

## **Setting Up Your Outlook Sent Items to be Moved to your IMAP Sent Items Folder.**

- 1) **Click on Tools and Choose Rules and Alerts** from the list of options.
- 2) In the **Apply changes to this folder:** Select the account you wish to make changes too.
- 3) **Click on New Rule**
- 4) **Select Check messages after sending,** under **Start from a Blank Rule** and **Click on Next** at the bottom.
- 5) On **Which condition(s) do you want to check?** Check the **Box** next to **On This machine Only** and then **Click on Next**.
- 6) On **What do you want to do with the message?** Check the **Box** next to **Move a Copy to the Specified Folder.**
- 7) In the Step 2 Window **Click on Specified** and then from the window that opens **Select the Sent Items folder Underneath the sumail.suffolk.edu** and **Click on Next**.
- 8) Unless you wish to select some type of exceptions **Click on Next**.
- 9) To Finish the Setup give the new rule a Name: Example: **Sent Items Folder Rule** and **Verify that there are Check marks** in the **Boxes** next to **Run this rule now on messages already in “Sent Items”** and **Turn on this rule.**
- 10) **Click on Finish** to complete the setup.
- 11) **Click on Apply and Finish**