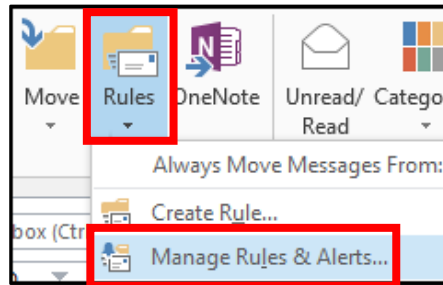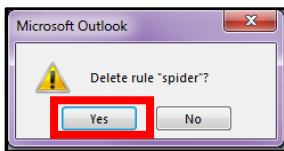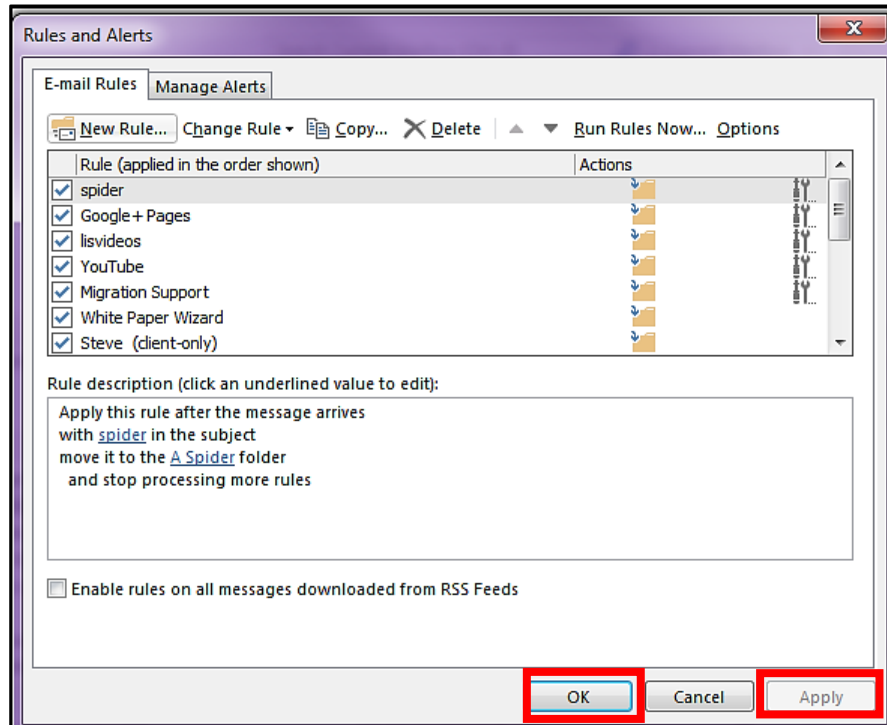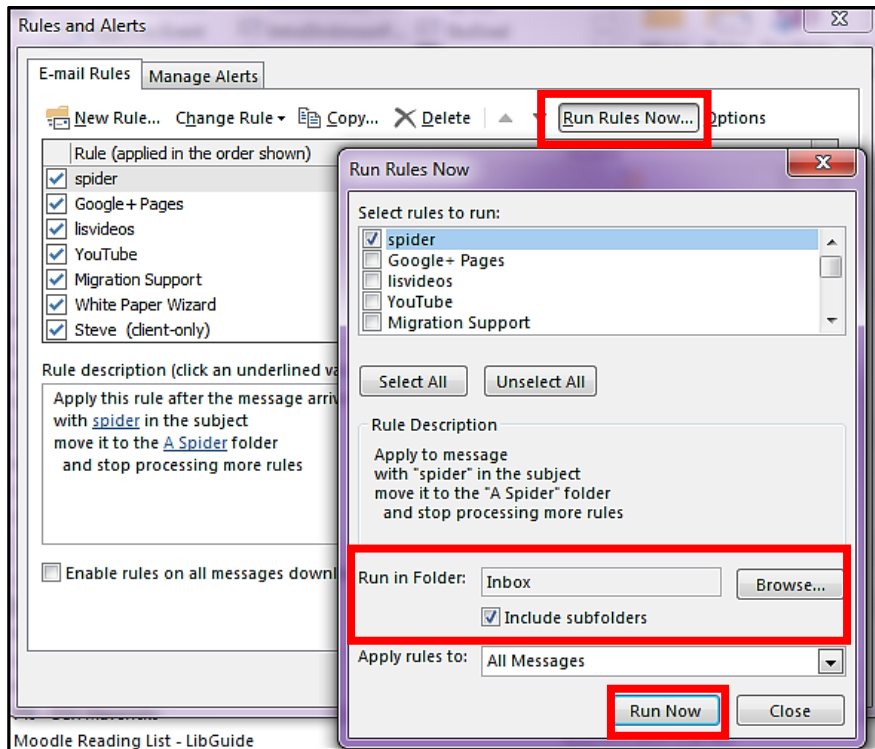|	
Outlook 2013 Rules: Delete a Rule, Turn off a Rule, Run Rules Now & Change a Rule	
This tutorial is for a rules/s that have already been created in Outlook 2013 and for someone using a computer with Outlook client. These are not instructions for Outlook web.	
In Outlook on the **Home** tab, **Rules** drop down, select **Manage Rules & Alerts…**	
Delete: Select the Rule, then click **Delete**. A confirmation **Yes** or **No** appears. Click **Yes**. **Turn Off a Rule**: Unselect the rule by clicking on the check mark to remove the checkmark. Be sure to click **Apply** and **OK**.	

Run Rules Now: Click the **Run Rules Now** button, the dialog box opens giving you the choice to select the rule you want to run. Also notice under **Run in Folder** the **Browse** button to choose another folder & the **Include subfolders** option. Click the **Run Now** button to start the process. Click the **Close** button when finished.	
Change Rule: Under the **Change Rule** are various options as shown. Remember for any changes made on **Rules and Alerts** dialog box you must click the **Apply** and **OK** buttons.	