1. Use the Sweep feature in the O365 web client to quickly delete unwanted emails from your Inbox. You have options to remove messages from a particular sender, to keep only new email, or to automatically remove messages over 10 days old.

2. Visit [https://mail.utoronto.ca](https://mail.utoronto.ca) and login with your UTORid credentials.

3. Select an email that you wish to establish sweep rules on and click on **Sweep**.

4. On the dialog that appears, you can set specific rules for cleaning messages from that particular sender. You can delete/archive all messages from that sender from your inbox (including future messages) or remove messages that are older than 10 days.

5. The option to View rules will take you to the Inbox Rules, where you can customize more options. There are other articles outlining what Rules are and how to create them for your Inbox.