

## How to stop AUE Jiscmail replies clogging up your inbox

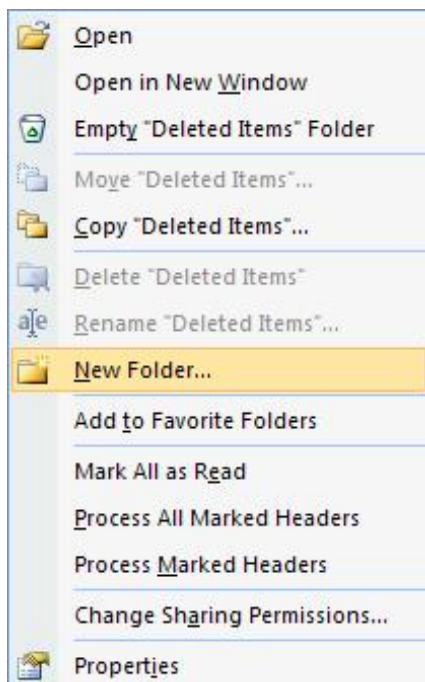
The AUE mailbase (Jiscmail) is an extremely useful resource valued by almost all AUE members. However, due to the varying range of disciplines and areas of work that the members are involved in, some topics are more relevant to some members than others so receiving multiple email replies to a topic of little interest can be irritating.

For users of the Microsoft Outlook email client, it is possible to filter the AUE mailbase emails automatically, so that only the initial mailbase post is received in the users inbox. Any replies are automatically directed into a specified folder where they can be read, or deleted, at the recipient's leisure without clogging up their inbox.

**Before you can set up this filter, you must already have at least one message from the AUE mailbase in your Inbox.**

In order to apply the filter, follow the following steps:

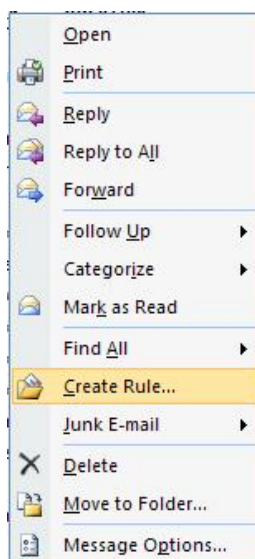
1. **Create a new mail folder** for the AUE mailbase replies. Hover over the "**Mailbox-yourname**" at the top of the mail folders box on the left hand side of the page and **right-click** the mouse. The following box should appear:



2. **Left-click** “*New Folder...*” and the following box should pop up:

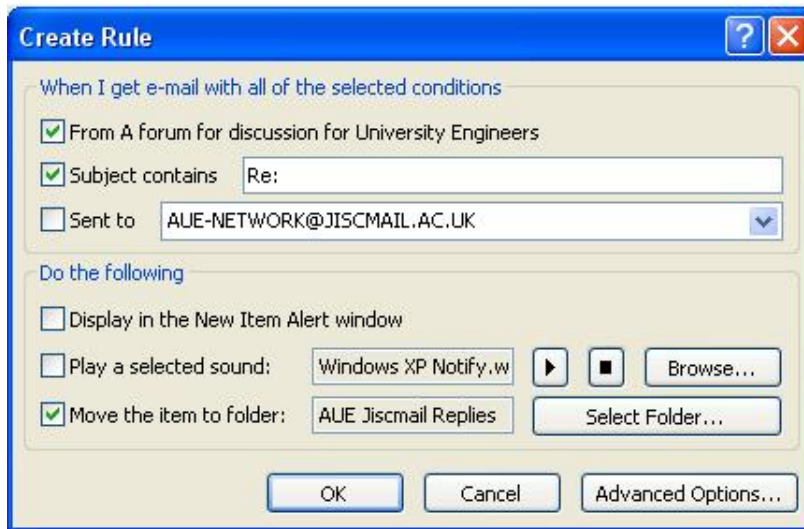


3. Name the folder “**AUE Jiscmail Replies**” and click “**OK**”.
4. Now return to your Inbox and find a message that has been received from the AUE mailbase.
5. **Right-click** the mouse over the AUE mailbase message. The following box should pop up:



6. **Left-click** “*Create Rule...*”

The following box should pop up:



7. Tick "**From A forum for discussion for University Engineers**".
8. Tick "**Subject contains**" and delete any contents that have automatically appeared in the box to the right. Type in "**Re:**"
9. Tick "**Move the item to folder**". Click "**Select Folder...**" and pick the folder that you set up earlier named "**AUE Jiscmail Replies**". Now click "**OK**". If you are returned to the box shown above, click "**OK**" again.
10. You may now be asked if you want to run this rule on existing messages. If you click "Yes" any AUE mailbase replies that are already in your Inbox should be moved to your new folder. If you click "No", any existing messages will remain in your Inbox, but any new messages will be filtered from this moment onwards.

If everything has worked as it should, any replies to AUE mailbase posts should automatically be directed into the new folder that you have created, rather than your inbox.