

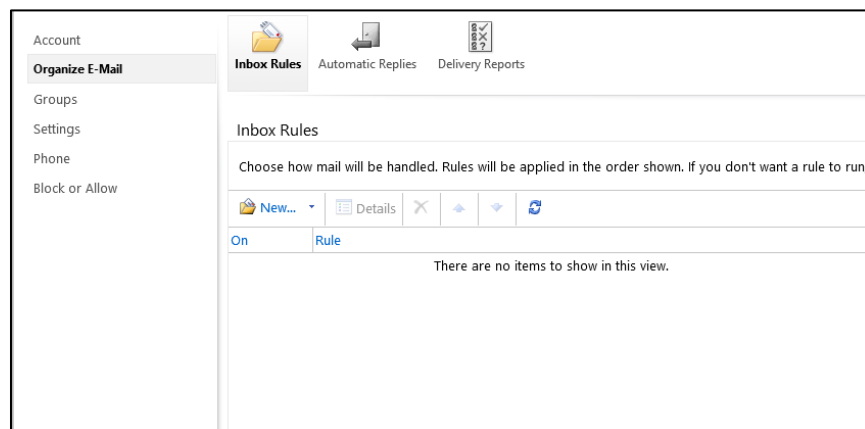
Creating a Rule to Filter E-mail Using Outlook Web App (OWA)

Introduction

This document contains instructions on creating a rule via Outlook Web App (OWA) for filtering email into a specified folder. By default, incoming messages are stored in your Inbox. Rules automate the process of relocating incoming messages to another folder.

- sign on to Outlook Web App (<http://email.pace.edu>)
- select **Options** on the top right and click **Create an Inbox Rule**

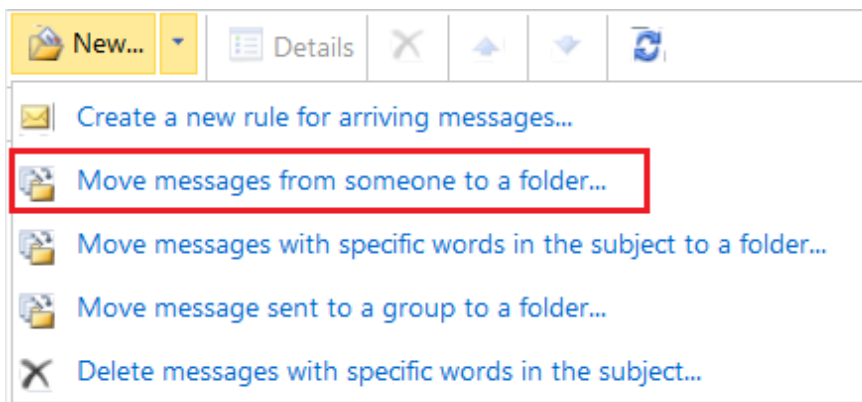
The *Inbox Rules* pane displays:



- click drop down arrow next to **New**
- select type of rule you would like to create

To move messages from a specific sender or mailing list to a folder:

- click **Move messages from someone to a folder**



The *New Inbox Rule* pane displays:

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

It was received from... * Select people...

Do the following:

Move the message to folder... * Select one...

More Options...

Save Cancel

Note: The fields are prepopulated based on the type of rule being created.

- click **Select People** next to the first field

This will open the Global Address List where you can search for a Pace email address or type an external email address in the From field at the bottom.

Address Book -- Webpage Dialog

Address Book

Default Global Address... All Rooms

Show other address lists

Contacts

My Contacts

Contacts

Suggested Contacts

Other Contacts

1 Pace Plaza Room W210
1ppw210@pace.edu

1. Student
pcbttstudent1_tmp@pace.edu

10. Student
pcbttstudent10_tmp@pace.edu

11. Student
pcbttstudent11_tmp@pace.edu

12. Student
pcbttstudent12_tmp@pace.edu

13. Student
pcbttstudent13_tmp@pace.edu

14. Student
pcbttstudent14_tmp@pace.edu

Chat Add to IM Contact List

1 Pace Plaza Room W210

Contact Alias 1ppw210
E-mail 1ppw210@pace.edu

Organization

Availability Wed 4/17/2013 Show only working hours

Wednesday 4/17/2013
9:00 10:00 11:00 12 1:00 2:00 3:00 4:00 5:00 PM

Message recipients:

From -> |jdoe@gmail.com|

OK Cancel

To add email address:

- look up *email address* in the search field and click **From**
-OR-
- type *email address* in the **From** field

- click **OK**

The *New Inbox Rule* pane displays with the populated email address:

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

It was received from... jdoe@gmail.com

Do the following:

Move the message to folder... * Select one...

More Options...

Save Cancel

- click **Select one** next to the second field
- select your desired folder from list
- click **OK**
- click **Save**

Note: To create a new folder, navigate back to the main page, right-click your name in the left navigation pane and select *Create New Folder*. Emails in OWA folders are still stored on the server and are accessible from any computer with Internet access.