



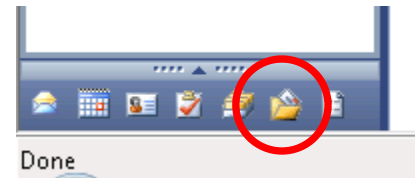


Creating a Rule

By Adam Bohn - ΠΛ 39

Using Webmail

1. Open up Internet Explorer and go to <https://webmail.stlcop.edu/> (or just press ctrl on your keyboard and click on the link). This cannot be done in Firefox of which I'm aware.
2. Choose the 2nd most left icon at the bottom of the left bar– “Go to Rules”
3. At the top bar of the main page, choose the option: .
4. Name it whatever you want.
5. In the first section, define the criteria by which emails will be filtered. Use any combination.
 - a. Sender (Use  to verify the name you use)
 - b. Subject
 - c. Importance level
 - d. Recipients ( again).
6. In the second section, choose ONE of the following:
 - a. Move it to another folder (original will NOT remain in inbox)
 - b. Copy it to another folder (original will remain in inbox)
 - c. Delete it; this moves the message to Deleted Items
 - d. Forward it ( to verify the recipient)
 - i. The checkbox will send the email to Inbox if checked; otherwise, it will send the message to Deleted Items.
7. BE SURE TO SAVE THE RULE AND SAVE AND CLOSE AT THE NEXT WINDOW!!!



Rule Name (optional)	Highly Important?
When a message arrives	
Where the	<input type="text" value="Strobing, Steve"/>
From field contains	<input type="text"/>
Subject contains	<input type="text"/>
Importance is	Any ▾
Sent to	
People or Distribution List	<input type="text"/>
Or is	<input type="checkbox"/> Sent only to me
Then	
<input type="radio"/>	Move it to the specified folder
<input type="radio"/>	Copy it to the specified folder
<input checked="" type="radio"/>	Delete it
<input type="radio"/>	Forward it to <input type="text"/>
<input checked="" type="checkbox"/> Keep a copy in my Inbox	