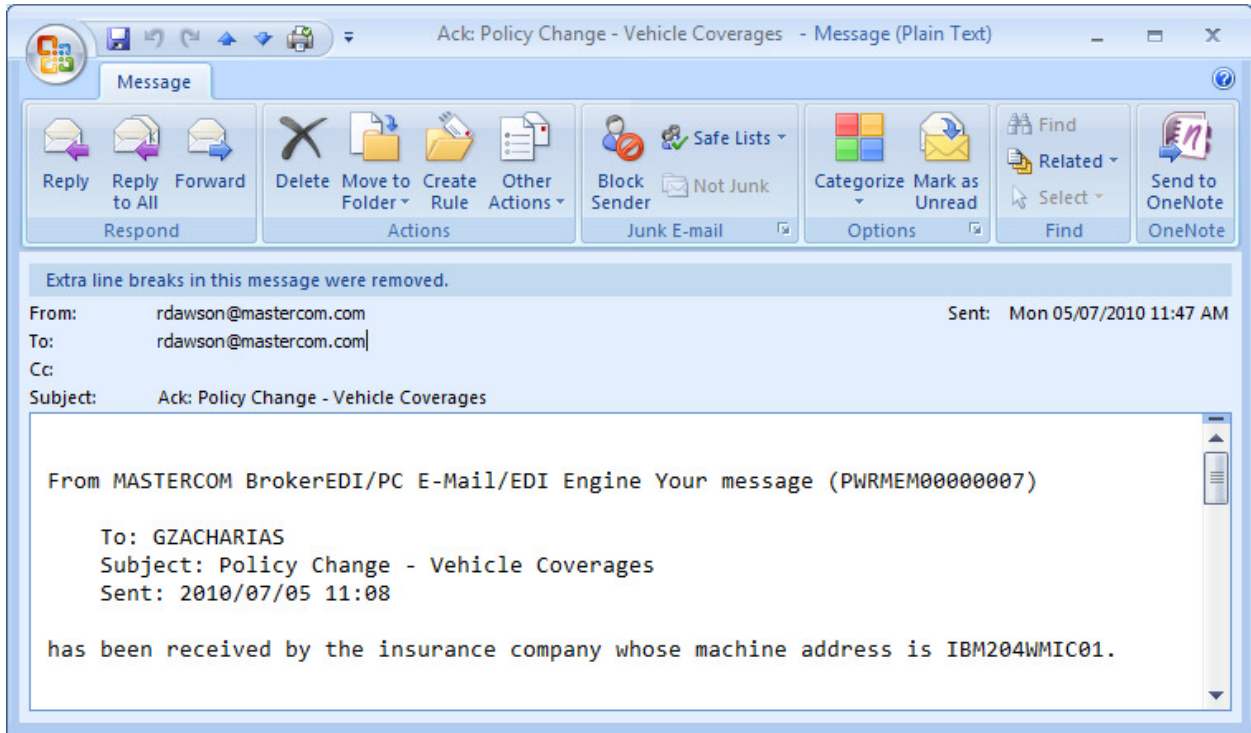
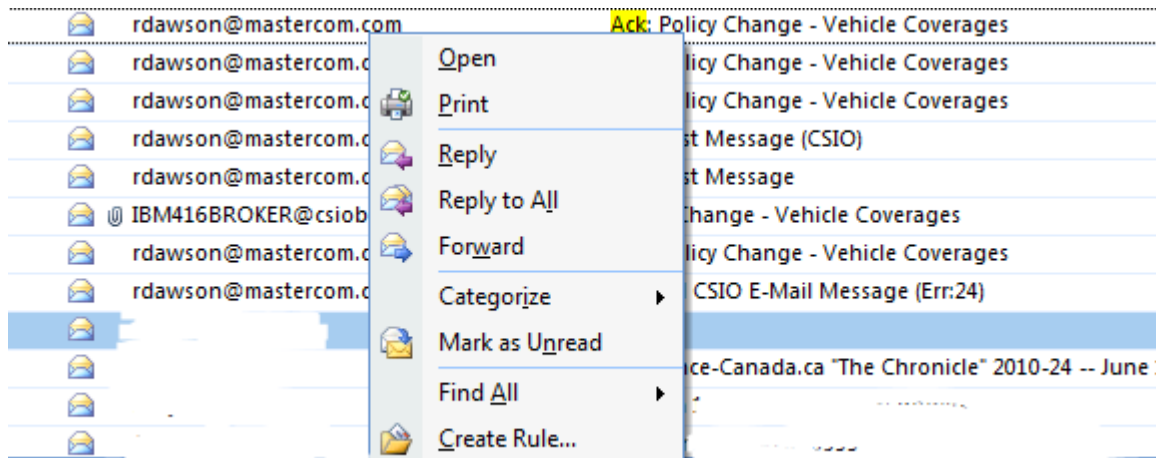


Handling ACK: Messages in Outlook

When ACK messages are received from insurance companies for previously sent e-mails, they can be automatically moved to a folder by Outlook. This saves having to handle each message individually.



1) Right-click the an ACK: message as shown below and choose **Create Rule..**



Handling ACK: Messages in Outlook

The following rule puts the ACK: messages in the **Junk E-mail** folder so they can be deleted along with other e-mails so one does not have to remember to do anything special.

