This guides provides you with the instructions on how to Review Rules, Change Rules and Create Rules for your email.

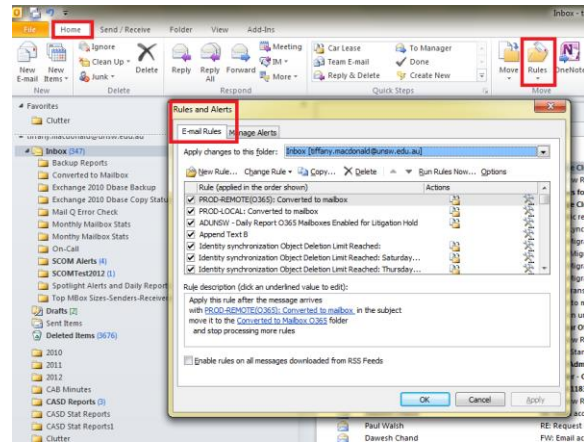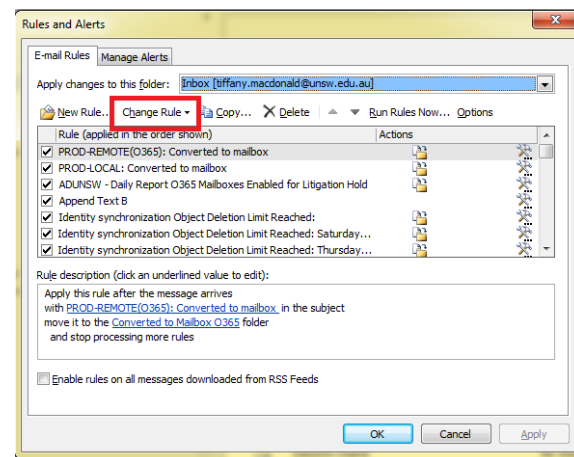|	
Step 1 - Review Rules Click on the **Home** tab in your email. Click **Rules** icon Select **Manage Rules & Alerts**. You can now review your rules currently in place.	
Step 2 - Change Rules Click on the **Home** tab in your email Click **Rules** icon Select **Manage Rules & Alerts**. Select **Rule** Select **Change Rule.** You can now Change Rules as per your requirements.	
Step 3 - Create Rules Click on the **Home** tab in your email Click **Rules** icon Select **Manage Rules & Alerts**. Select **Create Rule** **Or** Home> Rules> Create Rule	
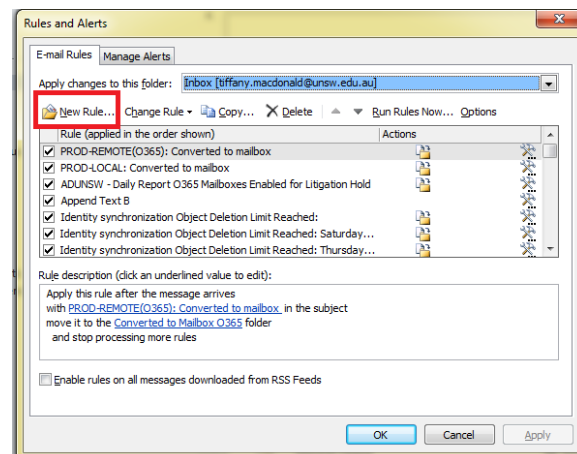
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