# Setting Up Filters to Organize SDS Emails in Outlook Online Office 365

Sometimes, you get a lot of messages, and a little assistance from your email client can make all the difference in finding what you are looking for. Below, you will find instructions on creating a rule in your email client to organize all your SchoolData.net communications into one tidy place.

Setting Up Filters for Outlook Online Office 365

1. Log into **Outlook for Office 365.**
2. Click the **gear icon**
3. Search for the term **rules** and then click on the **Inbox Rules.**
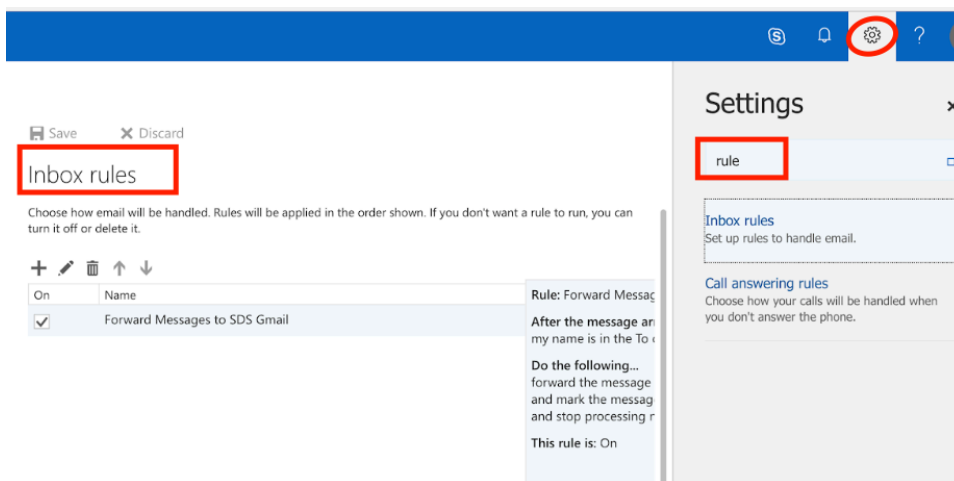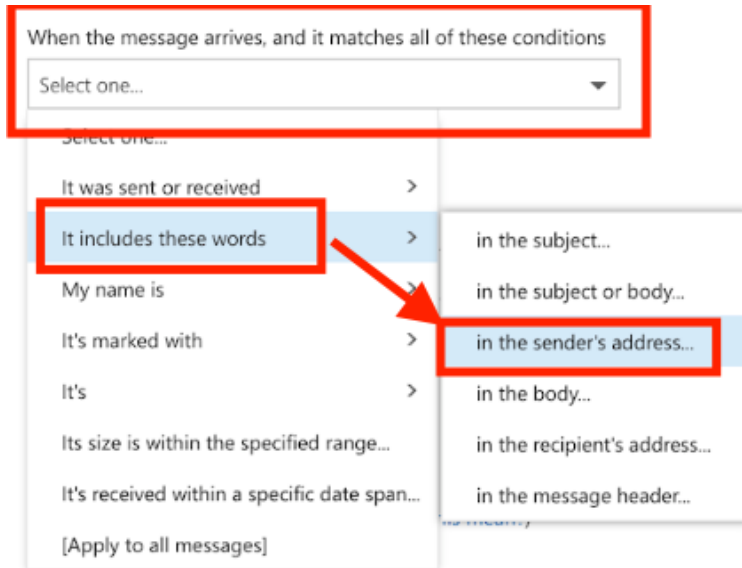

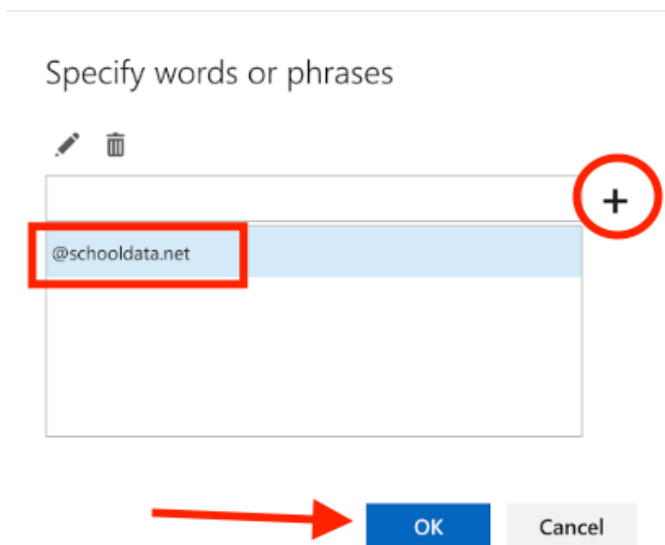4. Click the **"+" symbol** to add a new rule.
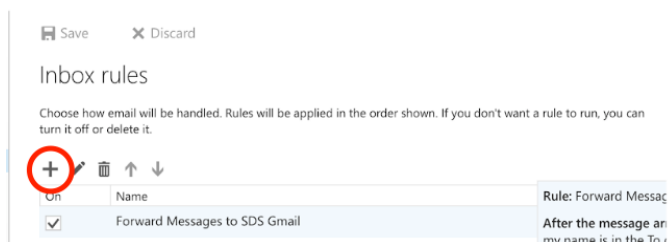

5. On the next screen, name your rule.

6. Under **When the message arrives and matches all these conditions**, select **It includes these words** from the dropdown menu**,** then choose, **In the sender's address.**
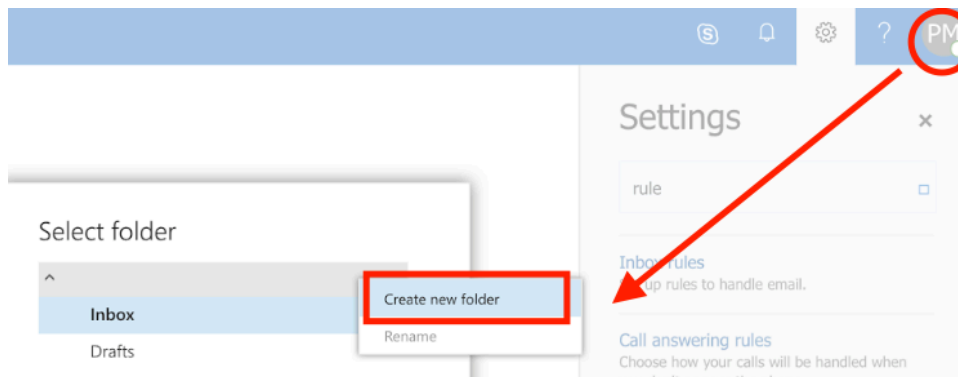
7. On the next screen, enter **@schooldata.net** in the text entry field.
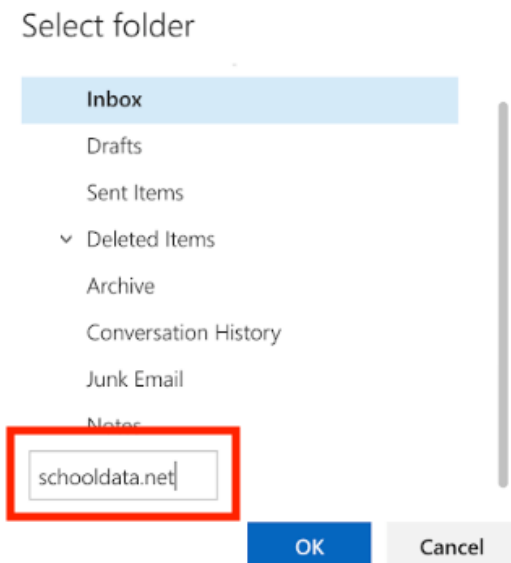8. Click the **"+" symbol.**
9. Click **OK**.

10. Next, select **Move, Copy, or Delete** from the dropdown menu under Do all of the following, **then choose Move the message to the folder**.
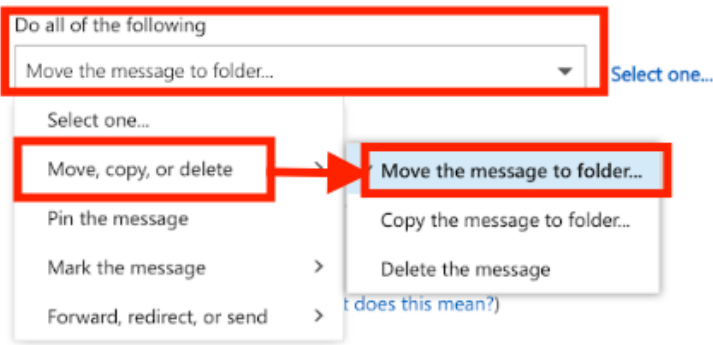
11. To create a folder to contain the messages moved by this rule, right-click your name at the top and select **Create New Folder**.
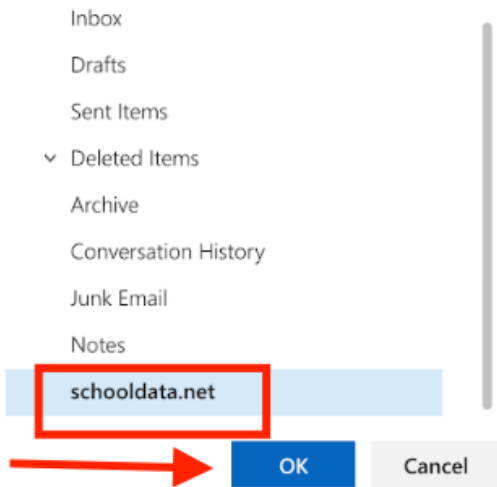

12. Type the name of the folder, then press **enter** to confirm.
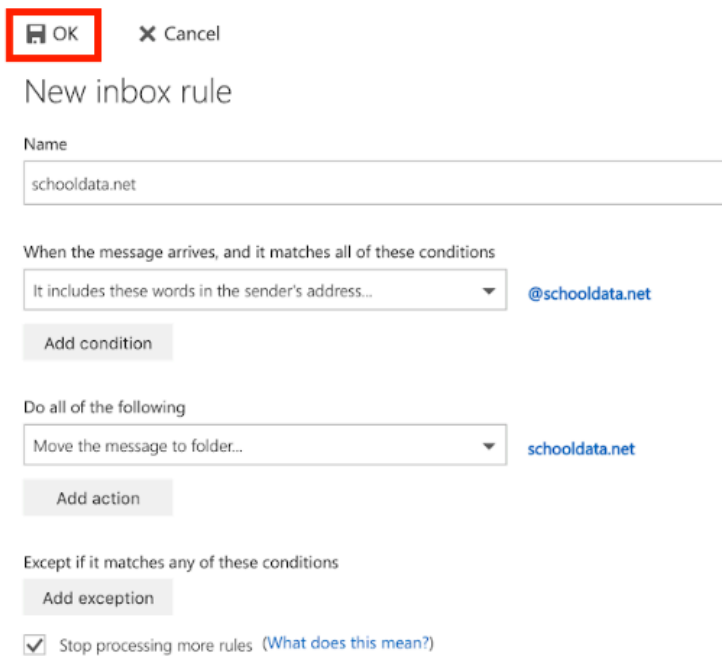

13. Once the folder appears in the list, click the new name to select it, and then press **OK.**

14. Once you have made any final configurations, click OK again.

15. You have now created an email rule to automatically parse all your messages in Microsoft Outlook Online for Office 365.