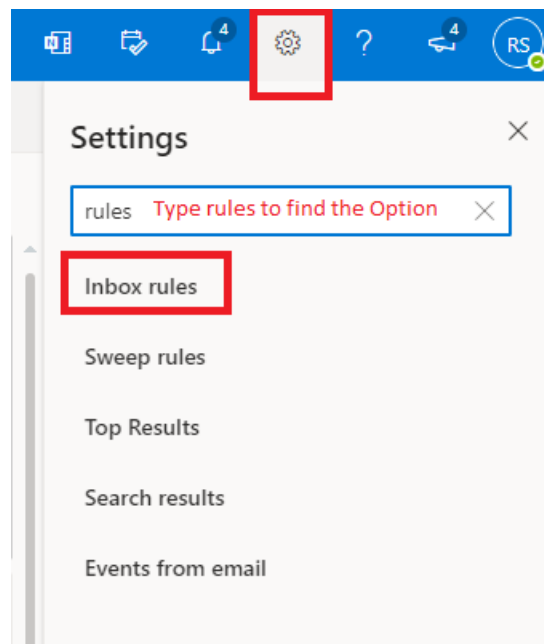


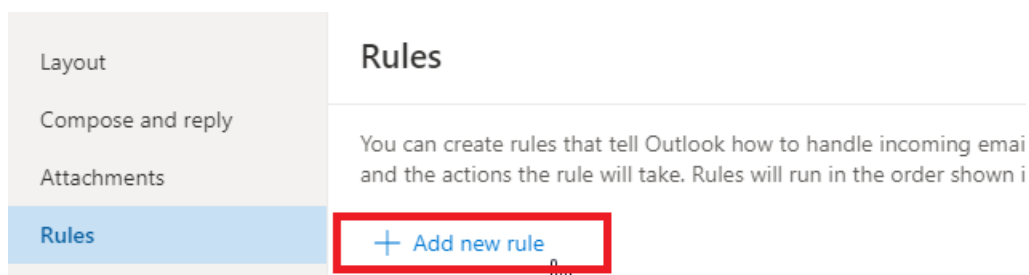
Creating Rules to Move Emails to Specified Folders

You can easily create rules with a number of options to select to be able to automatically have emails be filed in specified folders, forwarded to someone else, deleted etc. To setup these rules:

1. Sign into your Webmail account by going to mail.utoronto.ca
2. From the top right-hand corner of the screen, click on the “gear” icon for Settings. Type **rules** in the search box to automatically find the **Inbox rules** feature. **Click on Inbox rules**



3. Select “Add new rule”



4. Start by giving your new rule a name specific to what it will do in the box **“Name your rule”**. Next, click on **“Add a condition”** to start on the creation of the rule logic such as if the email is **From** a specific user or if the **Subject includes** a common title and so on

Rules

- 1 Name your rule
Enter a name.
- 2 Add a condition
Select a condition
- 3 Add an action
Select an action
Add an exception

Stop processing more rules ⓘ

People

- From
- To
- My name is
- I'm on the To line
- I'm on the Cc line
- I'm on the To or Cc line
- I'm not on the To line
- I'm the only recipient

Subject

- Subject includes
- Subject or body includes

Keywords

- Message body includes
- Sender address includes
- Recipient address includes
- Message header includes

Marked with

- Importance
- Sensitivity
- Classification

Message includes

- Flag
- Type

Message size

- At least

- Once a condition is selected, click on “**Add an action**” drop—down box to select what you’d like to do when a rule condition is met (Move the email to a specific folder, forward, Delete, etc). To move the email to a specified folder, select “**Move to**”. You’ll then be asked to select the folder name the email will be moved to. You’ll also have the option to create a new folder for this purpose if it doesn’t already exist in your list.

Rules

✓ Folder Name in Outlook

✓ Add a condition

I'm on the To line

[Add another condition](#)

3 Add an action

Select an action

Organize

Move to

Copy to

Delete

Pin to top

Mark message

Mark as read

Mark as Junk

Mark with importance

Categorize

Route

Forward to

Forward as attachment

Redirect to

✓ Stop

6. This is what the whole process will look like all together. Select the “**Run rule now**” option to have the rule applied to your inbox and retroactively check for existing emails that meet this rule criteria. Make sure to “**Save**” the rule to complete the process.

The screenshot shows the 'Rules' configuration window. At the top, the title is 'Rules' with a close button (X). Below the title, there are several sections:

- 1.** A text box containing the rule name: 'Moving UTSC Update emails to UTSC Updates folder'.
- 2.** A section titled 'Add a condition'. It includes a dropdown menu set to 'From' and a list of contacts. One contact, 'UTSC Marketing and Communications', is selected and highlighted in blue. A red '3.' is next to this contact.
- 4.** A section titled 'Add an action'. It includes a dropdown menu set to 'Move to' and a folder selection dropdown set to 'UTSC Updates'. A red '5.' is next to the folder selection.
- Below the action section, there are two checkboxes:
 - Stop processing more rules (with an information icon)
 - Run rule now
- At the bottom right, there are two buttons: 'Save' (highlighted with a red box and labeled '6.') and 'Discard'.

If you have any questions or require assistance, please contact us at the IITS helpdesk:
helpdesk@utsc.utoronto.ca or 416-287-HELP (4357) option #1