

Managing Incoming Messages from EMS

EMS generates automatic email messages and sends them to your Outlook e-mail address. In order to make it easier for you to manage your in-box, you may wish to automatically organize these messages in a folder. This will allow you to choose when to review these messages. The steps you need to following include adding a folder to store and organize your EMS messages and creating a rule that tells Outlook to automatically fill this folder with EMS messages as they arrive. In addition, you may wish to add the EMS folder to your Favorite Folders. Directions for all of the following appear below. *These instructions describe email management in Outlook 2007. Other email software programs have similar functionality. Please check with the Help Desk (203) 432-9000 or your local computer support if you require additional assistance.*

Create a Folder

To create a new folder, right click on your “Mailbox” icon in the Mail Folders. Select “New Folder”. Name your new folder.

Add Your Folder to Favorites

The Favorite Folders list is located at the top of the Navigation Pane; (see the illustration below). The Navigation Pane is in the column on the left side of the Outlook window. The Favorites Folder contains copies of your Inbox folder, Sent Items folder, Search Folders.

You can add, remove, and arrange folders in this pane to see and access them more easily. To add folders in Favorite Folders: Right-click the folder that you want to add and then click Add to Favorite Folders on the shortcut menu

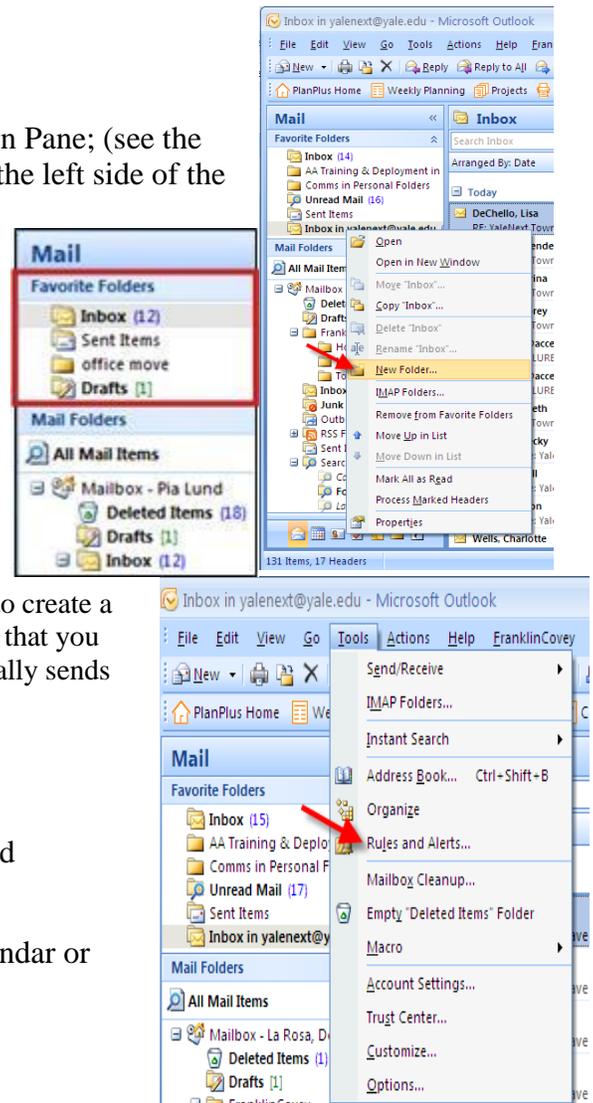
Create a Rule to Manage Your Messages

In order to manage your EMS-generated messages, you may wish to create a rule that will automate handling of messages that match conditions that you will create. For EMS, you may want to create a rule that automatically sends EMS messages to your EMS folder upon arrival.

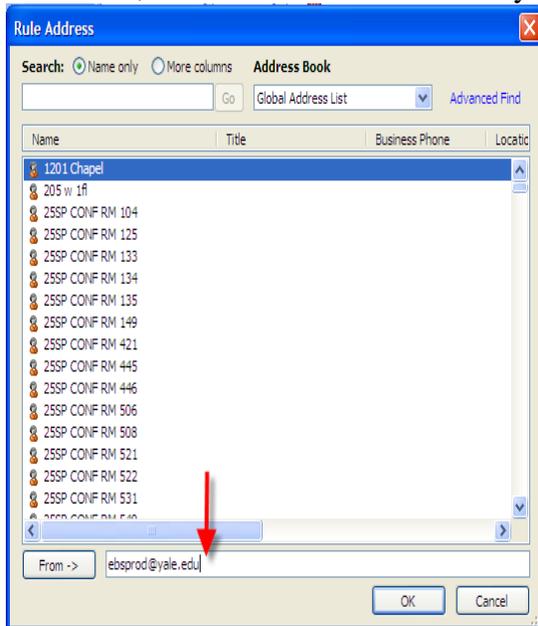
To create a rule:

To create a rule by choosing your own conditions, actions, and exceptions, do the following:

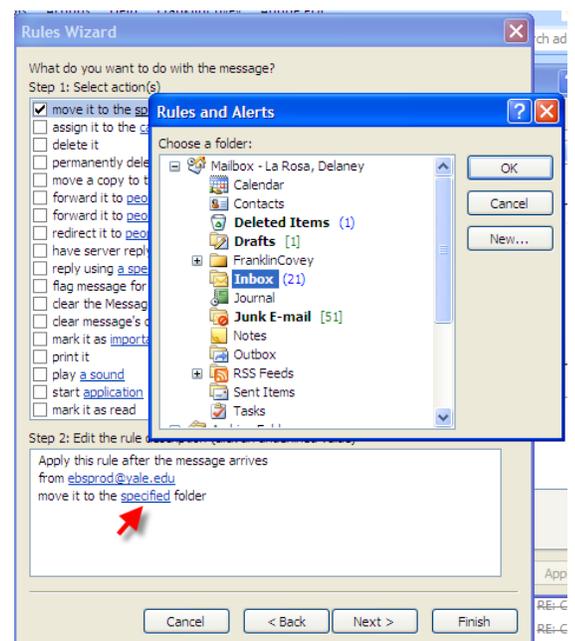
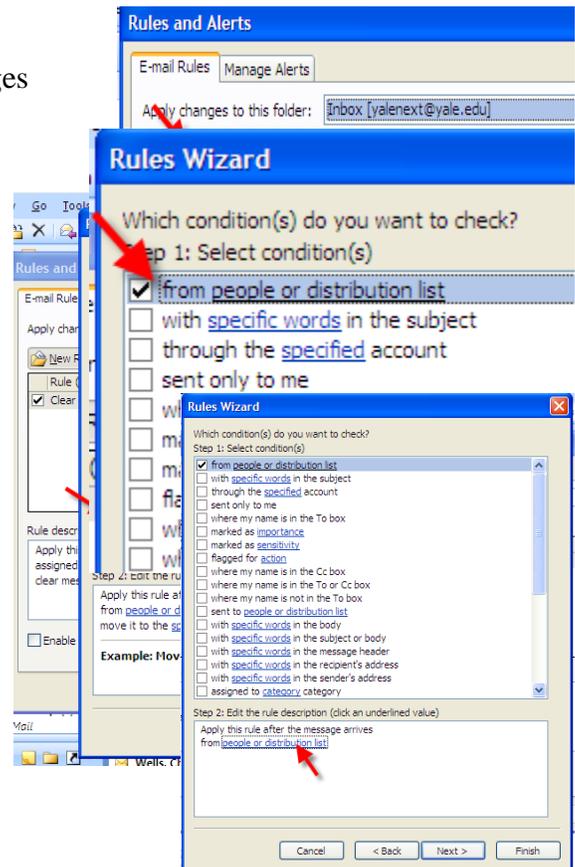
1. Make sure you are viewing your mail in-box (not calendar or tasks)
2. On the Tools menu, click Rules and Alerts.



3. Click New Rule.
4. Under Start from a blank rule, select “Check messages when they arrive” and then
5. Click “Next”.
6. Select “From people or distribution list”
7. Under “Step 2” in this same dialog box, click the blue underlined link that follows “Apply this rule after the message arrives from....”
8. Enter the address “ebsprod@yale.edu” in the Rule Address dialog box. You cannot search for Oracle Workflow, the address must be manually entered.



9. Click “OK” and “Next”
10. Under “Step 2” in this same dialog box, click the blue underlined link that follows “move it to the specified folder.”
11. In the Rules and Alerts dialog box, click on the folder you would use to organize your messages.
12. Click OK to close the dialog box, and then click Next.



13. To finish creating the rule, enter a name for the rule, such as “EMS Messages”

If you want to run this rule on messages that are in one of your folders, select the Run this rule now on messages already in "*folder*" check box.

14. Click Finish.