

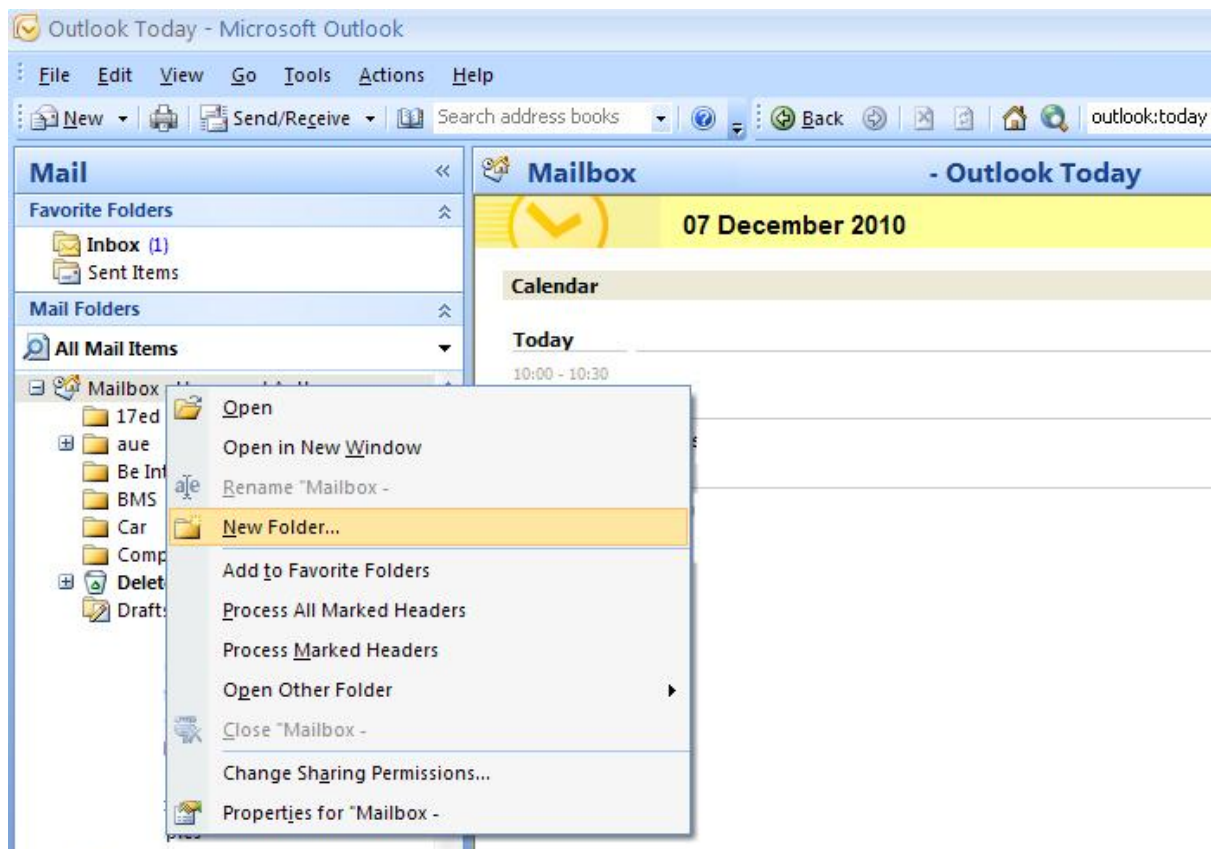
How to automatically send your AUE Jiscmail messages to another email folder

As our email boxes continue to get busier, it's difficult to keep them clear as well as having enough time to read everything that comes in. By creating a rule in Microsoft Outlook, the AUE Jiscmail messages can be directed into another folder for you to view at a more convenient time.

In order to do this, firstly decide which folder you want the AUE Jiscmails to be sent to. This example assumes that most people will want to set up a new folder named "AUE Jiscmail" for this purpose. If you already have a folder that you want to use, please skip this section.

To set up a new folder, **right click "Mailbox"** which is usually situated on the left of the screen in the "Mail Folders" box.

A grey box should pop up. **Left click "New Folder"**.



The “Create New Folder” box should appear as shown below. **Type “AUE Jiscmail” into the “Name:” box.**

Select where you want to place the folder, in this case in the Mailbox.



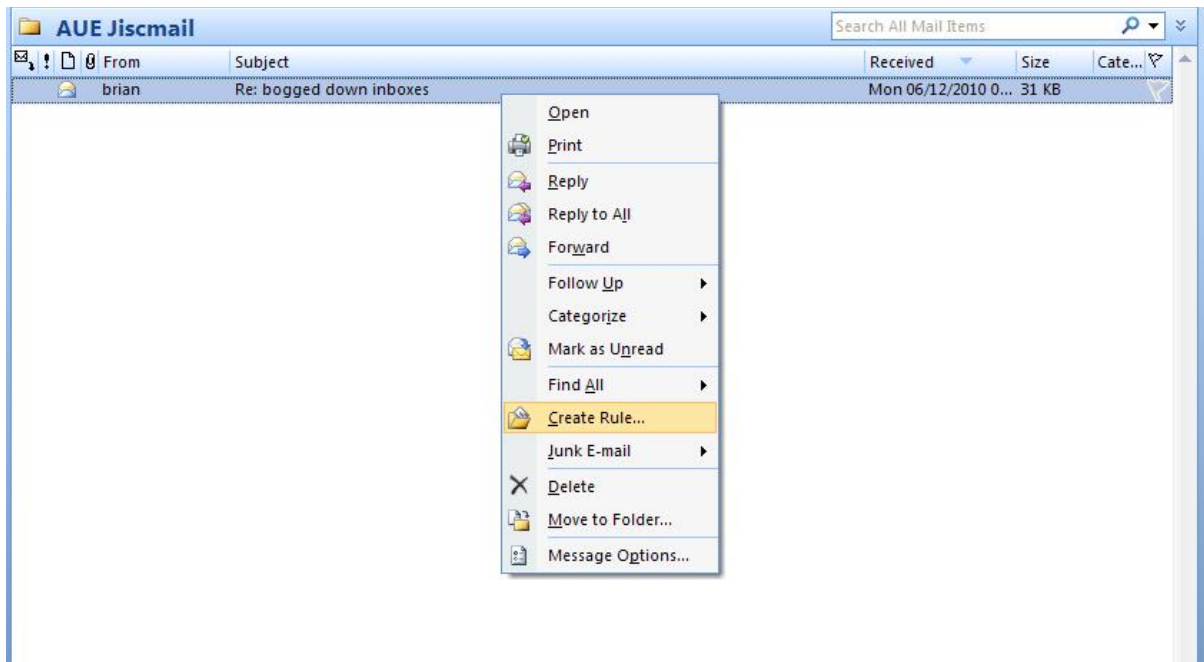
Now click OK.

Go back to view your normal email inbox.

Find an AUE Jiscmail message, in this case I've chosen one named "*Re: bogged down inboxes*"

Right click the AUE Jiscmail message.

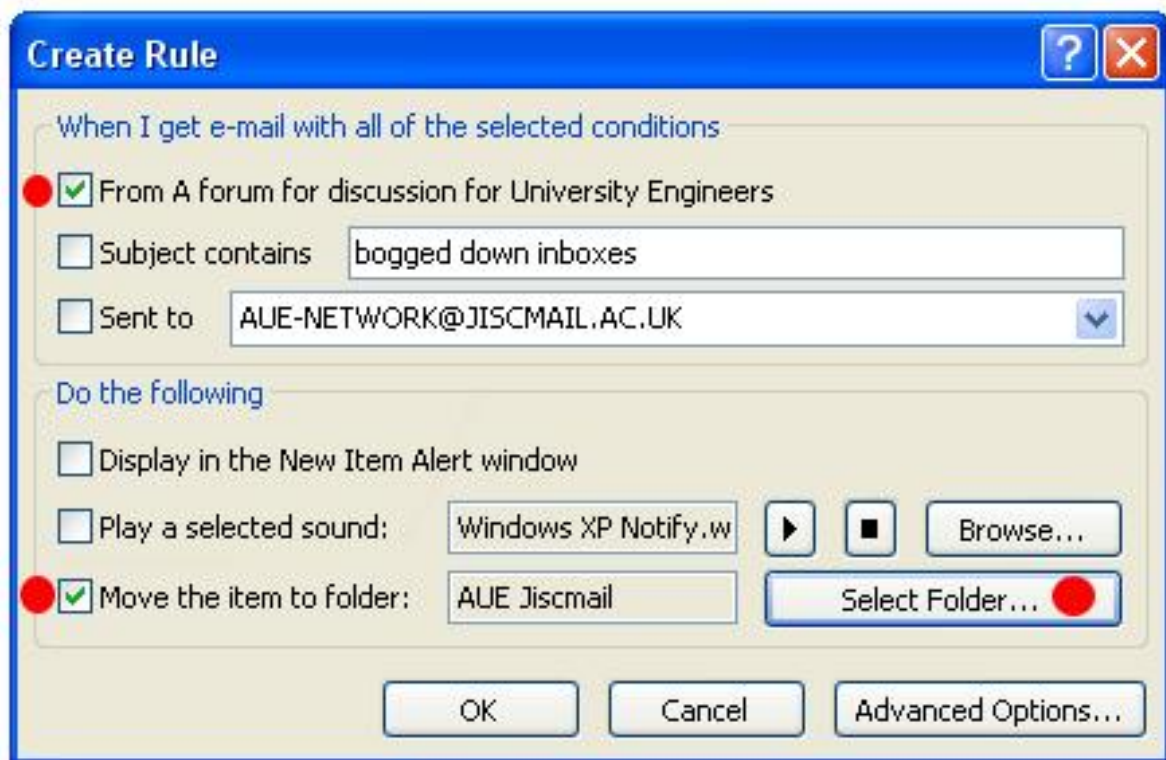
A box should pop up. **Click "Create Rule"**.



Tick the “From A forum for discussion for University Engineers” box.

Tick “Move the item to folder”

Click “Select Folder...” and click the new folder which you set up (AUE Jiscmail).



Click “OK”

All AUE Jiscmail should now be automatically delivered to your new email folder.

Further information can be found in the “Help” section of Microsoft Outlook. Just search for “Create a Rule”.