



Creating Mail Rules for Outlook

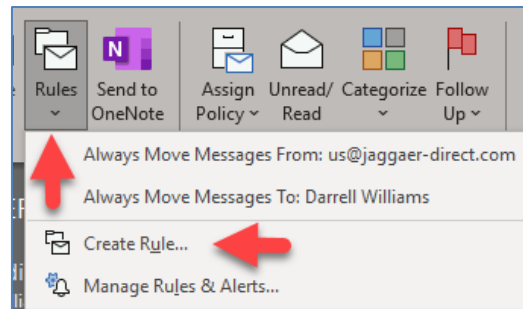
Introduction

This job aid contains instructions on how to set up a rule in Outlook to send emails to a folder based on where the email is coming from based on the extension. There are multiple options to control emails and this is a guide to manage the traffic coming from Jaggaer.

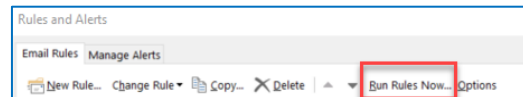
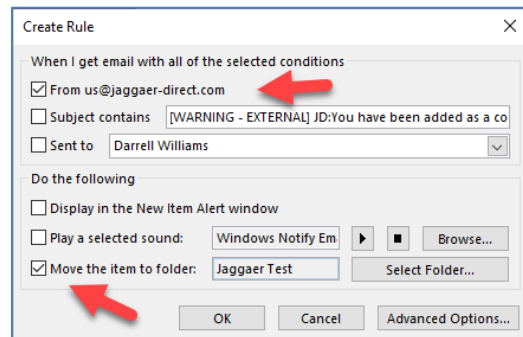
Outlook – Creating Mail Rules

These below instructions are to be used to set up rules in Outlook – if you have another browser please utilize an internet browser look-up.

1. Select Rules and then Create Rule



2. If email is highlighted first option needs to be selected
3. Select Move to Item folder
4. Select folder from drop down
 - You can just click OK here and be done if you are using an actual email address (not a partial). All other steps are extra/not needed if moving the emails to an existing folder.
 - If you want to run the rule against what is already in the inbox (to move them), open it up in "Manage Rules and Alerts" and click "Run Rules Now"





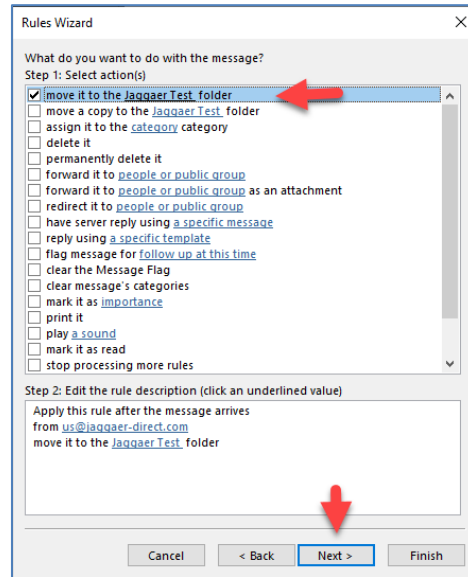
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<p>5. Select Advanced Options</p>	
<p>6. Success button will appear – select radio button and then Ok 7. Select Next</p>	
<p>8. Select condition and then next</p>	

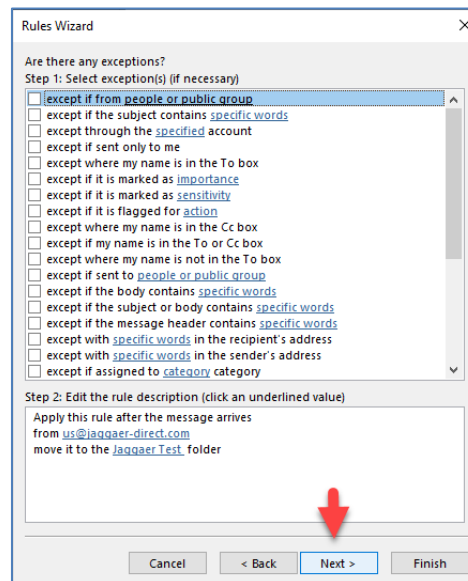


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9. Verify first option is selected for folder and select next

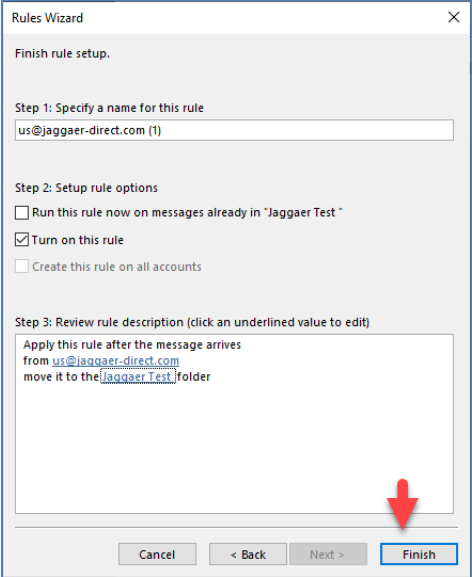


10. No action needed here – select next





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<p>11. Verify information 12. Select Finish</p>	
<p>13. End Job aid</p>	