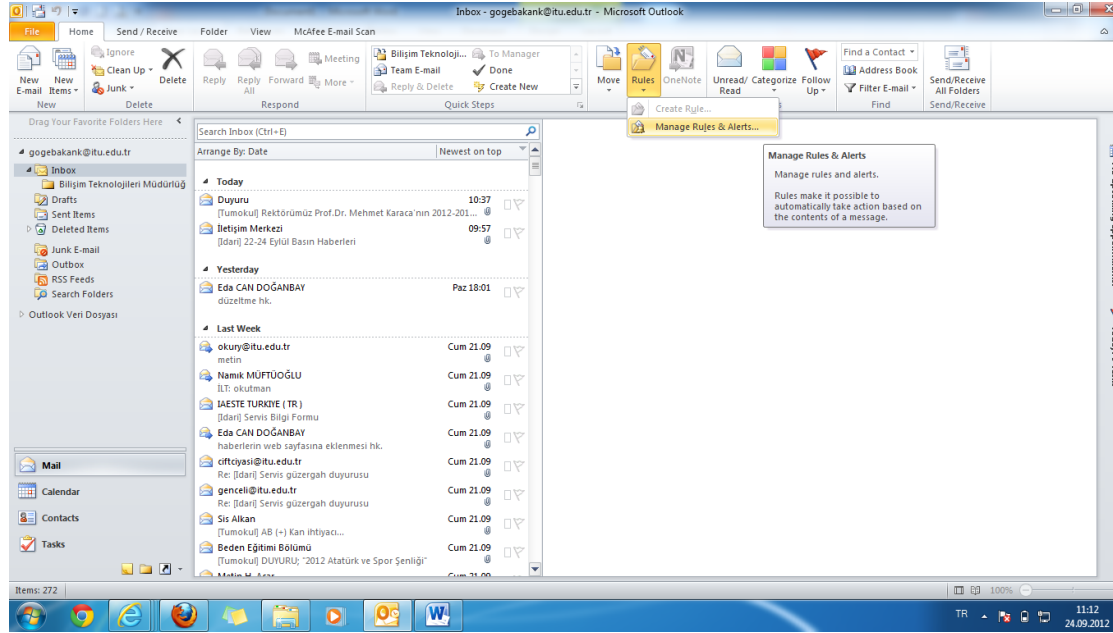


MS Outlook 2010 E-postaları Yönetmek  
Versiyon 1.0  
Eylül 2012

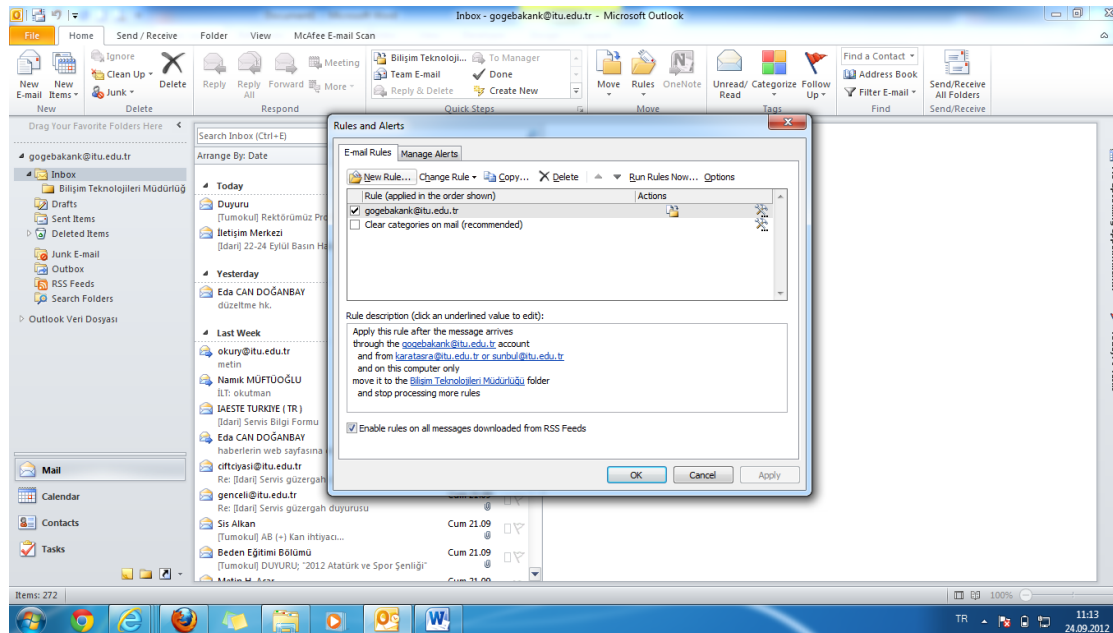
Hazırlayan: Kadime GÖĞEBAKAN  
Bilişim Teknolojileri Müdürlüğü  
Yazılım Geliştirme



1. Inbox -> Today  
-> Rules ->  
Manage Rules  
& Alerts

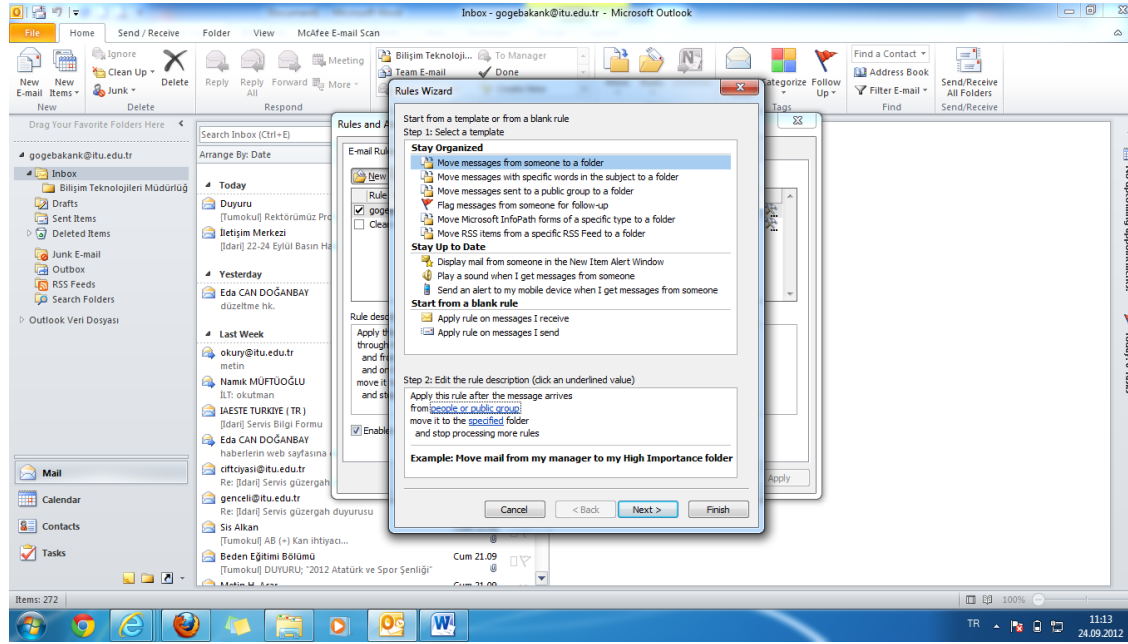


2. New Rule  
OK



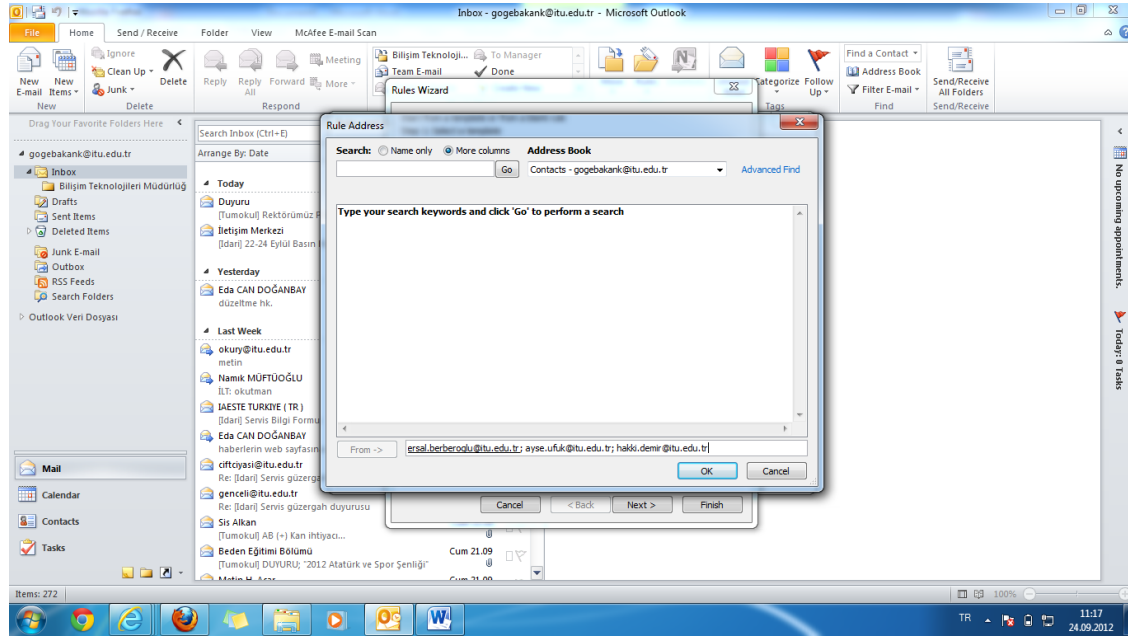
### 3. People or public group

Next



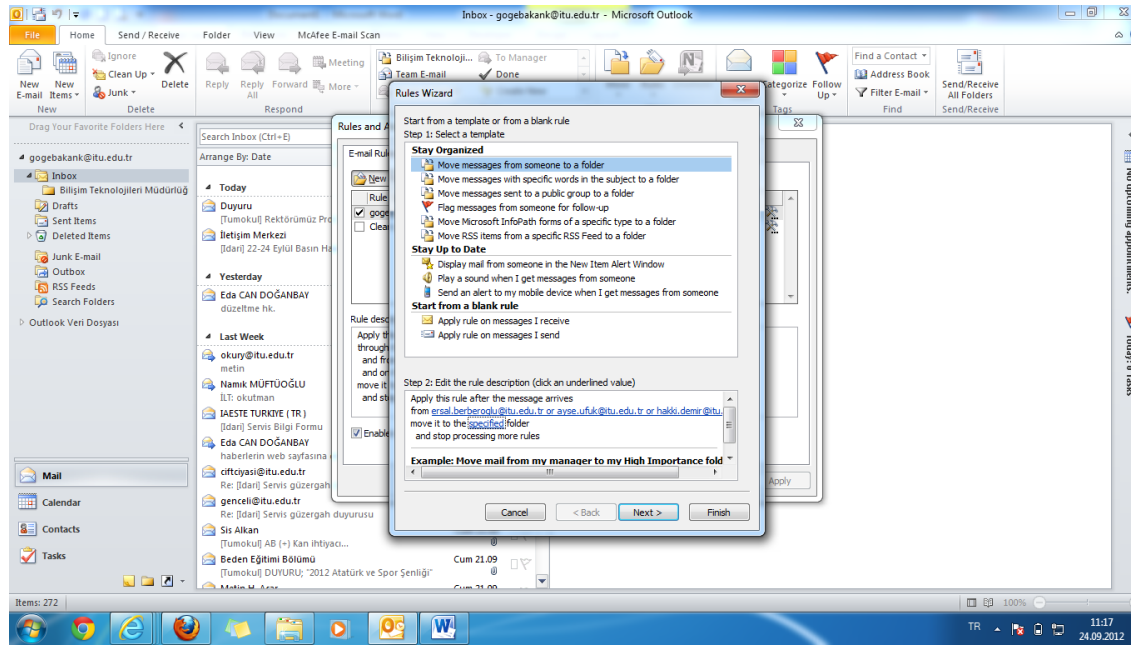
From->: hangi gurubu oluşturuyor isek o gurubun bütün e-posta adreslerini araya; atarak bu alana giriyoruz

OK

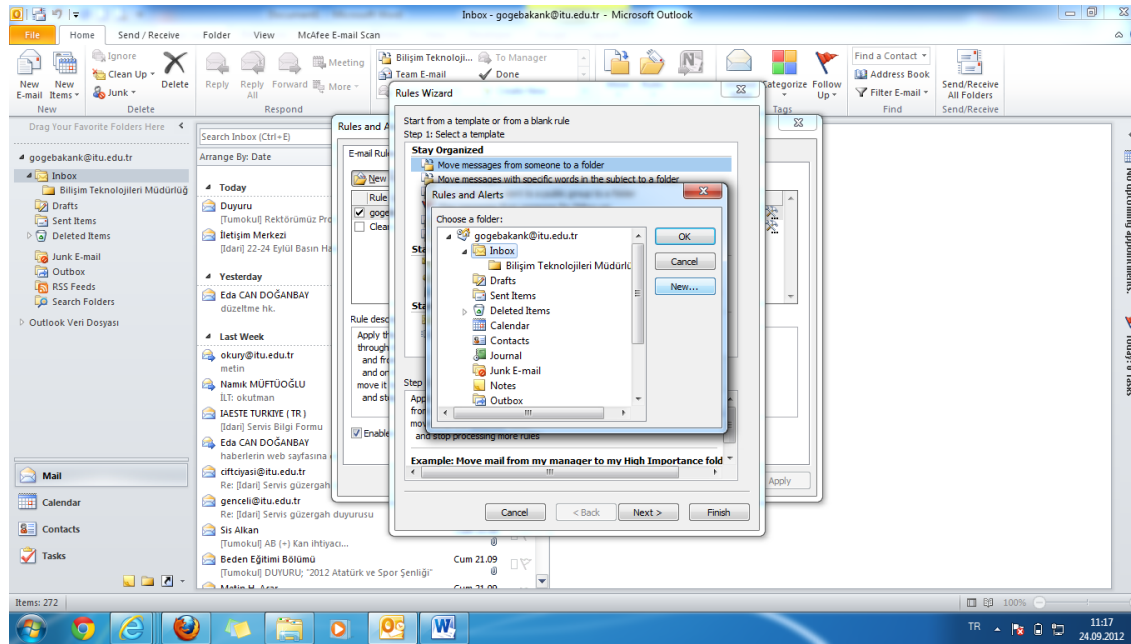


#### 4. Specified

Next

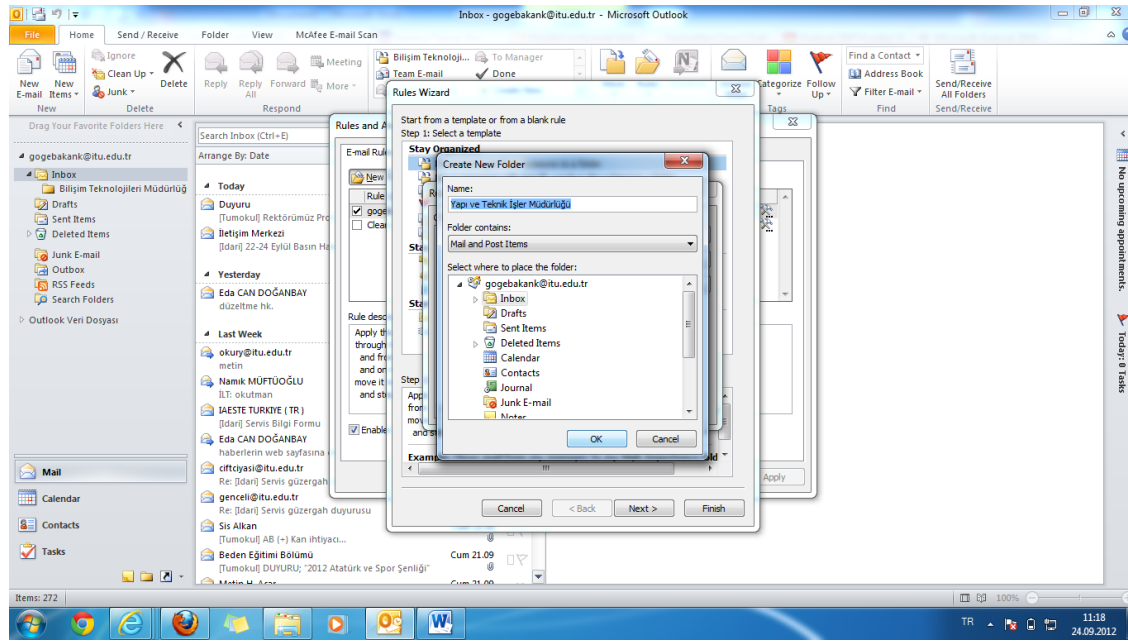


#### 5. New

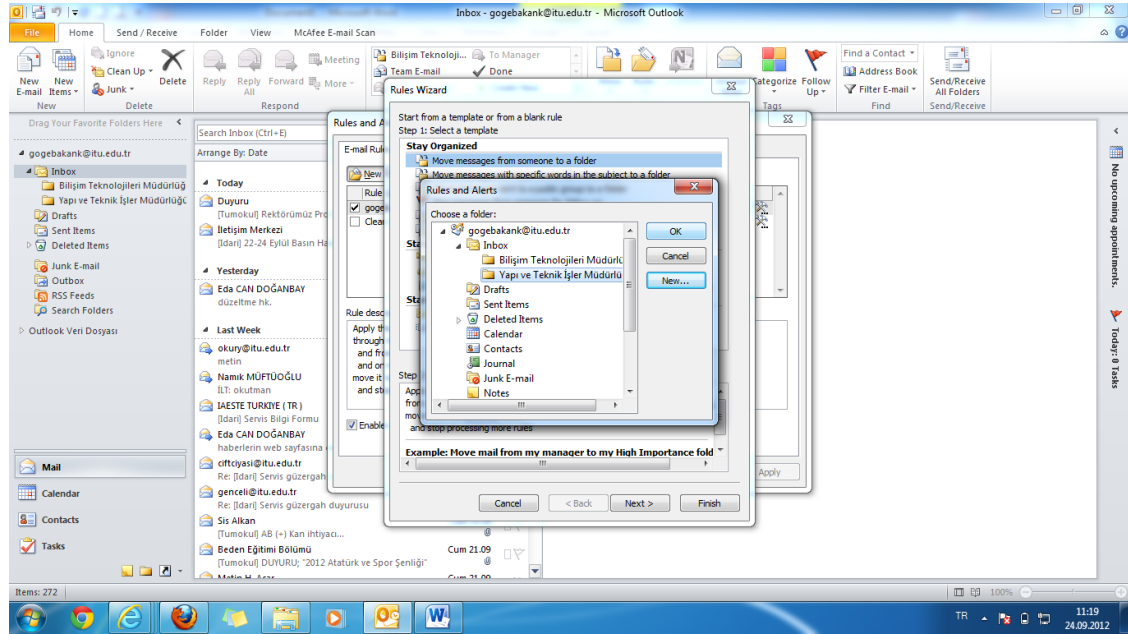


6. Name:  
Gurubun adını  
belirliyoruz

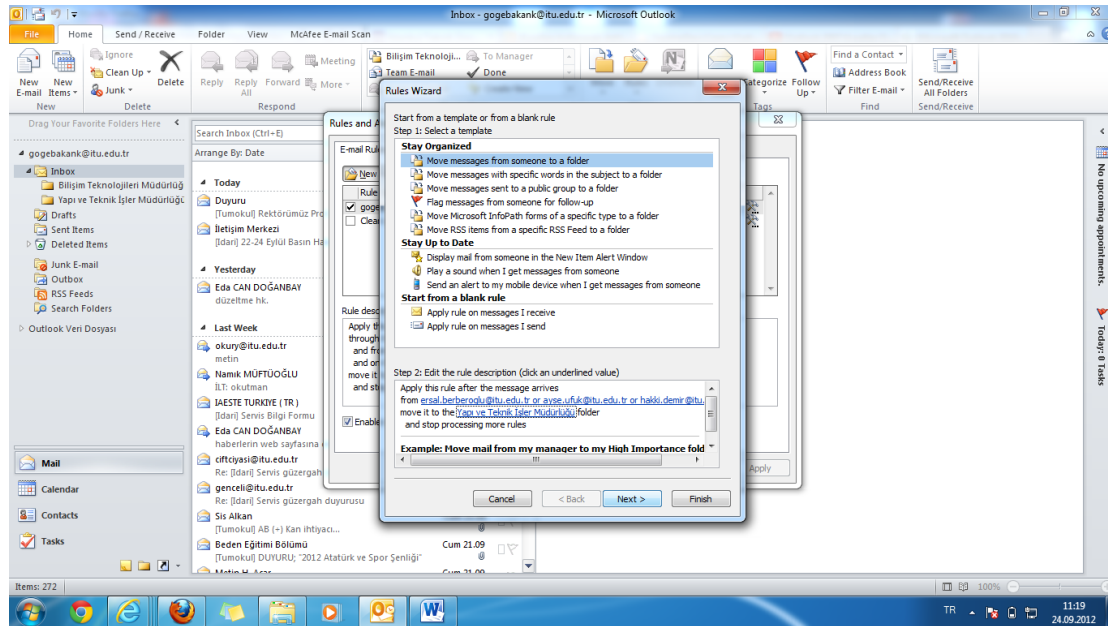
OK



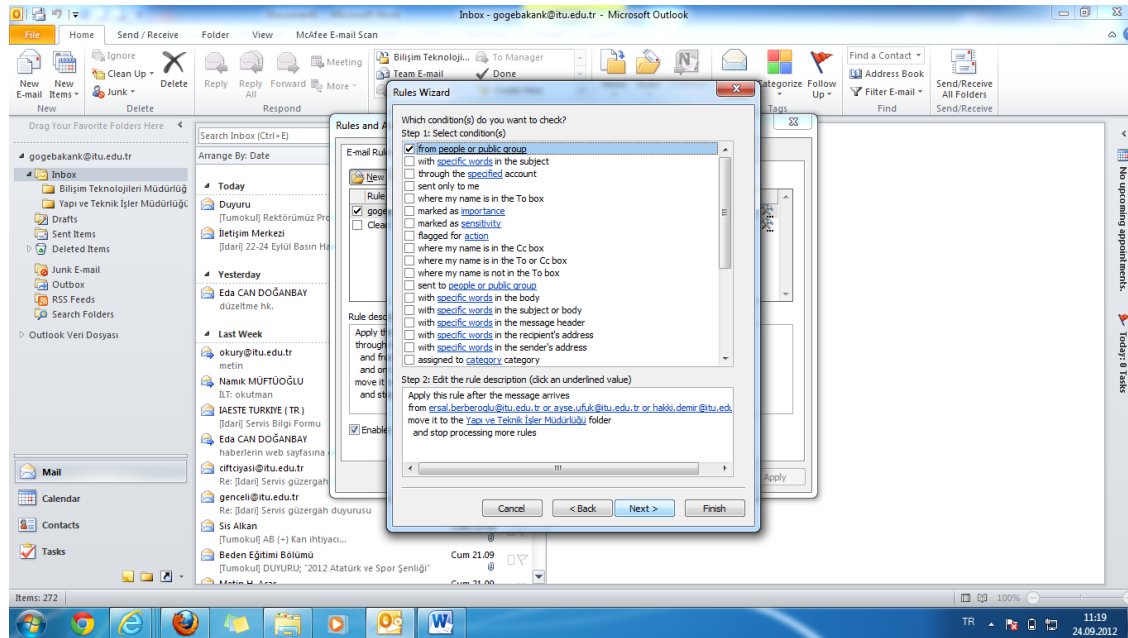
7. OK



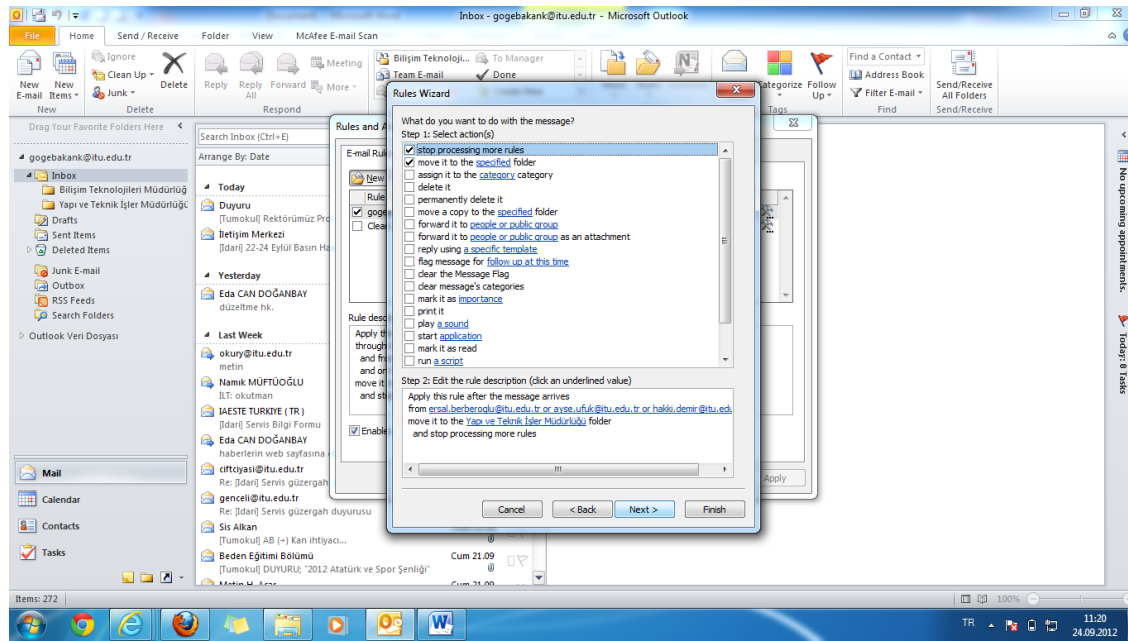
8. Next



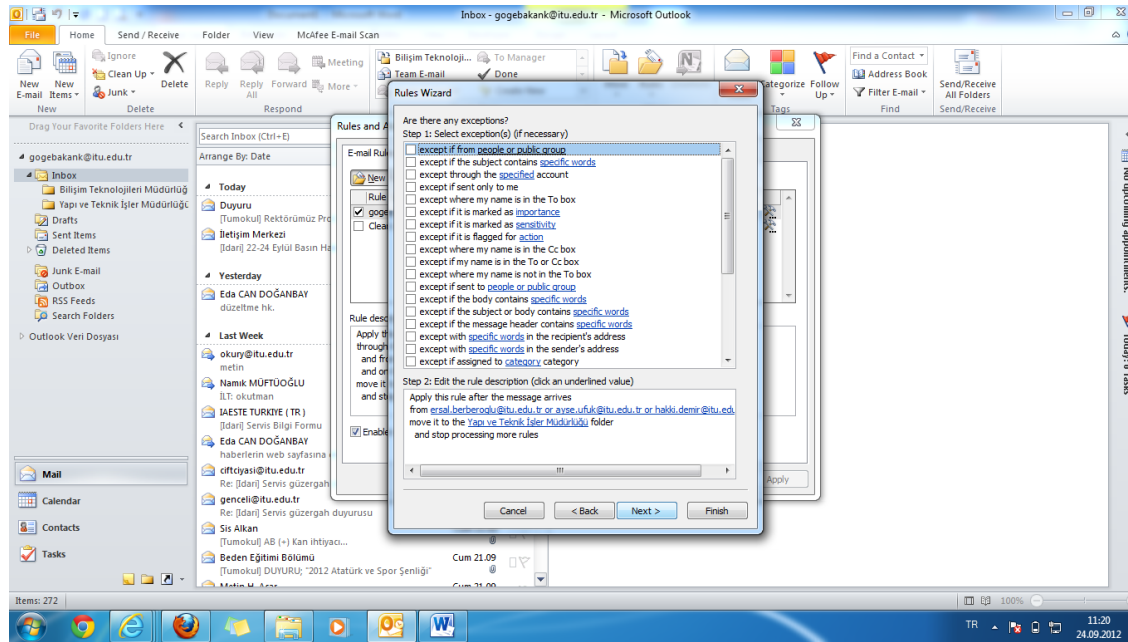
9. Next



## 10. Next



## 11. Next

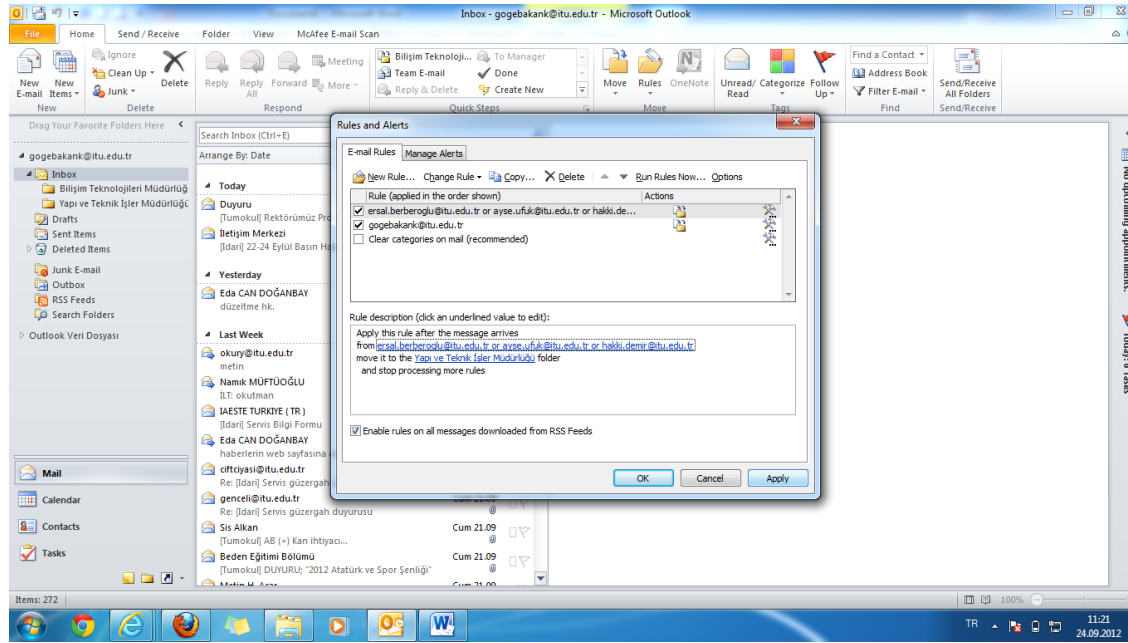
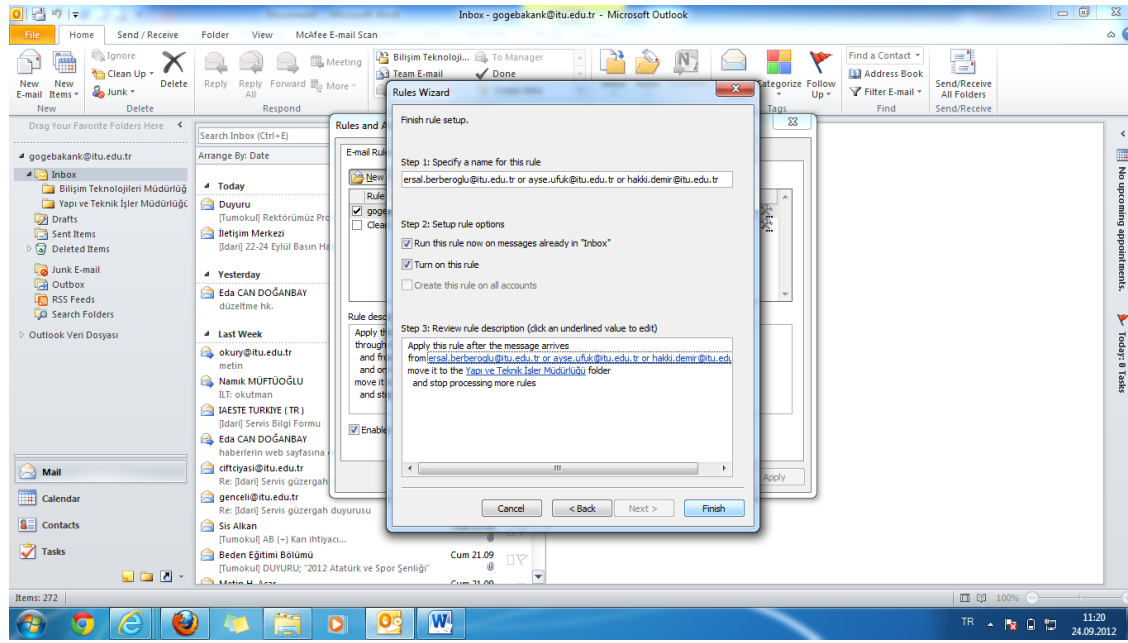


12. Run this rule now on messages already in "Inbox"

**Bu kutuy işaretlediğimiz takdirde:** Gelen kutusunda daha önceden gelmiş olan ve bu guruba ait olan mesajların hepsini oluşturmuş olduğunuz yeni dosyaya(guruba) atar.

Kutuyu işaretledikten sonra **Finish**

13. Apply OK





14. Yes  
OK

