Outlook Rule To Check Spam Folder For Emails You Want

What

Instructions to create and use a rule in Outlook to check your Spam and/or Junk Mail folders for emails that were wrongly placed in that folder and are emails you want to see. Running the rule will move any of those emails to your Inbox.

Why

Spam filters occasionally wrongly identify an email as "spam" and place that email in a Spam or Junk Mail folder, bypassing the Inbox. If a user doesn't routinely check the emails in the Spam/Junk Mail folder, the user will miss emails that they wanted to see. Even if the user checks the Spam/Junk Mail folder they still may overlook an email from a sender they want. The rule will perform that search and move any emails matching your criteria quickly and with much greater accuracy than any user could.

Note: *The instructions and screenshots are from Outlook 2019 but should work with many other versions of Outlook.*

How

Notice: Click the red colored text in the instructions to see the screenshot it refers to. Click the red colored "here" in the return statement below the screenshot to return to the instructions exactly where you left to view the screenshot.

Step 1: Create the Rule

o   In Outlook on the Home tab click the dropdown arrow next to Rules and select Manage Rules & Alerts... to open the Rules and Alerts window.
o   On the Email Rules tab click the New Rule... button to open the Rules Wizard as shown below.
o   Under *Start from a blank rule* select *Apply rule on messages I receive* and click *Next>* to go to the next page as shown below.
o   On the select conditions page select the *with specific words in sender's address* condition which will cause specific words to appear underlined in the Step 2 box below. Click this specific words to open the Search Text box as shown below.
o   In the box under *Specify a word or phrase to search for in the sender's address* enter part of an email address that identifies that sender you want moved from the Spam/Junk Email folder. This allows you to be creative and not have to enter the entire email address to identify the sender(s) and allows you identify many email addresses from one entry.
   Example situations:
   ➤   Many individual email addresses from the same business or organization with their own email domain such as @businessname.com. Entering *businessname* (the @ sign and .com is not needed) or a part of that *businessname* that is unique to that business will cause all senders from that business/organization to be moved to the Inbox.

➢ For senders with a common domain such as @gmail.com enter a part of the email address before the domain that uniquely identifies that sender. Example: For the email address albertjones@gmail.com I would enter *albert* since it is the only email address I have with *albert* in the address. Thus *albert* will identify albertjones@gmail.com emails and move them to the Inbox.

After entering the search text for a group or individual email address click the Add button to add that search text to the list of search texts the rule will look for.
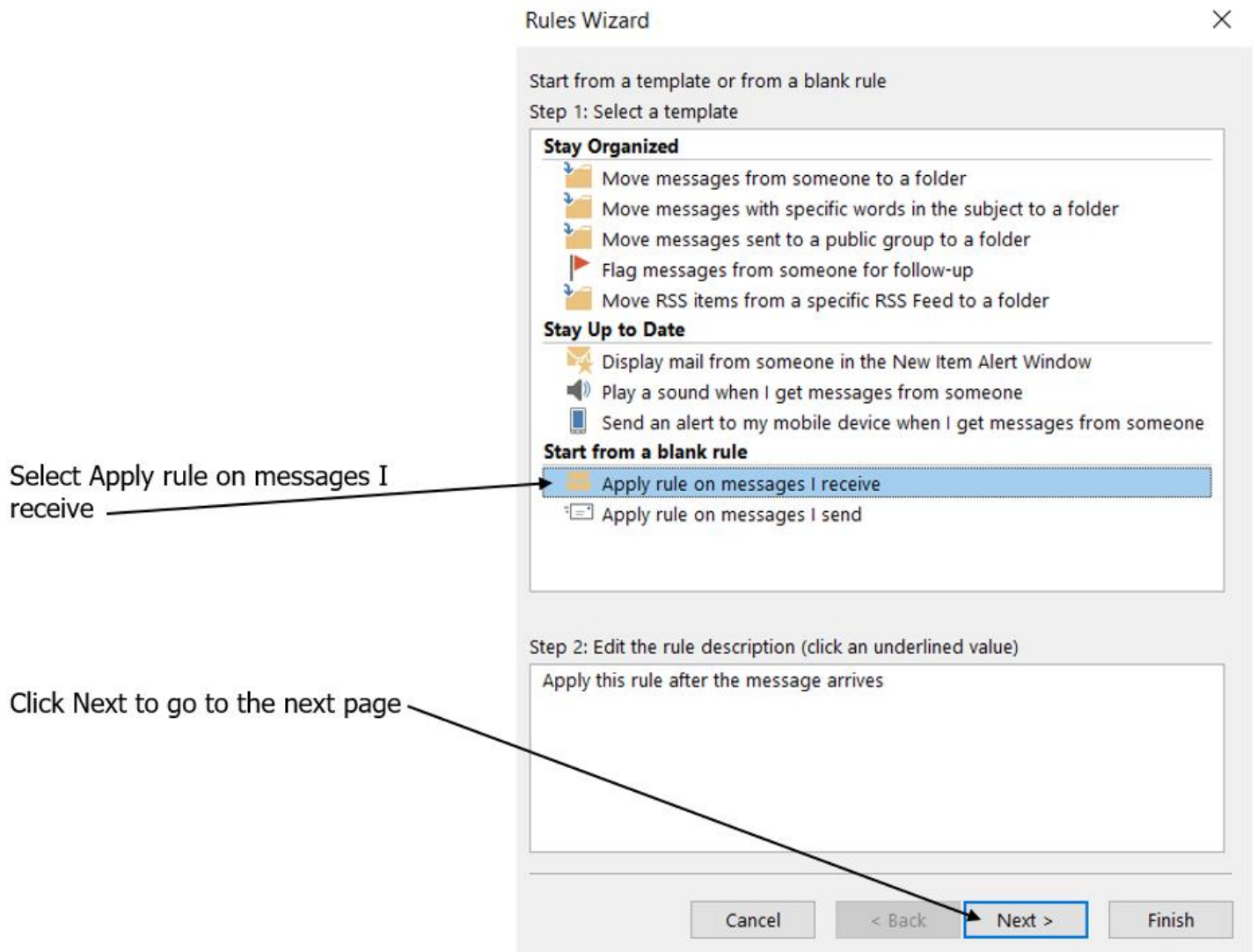
o Add search text to identify each business, organization, and individual you don't want left in the Spam and/or junk mail folder. Depending upon the number of email senders you want to make sure don't wind up in the Spam/Junk Mail folder this could take some effort, but you will get that effort back and then some by not having to check the Spam/Junk Mail folder yourself and no emails will be missed. You can return to this rule and add and delete search texts for different email senders as often as you desire.

o When finished adding search text to the list, press the OK button to close the Search text window and return to the Rules wizard conditions page. Click Next on that page to go to the Actions page as shown below.

o Select move it to a specified folder action which will place that action in the Step 2 box below with specified blue text and underlined. Click this specified to open the Choose folder window for your account as shown below.

o Select the Inbox to highlight it as chosen and click the OK button which return to the actions page of the Rules wizard with specified replaced with Inbox. Click Next to go to the next page of the wizard as shown below.

o In Step 1 enter a name for the rule. Names can not have any spaces in it. Select a name that reflects what the rule does such as SpamCk for this rule that checks the spam folder.

o In Step 2 leave these boxes unchecked unless you want the same rule for a different email account in Outlook (aka: you have two or more different email addresses/accounts)

o Click Finish button to finish creating your rule and close the wizard.

Step 2: Use the Rule

o In Outlook on the Home tab click the dropdown arrow next to Rules and select Manage Rules & Alerts... to open the Rules and Alerts window as shown below.

o Click the Run Rules Now button to open the Run Rules Now window as shown below.

o Select the rule to run by placing a checkmark to the left of the rule's name.

o Rules run only in a folder (and subfolders of a folder), so for the rule to move emails from the Spam or Junk Mail folder you must tell the rule to run in that folder. Use the Browse button to open the Choose folder window to select the Spam (or Junk Mail) folder to run the rule in.

o Click the Run Now button to run the rule. It will appear that nothing happened when you pressed the Run Now button. If there were any emails where the search text matched any part of its address, it was moved to the Inbox. There will be no form of confirmation.

o To be sure the rule works: transfer some emails from senders that you have entered search text for to the Spam or Junk Mail folder. Run the rule and see that it has moved those emails to the Inbox.

o After you run the rule you will need to close the Run Rules Now window and the Rules and Alerts window.

Comments

o The technique of this rule allows you to create rules to cull emails from specific senders from a group of emails.

o If you decide to use this rule on a regular basis, I suggest you see my *Run a Rule in Outlook with Two Clicks* tip.

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**Rules Wizard**                                                                          ✕

Start from a template or from a blank rule
Step 1: Select a template

**Stay Organized**
    Move messages from someone to a folder
    Move messages with specific words in the subject to a folder
    Move messages sent to a public group to a folder
    Flag messages from someone for follow-up
    Move RSS items from a specific RSS Feed to a folder
**Stay Up to Date**
    Display mail from someone in the New Item Alert Window
    Play a sound when I get messages from someone
    Send an alert to my mobile device when I get messages from someone
**Start from a blank rule**

Select Apply rule on messages I receive ⟶     Apply rule on messages I receive
    Apply rule on messages I send

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

Click Next to go to the next page ⟶

Cancel      < Back      Next >      Finish

Click here to return to your place in the instructions

**Rules Wizard**                                                    ✕

Which condition(s) do you want to check?

Step 1: Select condition(s)

☐ from people or public group
☐ with specific words in the subject
☐ through the specified account
☐ sent only to me
☐ where my name is in the To box
☐ marked as importance
☐ marked as sensitivity
☐ flagged for action
☐ where my name is in the Cc box
☐ where my name is in the To or Cc box
☐ where my name is not in the To box
☐ sent to people or public group
☐ with specific words in the body
☐ with specific words in the subject or body
☐ with specific words in the message header
☐ with specific words in the recipient's address
☑ with specific words in the sender's address
☐ assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
with specific words in the sender's address

| Cancel | < Back | Next > | Finish |

Select with specific words in the sender's address →

Click specific words to open box to enter specific text →

After returning from the Search Text box click Next →

Click here to return to your place in the instructions

## Search Text ✕

Specify a word or phrase to search for in the sender's address:

Enter part of an email address here → [text field] | Add

Click Add to add to the list →

Search list:

"business.com" or
"JohnDoe" or
"Albert"

Remove

Click Ok when finished → OK | Cancel

Click here to return to your place in the instructions

## Rules Wizard ✕

What do you want to do with the message?

Step 1: Select action(s)

Select move it to specified folder →

- ☑ move it to the specified folder
- ☐ assign it to the category category
- ☐ delete it
- ☐ permanently delete it
- ☐ move a copy to the specified folder
- ☐ forward it to people or public group
- ☐ forward it to people or public group as an attachment
- ☐ reply using a specific template
- ☐ flag message for follow up at this time
- ☐ clear the Message Flag
- ☐ clear message's categories
- ☐ mark it as importance
- ☐ print it
- ☐ play a sound
- ☐ mark it as read
- ☐ stop processing more rules
- ☐ display a specific message in the New Item Alert window
- ☐ display a Desktop Alert

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
with 'business.com' or 'JohnDoe' or 'Albert' in the sender's address
move it to the specified folder

Click specified to open Choose a folder window →

After returning from selecting a folder click Next to go to the next page →

Cancel | < Back | Next > | Finish

Click here to return to your place in the instructions

## Rules and Alerts ✕

Select Inbox for account —————

and then clcik OK —————

**Choose a folder:**

- ⌄ 📬 *your email account*
  - 📬 Inbox
  - > 📁 [Gmail]
  - 📁 [Gmail]Trash
  - 📁 1st Inbox
  - 📅 Calendar (This computer only)
  - 👤 Contacts (This computer only)
  - 📁 Drafts

OK

Cancel

New...

Click here to return to your place in the instructions

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## Rules Wizard ✕

Enter a name for this rule ⟍

Finish rule setup.

**Step 1: Specify a name for this rule**

SpamCk

**Step 2: Setup rule options**

☐ Run this rule now on messages already in "Inbox"

☐ Turn on this rule

☐ Create this rule on all accounts

**Step 3: Review rule description (click an underlined value to edit)**

Apply this rule after the message arrives
with 'business.com' or 'JohnDoe' or 'Albert' in the sender's address
move it to the Inbox folder

Click Finish when
finished making the rule —————

| Cancel | < Back | Next > | Finish |

Click here to return to your place in the instructions

Click Run Rules Now...
to manually run a rule ————→

**Rules and Alerts**                                    ✕

Email Rules | Manage Alerts

Apply changes to this folder:  *your email account*  ▾

🖅 New Rule...  Change Rule ▾  🗎 Copy...  ✕ Delete  ▲  ▼  Run Rules Now...  Options

| Rule (applied in the order shown) | Actions |
|---|---|
| ☑ SpamCk | 📁 |

Rule description (click an underlined value to edit):

Apply this rule after the message arrives
with 'business.com' or 'JohnDoe' or 'Albert' in the sender's address
move it to the Inbox folder

☐ Enable rules on all messages downloaded from RSS Feeds

OK    Cancel    Apply

Click here to return to your place in the instructions

Select the rule to run ————————

**Run Rules Now**                                    ✕

Select rules to run:

☑ SpamCk

| Select All | Unselect All |

Rule Description

Apply to message
with "'business.com' or 'JohnDoe' or 'Albert'" in the sender's
address
move it to the "Inbox" folder

Click the Browse... button to ————

select the
Spam (or Junk Mail) folder ————

Run in Folder:    Spam              Browse...

☐ Include subfolders

Apply rules to:   All Messages        ⌄

Click Run Now to run the rule ————    Run Now    Close

Click here to return to your place in the instructions