To set up email filters in Outlook:

- 1. Go to Tools \rightarrow Organize
- 2. In the "Ways to Organize Inbox" window, select "Rules and Alerts"

😡 Inbox - Microsoft Outlook						_ = = :
Eile Edit View Go Tools Actions He	p Adobe <u>P</u> DF					Type a question for help
🗄 🖻 New 👻 🚔 🎦 🗙 🛛 🙈 Reply 🖓 Reply to	All 🕞 Forward 🔡 💘	🔨 🌆 🚰 Send/Receive 👻 👔 🔛 Search address books 🔹 👻 🙆 💂 : 🇞 🎭	- i 🖉 -			
🔄 🔄 SnagIt 🛃 Window 🔹 💂			and an			
Mail	Ways to Organiz	e Inbox	New Folder	Rules and Alerts	× 🗠	To-Do Bar »
Favorite Folders Inbox in Personal Folders Sent Items in Personal Folders Mail Folders All Mail Items	Using Folders Using Colors	Move message selected below to STARS Move To view or edit your rules, and for more advanced options, dick 'Rules and Alerts' above.			1	July 2008 S M T W T F S 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26
 ☑ Mailbox - Whitney, Amanda ☑ Deleted Items (155) ☑ Drafts [67] ☑ Inbox (1) ☑ Junk E-mail [70] 		Sea	arch Inbox	1	▼ ×	27 28 29 30 31 1 2 3 4 5 6 7 8 9

3. Then choose "new rule"

X-Yale-Tagged-Spam	Actions	^
le description (click an underlined value to edit);		~
apply this rule after the message arrives with X-Yale-Tagged-Spam in the message header		
nove it to the <u>Junk E-mail</u> folder		
nove it to the <u>Junk E-mail</u> folder		

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"

Rules Wizard	×
Start from a template or from a blank rule	
Step 1: Select a template	
Stay Organized	
Move messages from someone to a folder	
Move messages with specific words in the subject to a folder	
Move messages sent to a distribution list to a folder	
imes Delete a conversation	
Y Flag messages from someone for follow-up	
Move Microsoft Office InfoPath forms of a specific type to a folder	
Move RSS items from a specific RSS Feed to a folder	
Stay Up to Date	
🙀 Display mail from someone in the New Item Alert Window	
🔮 Play a sound when I get messages from someone	
Send an alert to my mobile device when I get messages from someone	
Start from a blank rule	
Check messages when they arrive	
E Check messages after sending	5
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives from <u>people or distribution list</u> move it to the <u>specified</u> folder	
cxample: Plove filal from iny manager to my nigh importance folder	
Cancel < Back Next > Finish	

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

Rule Address				X
Search: 💿 Name only	O More columns	Address Book		
	Go	Global Address List	~	Advanced Find
Name	Title		Business Phone	e Locatic
💈 Aaland, Amy			432-1134	80 W 🔨
💈 Aalvik, Hayden				
💈 Aaronian, Michael	Mgr Din	ing Srvcs	432-2971	168 (
💈 Aasi, Sumaira	Asst Pr	of Dermatology	785-3466	TMC
💈 Abati, Heather	Assoc [)ir Student Accounts	432-2710	246 (
💈 Abbas, Rehana				
💈 Abbed, Khalid	Asst Pr	of Neurosurgery	785-2807	TMP
💈 Abbott, Billy	Lead Se	ecurity Officer Univ S	436-3426	79 Hc
💈 Abbott, Christopher	Manage	er of Personal Compu	737-4713	100 <
💈 Abbott, Sally	C&IS S	upport Spec ITS Help	785-3200	100 (
💈 Abdullah, Wajahat				
💈 Abildgaard, Antonia	Admin /	Assoc Student Fin &	432-9154	246 (
💈 Ablondi, Karen	Rsrch A	ssoc Psychiatry	974-7294	CMHC
💈 Abraham, Ashwin				
© ∆brams Richard	Operat	ions Assoc Mar Schio	432-1593	🞽
<u><</u>				>
From -> ENTERP	RISE@TRM.BRASSRIN	IG.COM		
			ОК	Cancel

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

 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

Ways to Organize e-li	ink confirmations	New Folder	Rules and Alerts	×
Using Folders Using Colors Using Views	Move message selected below to STARS Move View or edit your rules, and for more advanced options, click 'Rules and Alerts' above.			

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.

