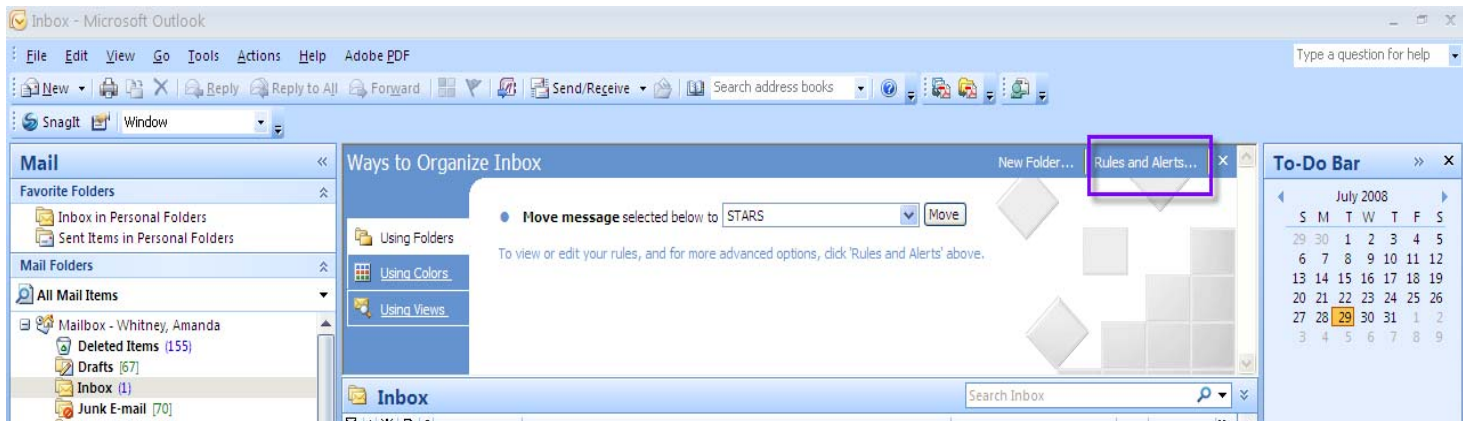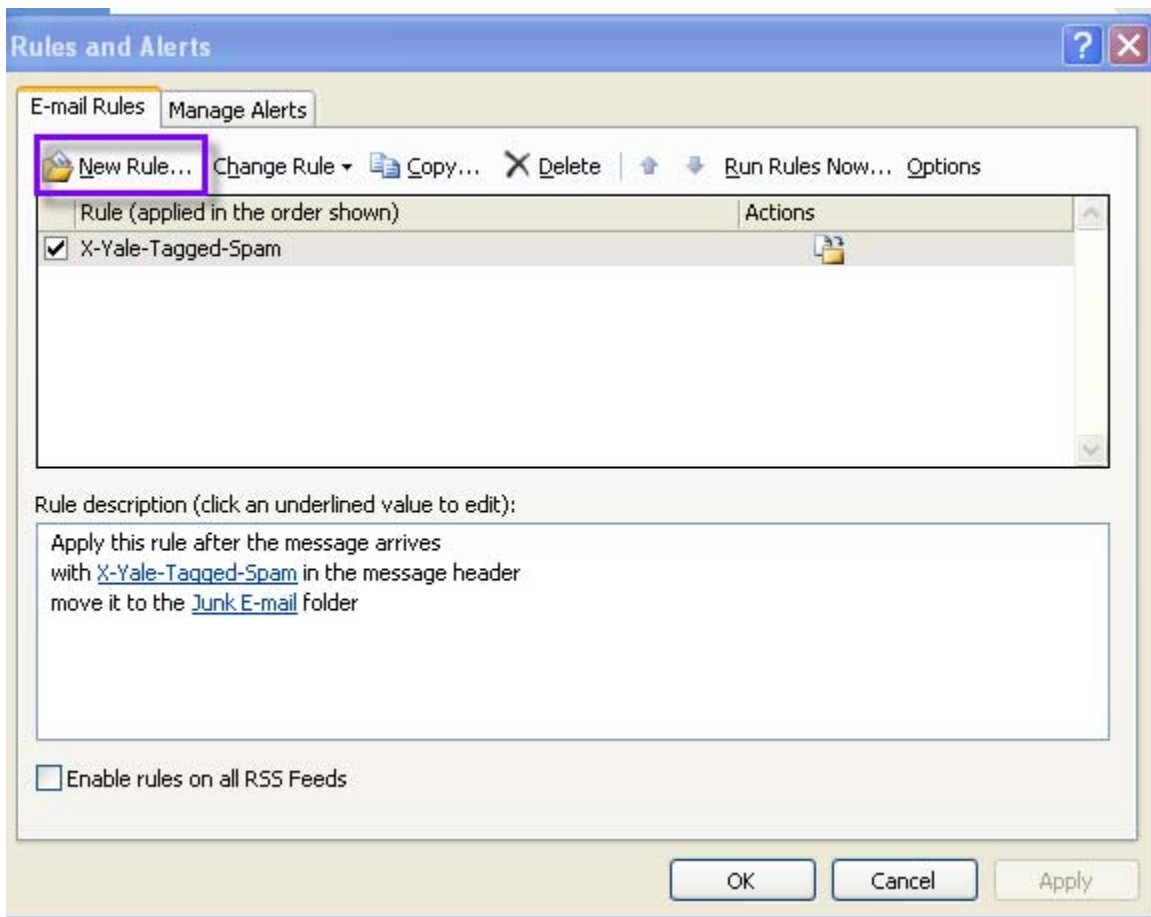**To set up email filters in Outlook:**
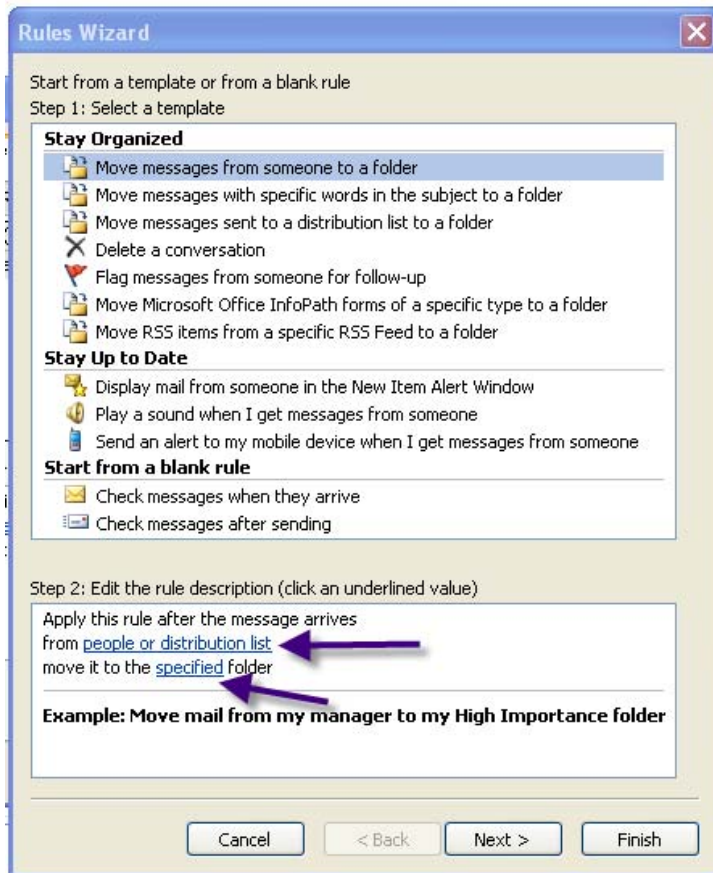
1. Go to Tools→Organize
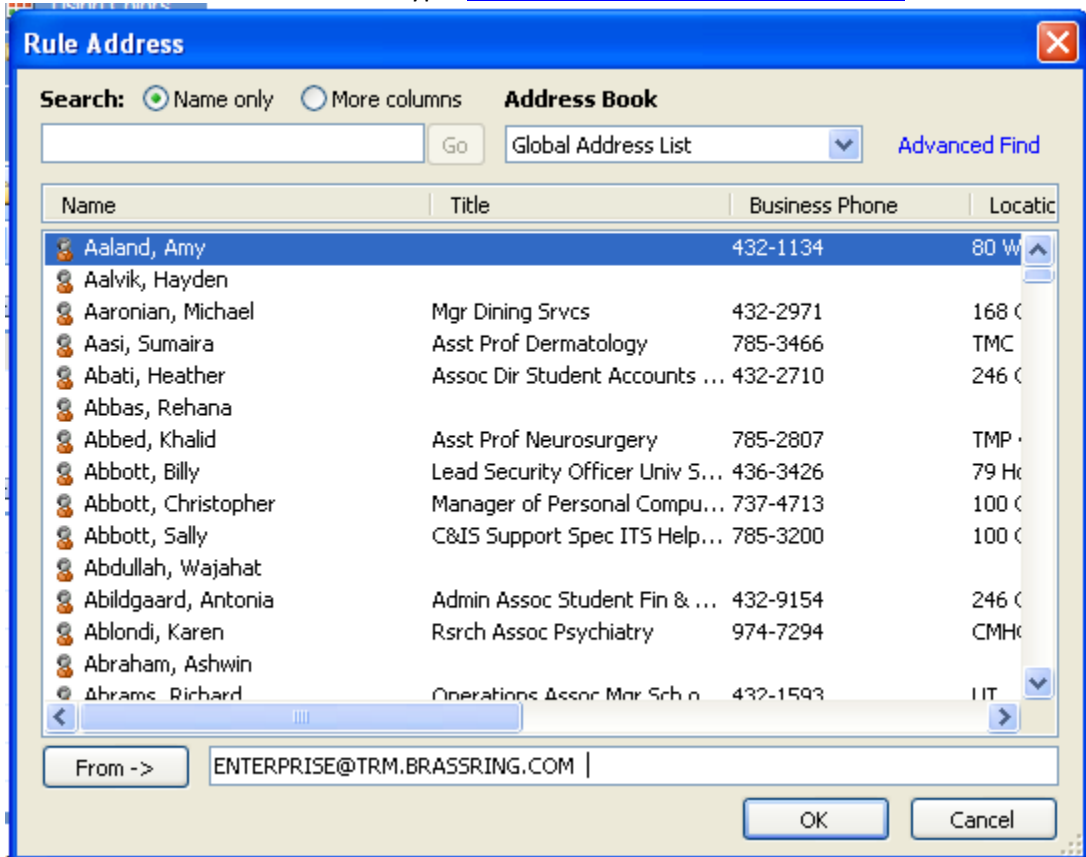2. In the "Ways to Organize Inbox" window, select "Rules and Alerts"

3. Then choose "new rule"

4. In the "Rules Wizard" box select "Move messages from someone to a folder" and in Step 2: click on the hyperlink for "people or distribution list"

5. In the "Rule Address" screen type: ENTERPRISE@TRM.BRASSRING.COM in the "from" field and click "OK"


6. Then from the Step 2 box click on the hyperlink for "specified"

7. Select "New" and then scroll down the list and choose where you want the new folder to be placed. Then type in the name of the folder you want all your e-links to go to and then click "OK" (In this case I named my folder "STARS E-Links" and I chose to have my new folder go directly underneath my inbox)
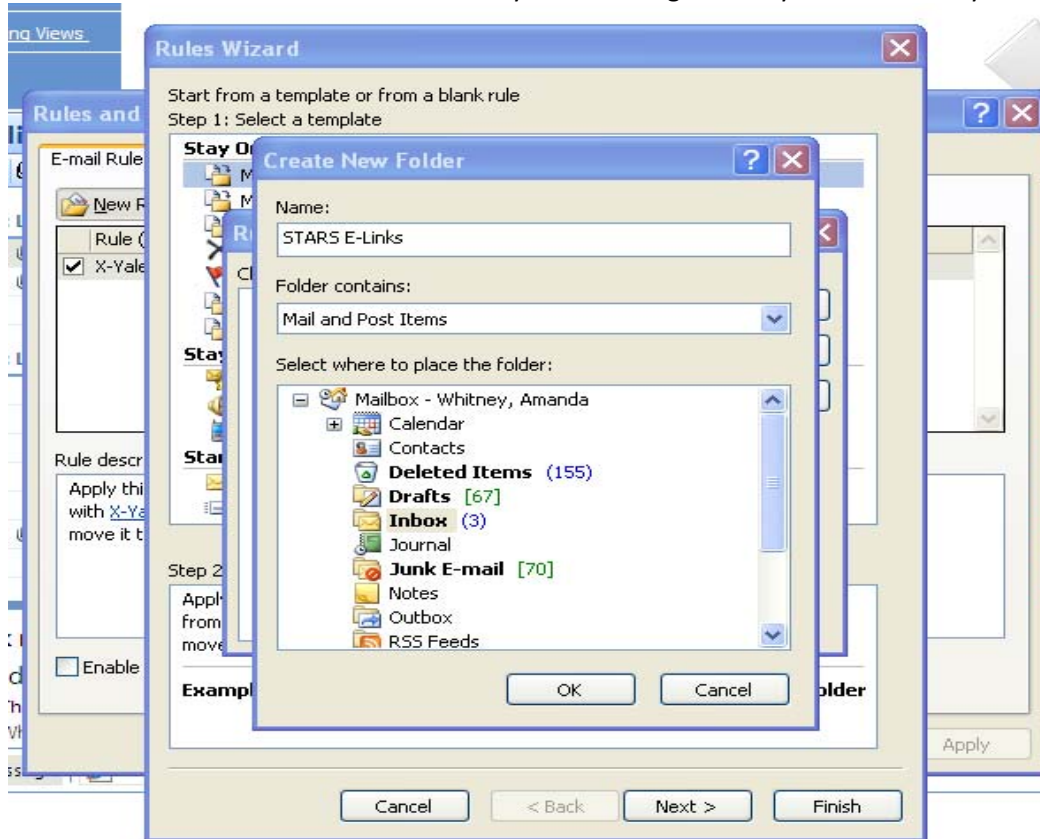
8. Click "OK" again
9. Your screen should look like this:
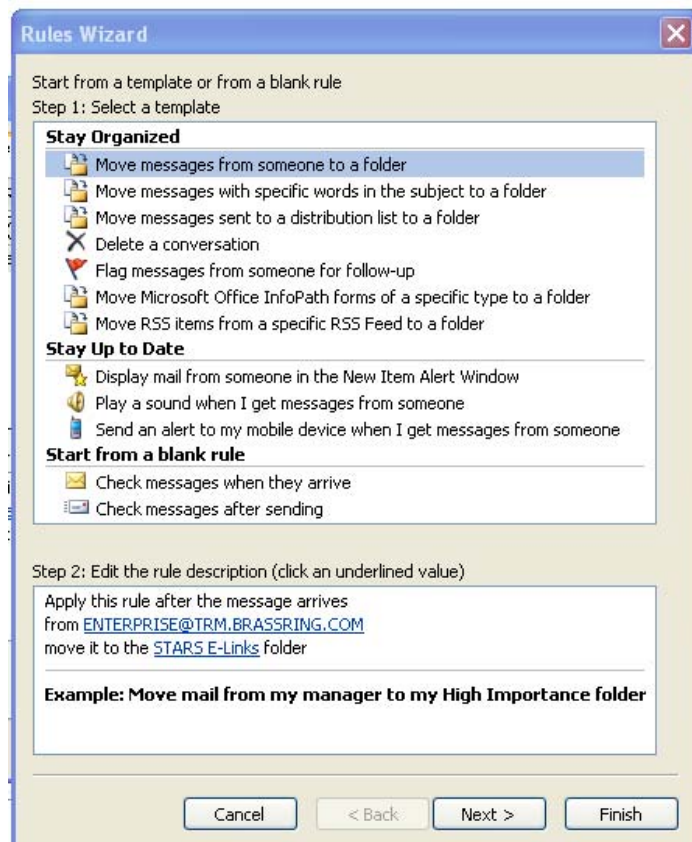
10. Keep clicking "Next" until you get to the last screen where you have to click "Finish"
11. Click "Apply" and then click "OK"
12. To exit the Ways to Organize screen click on the "X" in the corner
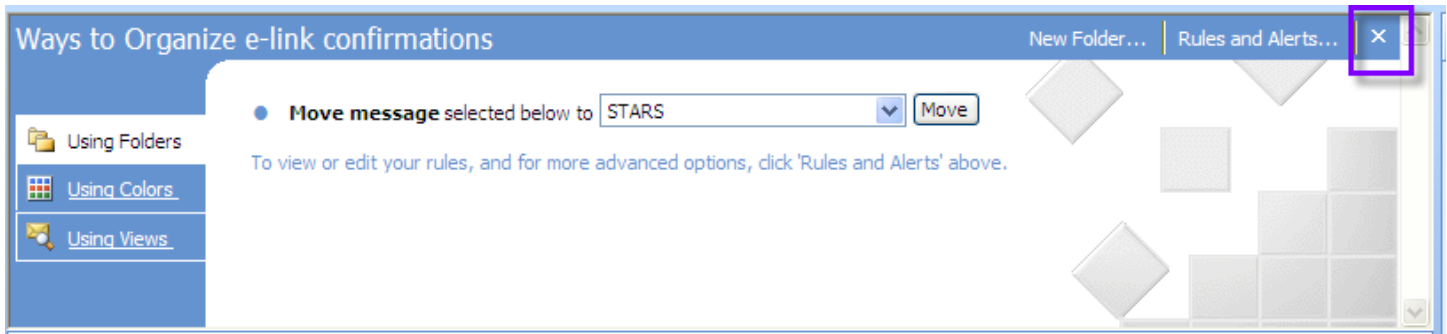
13. If you chose to have your new folder go under your "Inbox" instead of your "personal folders" you will need to click on the "+" next to "Inbox" to see the new folder there. Otherwise, your new folder will be listed with your other personal folders.