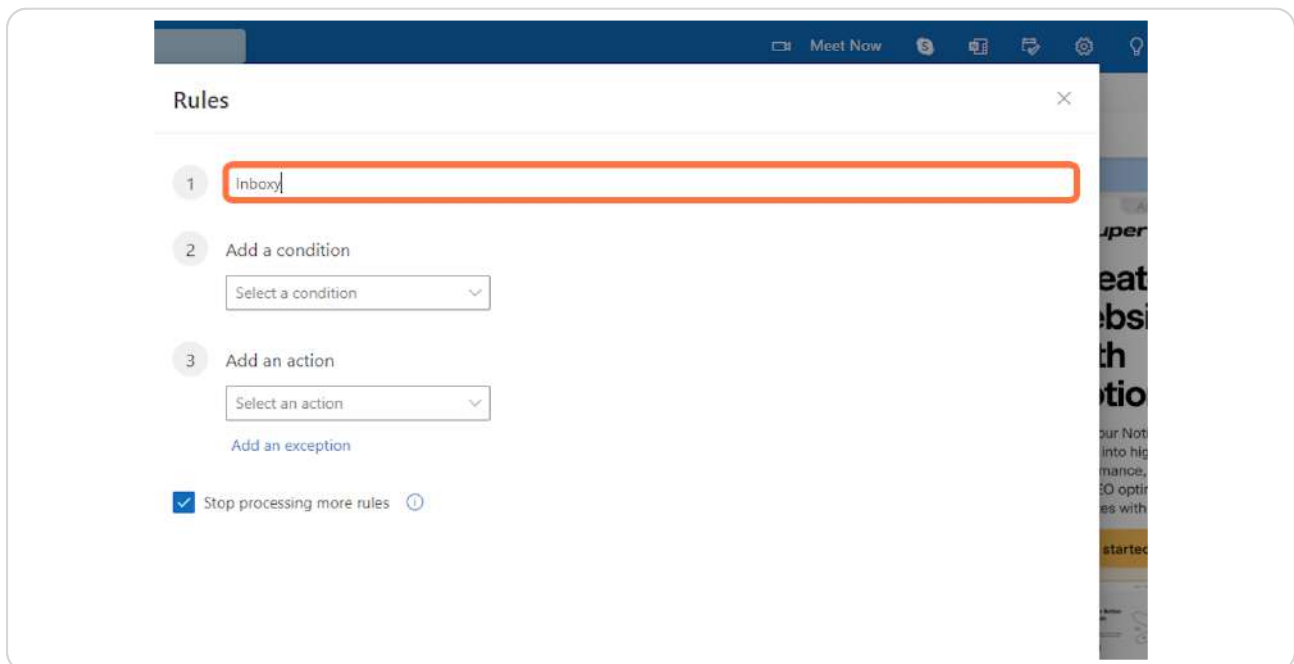
STEP 5

Click on Inbox rules



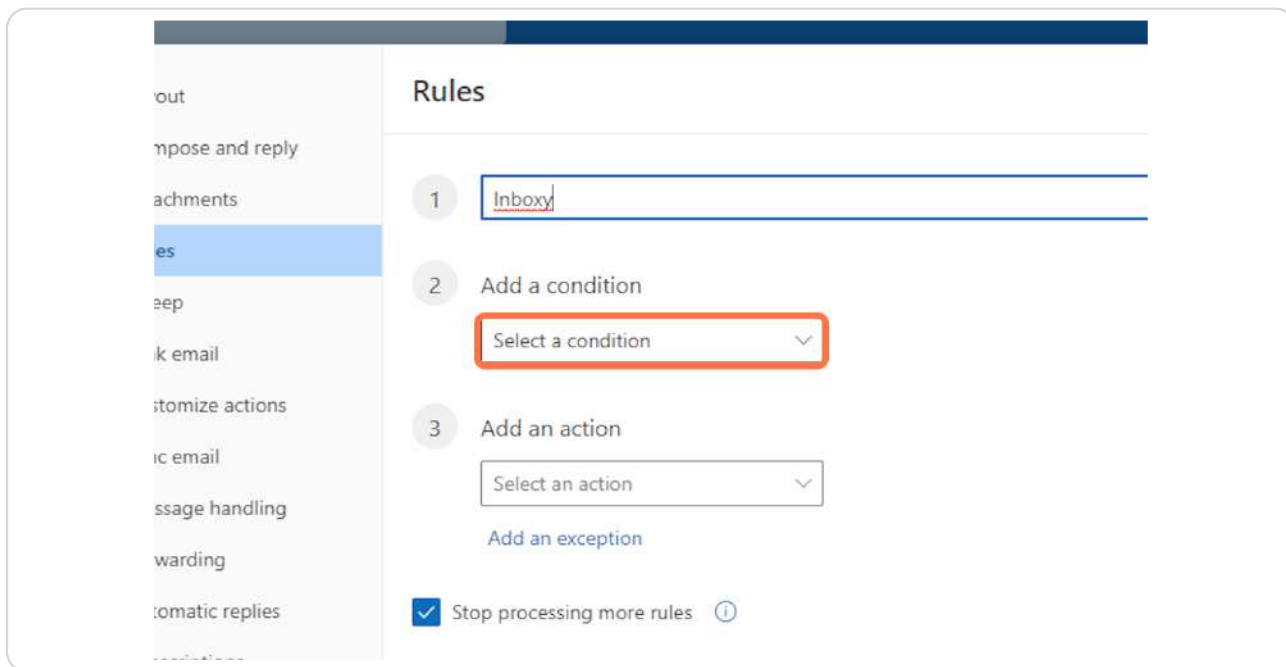
STEP 6

Type "Inboxy"



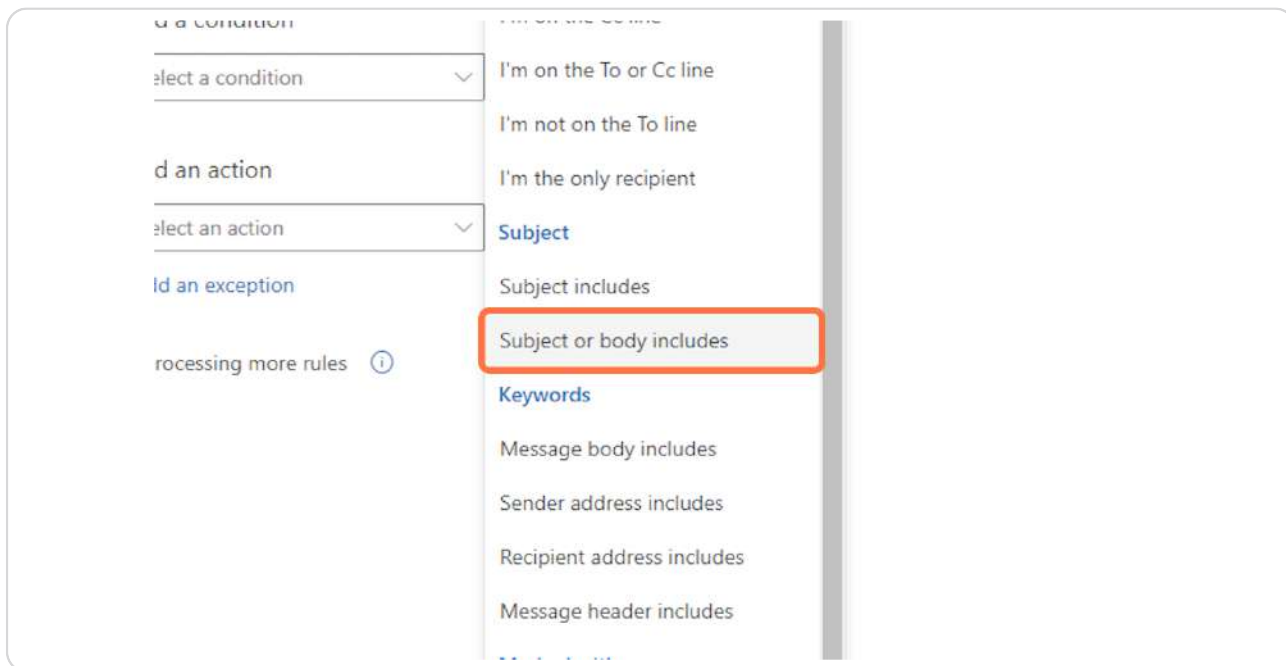
STEP 7

Click on Select a conditional



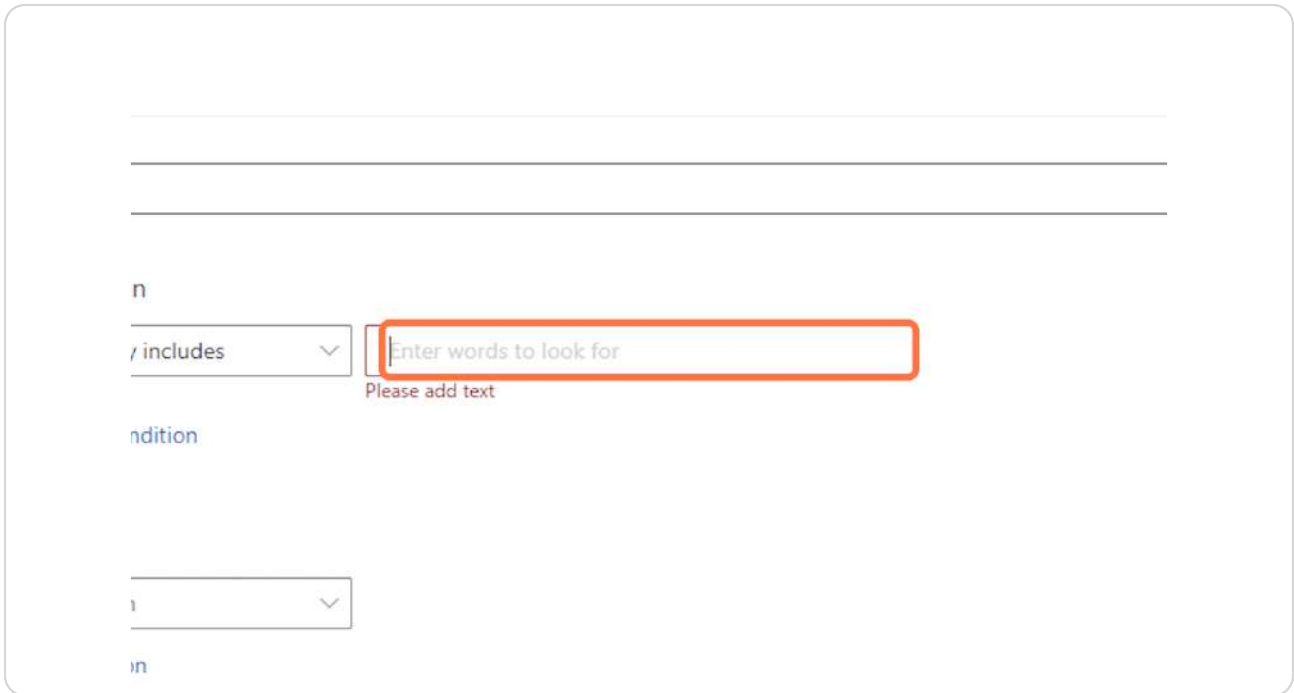
STEP 8

Click on Subject or body includes



STEP 9

Type in highlight



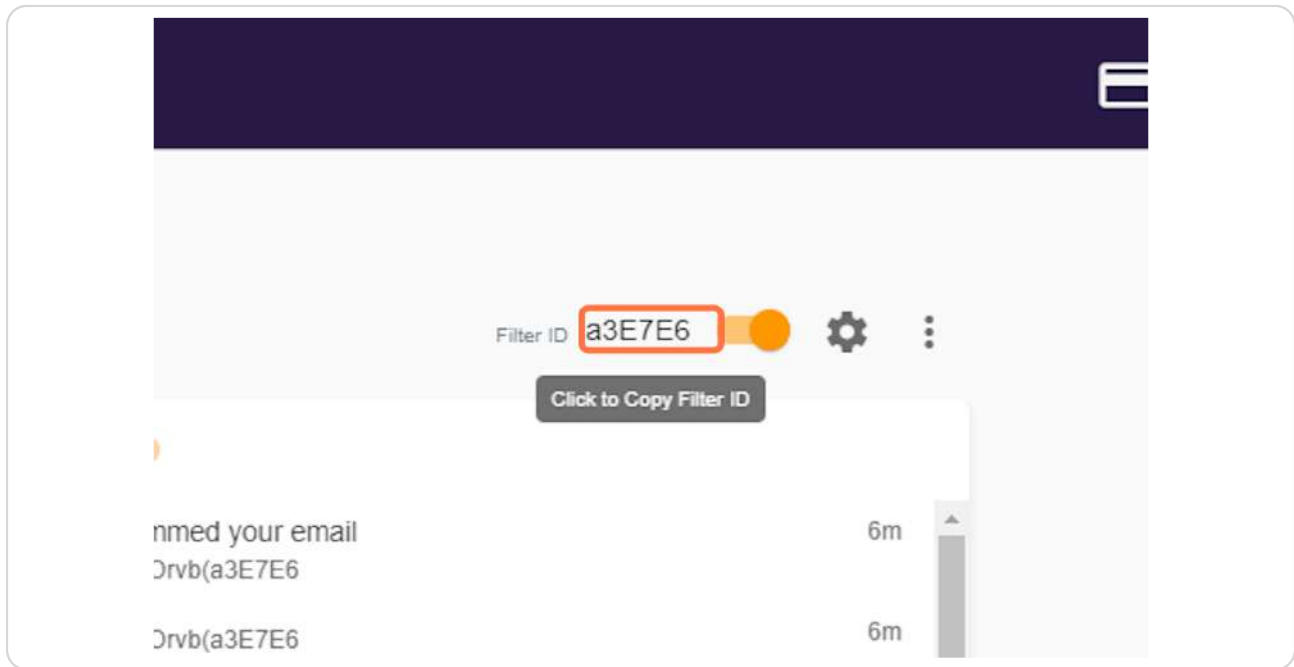
The screenshot shows a form with several input fields. At the top, there are three horizontal lines. Below them is a dropdown menu with the text 'n' and 'y includes' and a downward arrow. To the right of this dropdown is a text input field with the placeholder text 'Enter words to look for'. This text input field is highlighted with a red rectangular border. Below the text input field is the text 'Please add text'. Further down, there is another dropdown menu with the text 'ndition' and a downward arrow. At the bottom, there is a third dropdown menu with the text 'in' and a downward arrow.

STEP 10

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

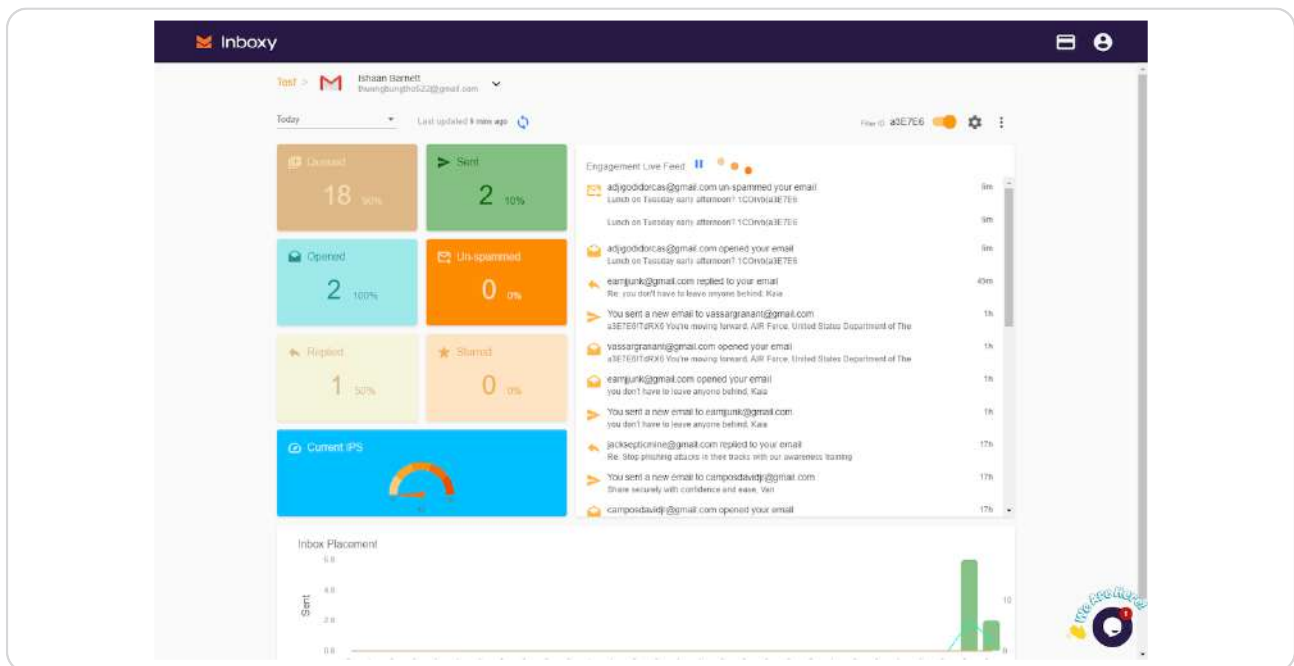
STEP 11

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 'y 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 rectangular border. Below the input field is the text 'Please add text'. Further down, there is another dropdown menu with the text 'ndition' and a downward arrow. At the bottom, there is a third 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 (2) in an email rule configuration interface. On the left, a vertical menu lists various categories: 'es', 'eep', 'k email', 'tomize actions', 'ic email', 'ssage handling', 'warding', 'omatic replies', and 'scriptions'. The main area displays '2 Add a condition' with a dropdown menu set to 'Subject or body includes' and a text input field containing 'a3E7E6'. Below this is a link 'Add another condition'. Step 3, 'Add an action', is partially visible, showing a dropdown menu with 'Select an action' highlighted by a red box. At the bottom, there is a checked checkbox for 'Stop processing more rules' with an information icon.

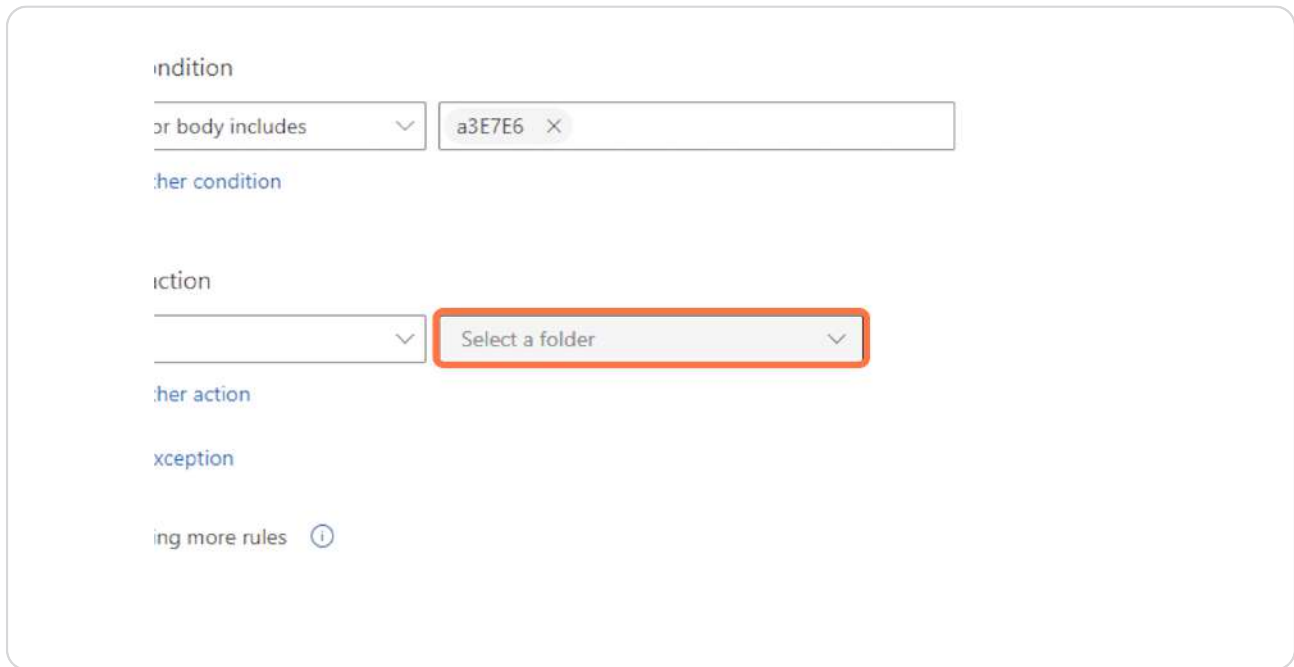
STEP 16

Click on Move to

The screenshot shows the 'Add an action' step (3) in an email rule configuration interface. The left menu is the same as in Step 15. The main area displays '3 Add an action' with a dropdown menu set to 'Select an action'. A red box highlights the 'Move to' option in the dropdown list. Above this, the 'Subject or body includes' dropdown is set to 'a3E7E6' with a close button. Below the dropdown is a link 'Add another condition'. At the bottom, the 'Stop processing more rules' checkbox is checked.

STEP 17

Click on Select a folder...



Condition

or body includes

Other condition

Action

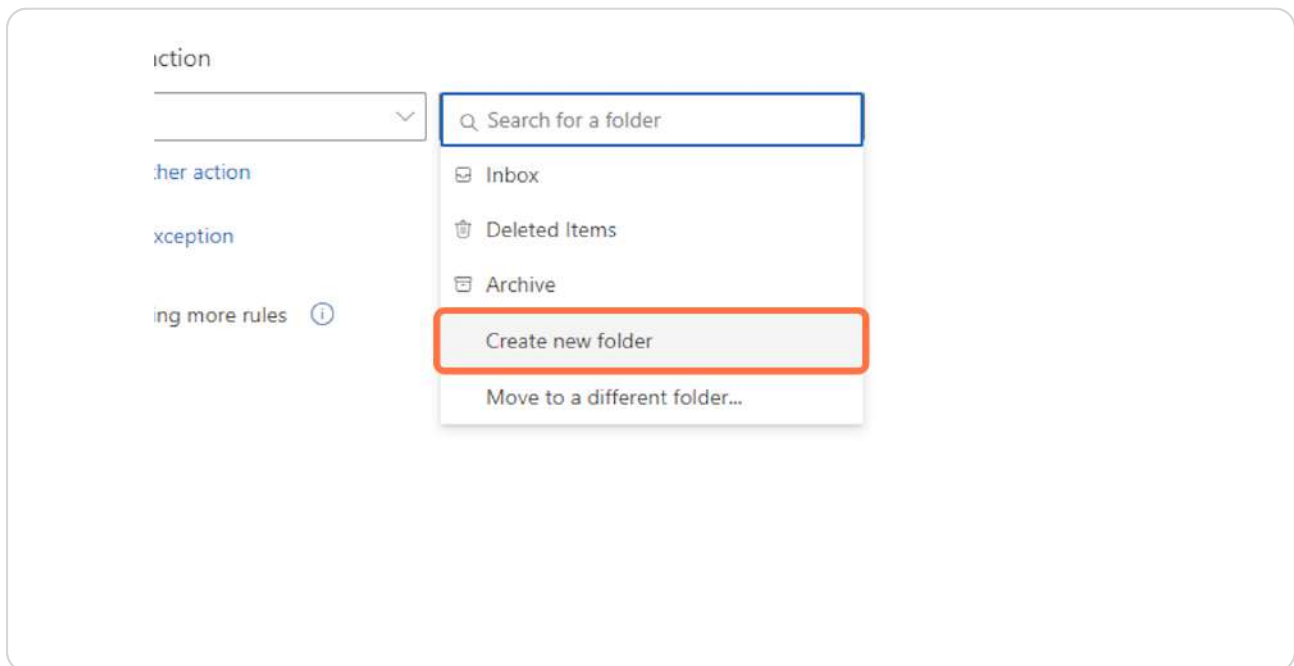
Other action

Exception

Adding more rules ⓘ

STEP 18

Click on Create new folder



Action

Other action

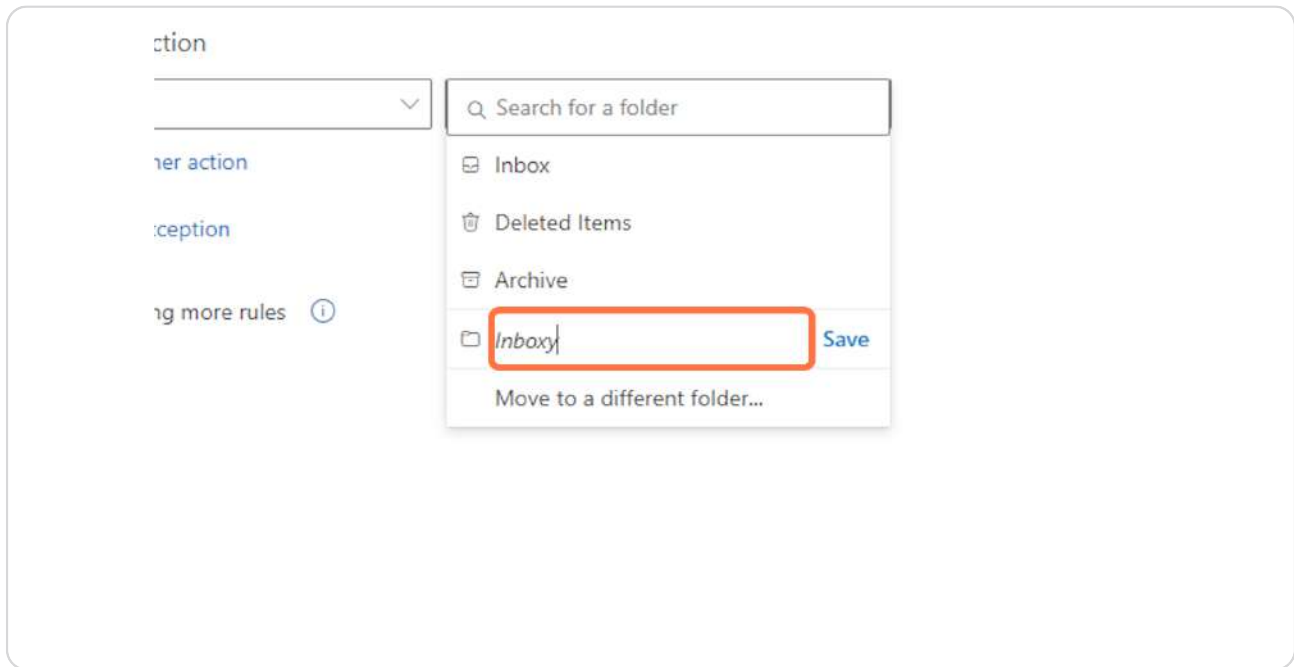
Exception

Adding more rules ⓘ

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

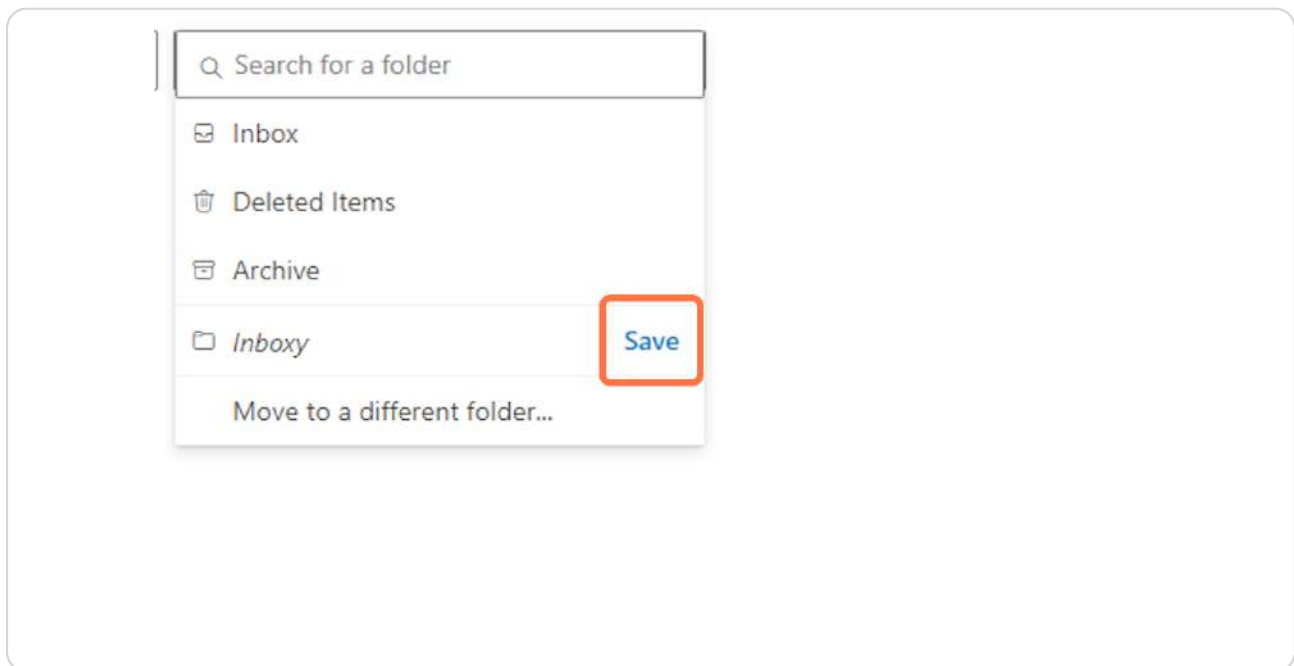
STEP 19

Type "Inboxy"



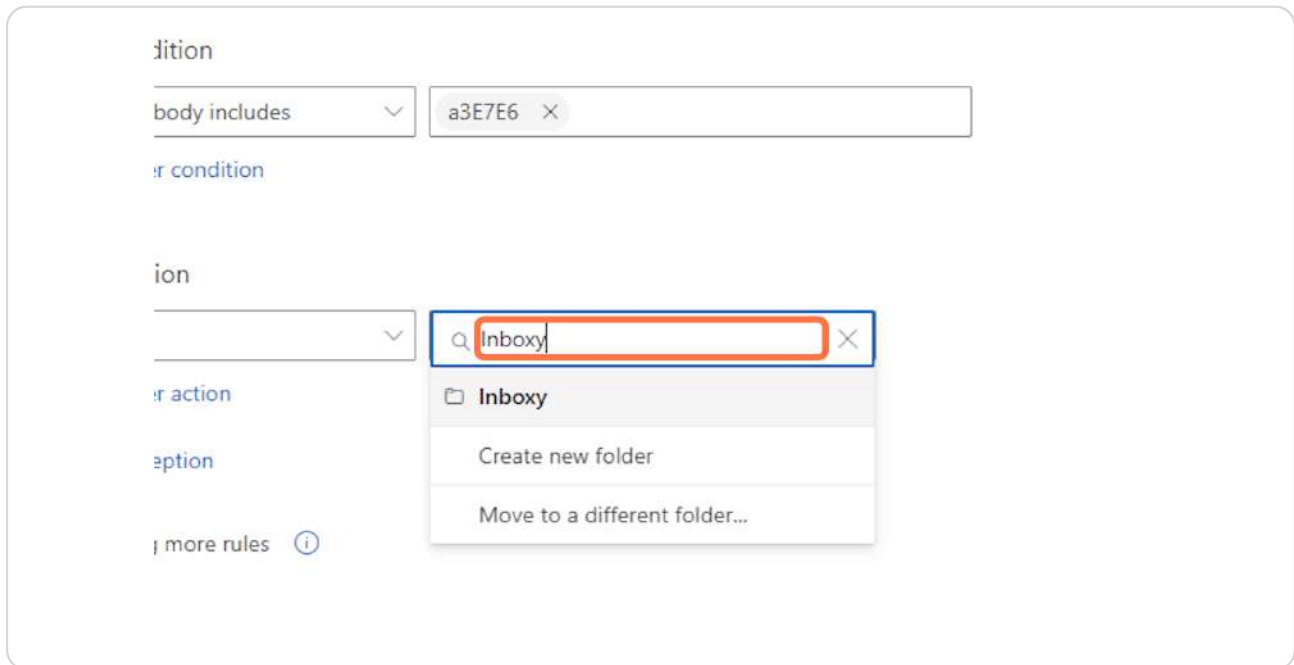
STEP 20

Click on Save



STEP 21

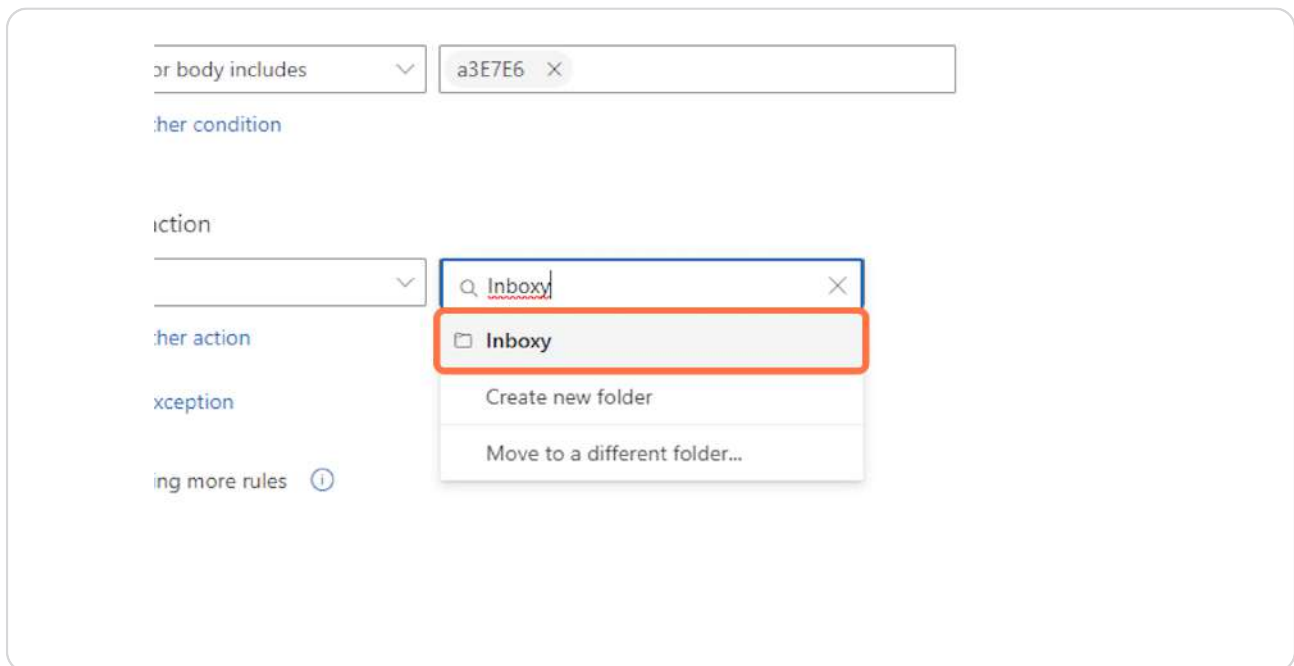
Type "Inboxy"



The screenshot shows a configuration interface for an email rule. The top section is labeled "Condition" and contains a dropdown menu with "body includes" and a text input field containing "a3E7E6" with a close button. Below this is a section labeled "Add condition" with a dropdown menu. The dropdown menu is open, showing a search bar with "Inboxy" entered and a list of results: "Inboxy" (highlighted with a blue border), "Create new folder", and "Move to a different folder...". The "Inboxy" result is also highlighted with a red border. At the bottom left, there is a link "Add more rules" with an information icon.

STEP 22

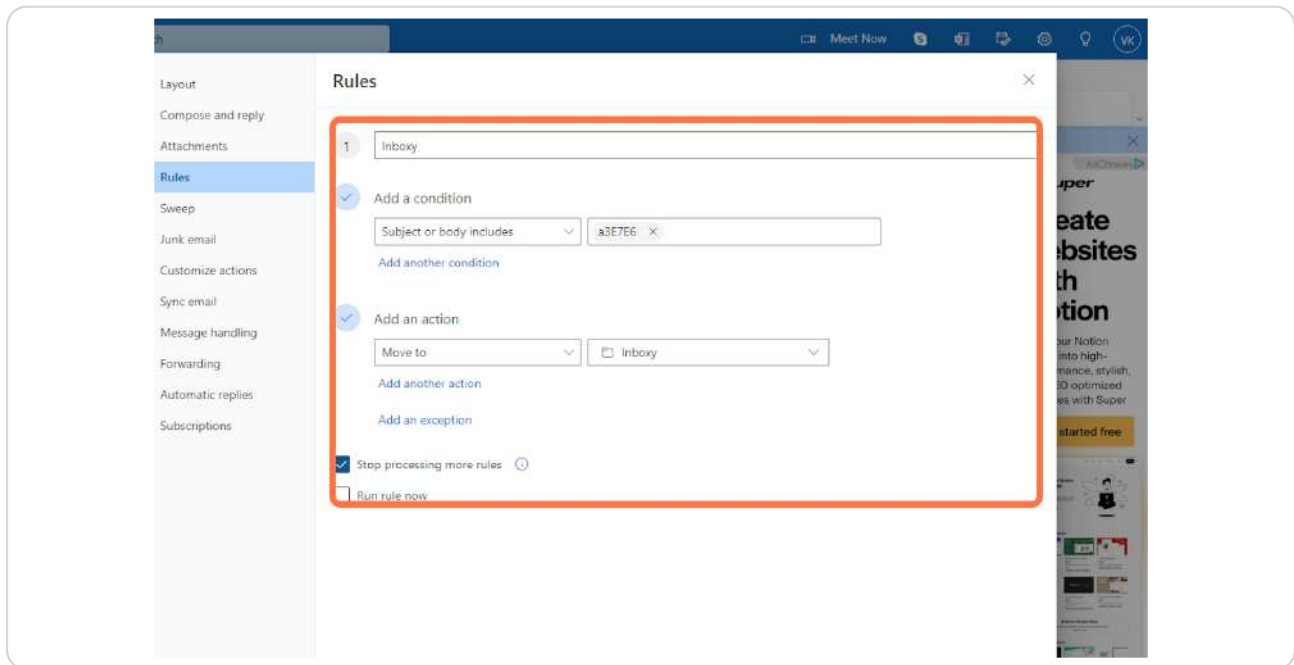
Click on □...



The screenshot shows the same configuration interface as in Step 21, but now the "Add action" dropdown menu is open. The search bar still contains "Inboxy". The list of results is the same, but the "Inboxy" result is now highlighted with a red border, indicating it has been selected. The "Add condition" section is now disabled. The "Add more rules" link is still visible at the bottom left.

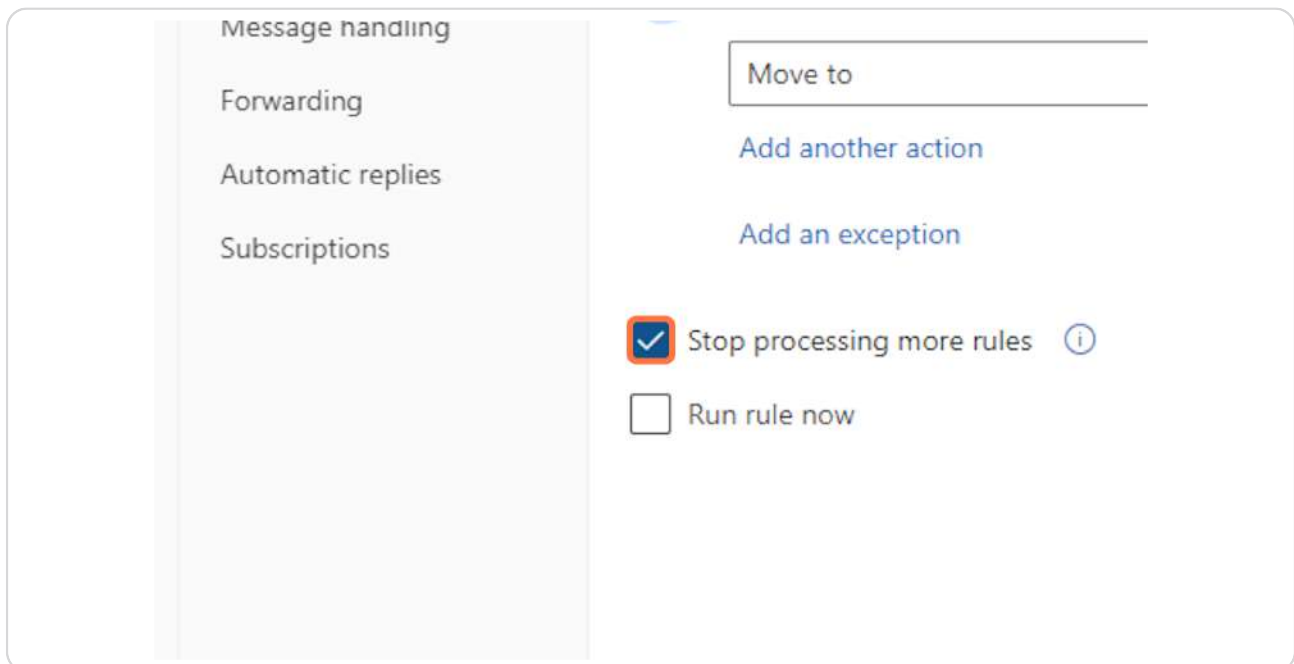
STEP 23

Click on Inbox rules



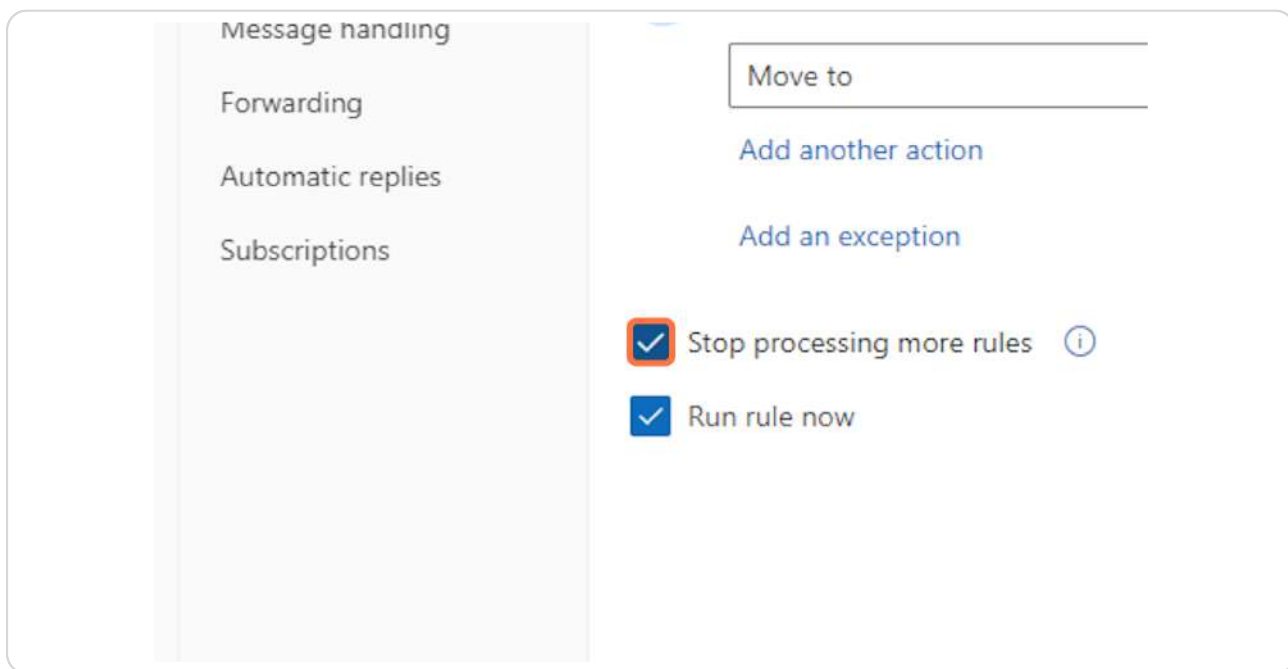
STEP 24

Click on Inbox rules



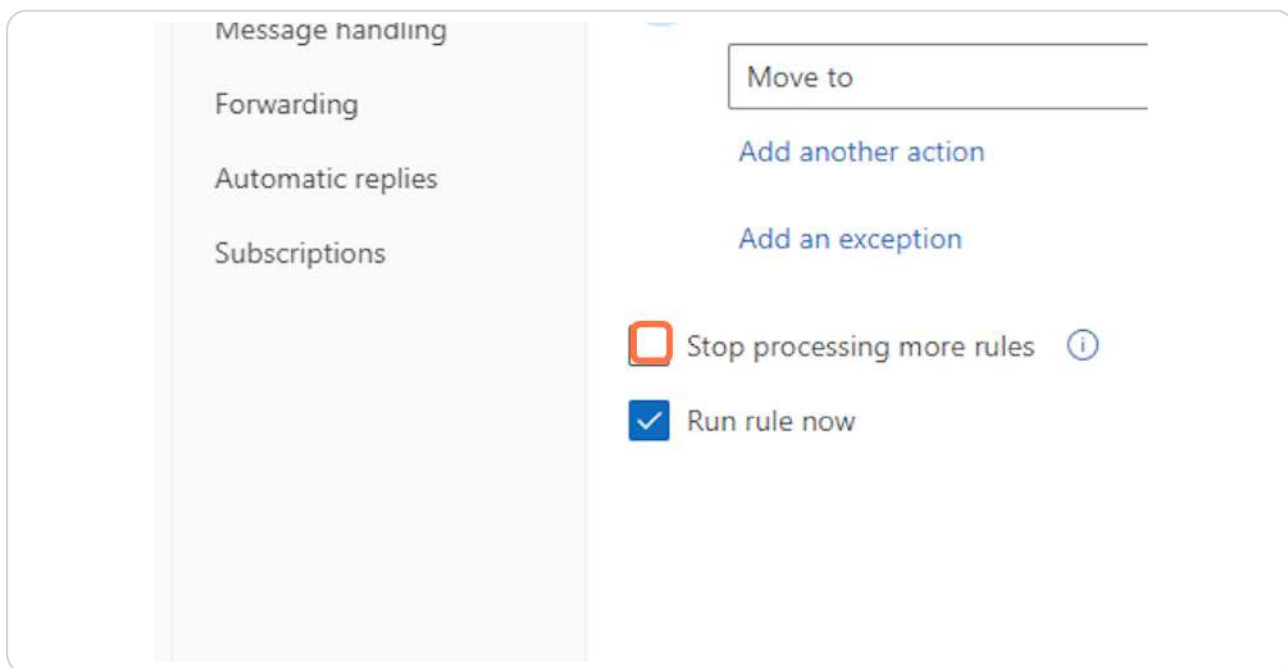
STEP 25

Click on Inbox rules



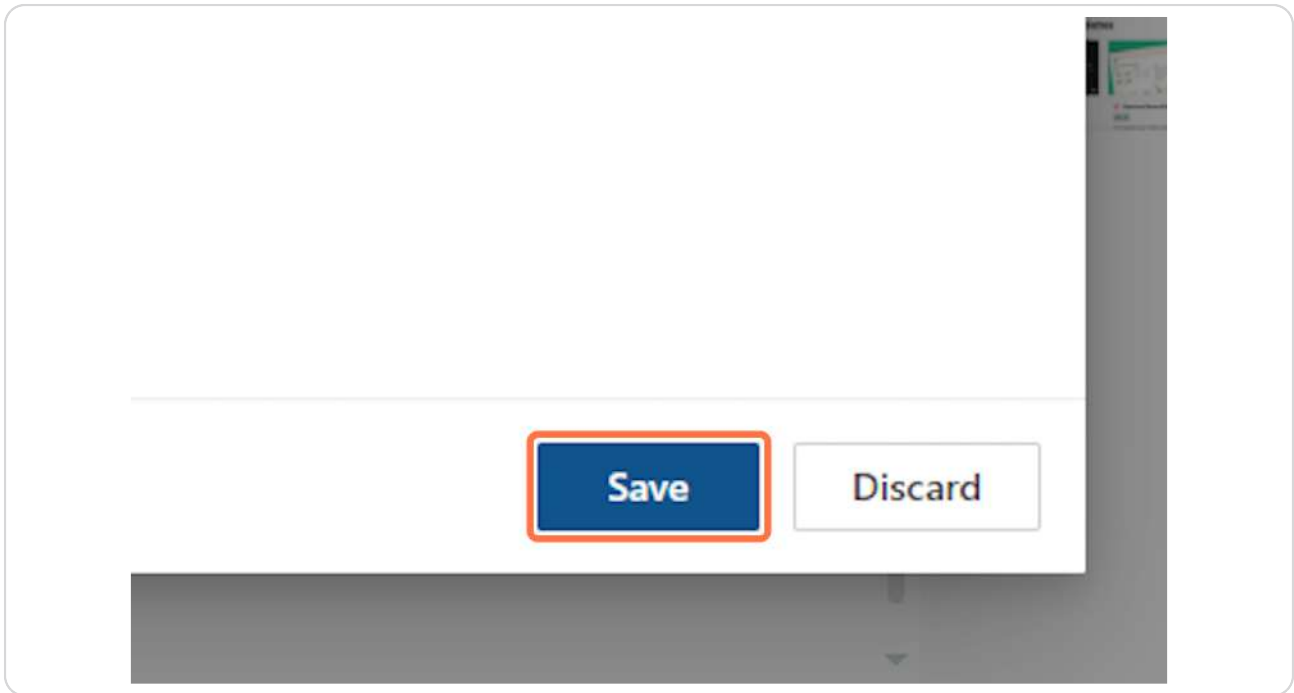
STEP 26

Uncheck Inbox rules



STEP 27

Click on Save



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