Creating a Carbon Copy (CC) Rule*

Create the Rule

- Select/Click on an email in your inbox where you are copied, i.e. listed in the CC field
- Click on the Rules button in the ribbon, then select "Create Rule"
- Click on Advanced button (in the lower right)
- Check the box for "Where my name is in the CC box"
- Click Next
- Check the box for "Move it to a specified folder"
- In the bottom part of the screen ("Step 2"), click on the word "Specified" folder
- Highlight your Mailbox – not your inbox (so the folder will be created at the highest level), Click "New"
- Name the folder "_CC Emails" (Use the "_" so that when the folder is created it is alphabetized near the top of your folders)
- Click OK, OK, Next
- If you want to set up a few exceptions, i.e. drop everyone's cc emails into the "CC EMAILS" folder, *except* if Bob copies me, then check "Except if from people of public group"
  - In the bottom part of the screen ("Step 2"), click on "people or public group," this will bring up your address book and you can select one or more people to be an exception to the CC rule.
  - Click OK when done adding people
- Click Next
- Click the box for "Run this rule now on messages already in the inbox"
- Click Finish

Move it to Favorites (so it's really easy to access)

- Find the folder you created (_CC Emails) and right click on it
- Click on "Show in Favorites"
- **NOTE:** You can move folders around in the favorites area so that you can organize them any way you want (just drag the folder where you want it placed)

NOTES

- You will need to check the _CC Emails folder a few times a day, but the more important emails (where you are in the "To" line) is where you'll focus since they are delivered right to your inbox.

- Since checking the CC Emails folder is a new habit, I recommend setting up a task with a reminder bell (popup box) so that you remember to check this folder. Set up a recurring daily "every weekday" task that will end after 14 times with a reminder box set for 2:30pm. This way you'll be prompted to check the CC folder. The task will remind you for 14 days until it becomes a habit.

*Idea learned for Priority Management's "Working Smart with Microsoft Outlook" one-day seminar.