Create Inbox Folder Rules


OR:

1. Launch Outlook and right-click your "Inbox" folder on the left panel.

2. Click "New Folder" and then type a name for the folder. For example, enter "SSC Appointment Emails" (without quotation marks) to make a folder where you can store mail from SSC appointment auto-reminders. If a student directly emails you through SSC, the email will still go to your inbox appearing with their name as the sender.

3. Click the "File" tab at the top left of the screen and select "Manage Rules & Alerts."

4. Click the "E-mail Rules" tab if it is not already selected and then click "New Rule."

5. Click under Stay Organized to “Move messages with ….subject” and then choose "Apply rule on messages I receive" in the screenshot below and then click "Next."

![Rules Wizard Image]

6. Click the link “specific words” in the yellow box under step 2 in the screen shot above.

7. Type in the first box of the screenshot below the specific SSC language that comes in the appointment reminder and notification subject lines. Choose “add” after each before selecting OK. Do not type in the "   " around your phrase. Outlook adds those once you choose add.

![Specify words or phrases to search for in the subject: Image]

8. Click "Next" and then click the hyperlink “specified folder" from the yellow box you previously clicked on.

9. Select the SSC folder you created in step 2, choose OK, and Next.

10. Your screen should look like this:
11. Continue to choose Next and when you see this screen, check the box that says “Run this Rule Now…” and click “Finish”

12. Click "Apply" and then click "OK" to apply the new rule. All emails with the selected subject are automatically diverted to the folder you specified. The final screen shot will look like this if you open your rule: