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Launch Outlook 2010 and from the left sidebar, select an account, right-click it and hit New Folder. From the Create New Folder dialog, enter an appropriate name and click OK. Now head over to the Home tab and click Manage Rules & Alerts from Rules drop-down button. From Rules and Alerts dialog, select an account and click New Rule.

Set Up Single Inbox Folder For All Accounts In Outlook 2010

This way, the messages you want are in one place and display in one long list. Instructions in this article apply to Outlook 2019,

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