Use Rules to highlight mail sent to your old address

Use **Rules** to highlight email forwarded from your old email account. You can set up rules in OWA or in the Client. Rules set up in OWA should migrate to your client. Sometimes rules set in the client do not migrate to OWA.

In this case I first created a *yellow* category called “forwarded from Old Email” (select manage categories from the Categories drop down and then click “Add new category.” Give it a name and a color.)

To create a new rule in OWA go to settings (gear in the top left corner) > Mail (Under Your app settings) > Inbox and sweep rules (right column under Mail)

Here is an example Rule:

![Rule configuration screen](image)

Any message forwarded from my old email will have a yellow category mark. This is what is looks like:

- **The Driving-Tests.org Team**
  - Fwd: Your Driver’s Ed Program is almost ready
  - Thu 12:08 PM
  - Hello Evan, I am just checking in to see if you need help ...

- **Amazon Web Services**
  - [Whitepaper] Cloud Security Processes
  - Thu 12:00 PM
  - Security in the cloud is a concern for organizations of eve...