CREATING EMAIL FILTERS

Due to the amount emails sent by IRBNet, email filters can be created to move them from your Inbox to another folder.

1. On the Tools menu in Outlook, click "Rules and Alerts."



2. The Rules and Alert screen opens. Click "New Rule."

Rules and Alerts	? 🛛
E-mail Rules Manage Alerts	
<u> N</u> ew Rule Change Rule - 🖹 Copy 🗙 Delete 🛧 🗣 Run Rules Now Options	
Rale (applied in the order shown) Actions	~
HPCwire	
✓ 5g2 2	
AHRQ P	
Sg2	
SAP emails	45
Clear categories on mail (recommended)	<u>~</u>
Rule description (click an underlined value to edit):	
Apply this rule after the message arrives	
From HPCwireSubscriberServices@nl.clickability.com or hpccloudweekly@nl.clickability.com or HPC	wireJobs@nl
nove it to the <u>HPCWire</u> rolder	
	>
Enable rules on all RSS Feeds	
OK Cancel	Apply

3. The Rules Wizard will open. Under "Stay Organized", select "Move messages with specific words in the subject to a folder" and then click "Next."

Rules Wizard	×		
Start from a template or from a blank rule Step 1: Select a template			
Stay Organized			
Move messages from someone to a folder			
Move messages with specific words in the subject to a folder			
Move messages sent to a distribution list to a folder			
X Delete a conversation			
Y Flag messages from someone for follow-up			
Move Microsoft Office InfoPath forms of a specific type to a folder			
Move RSS items from a specific RSS Feed to a folder			
Stay up to Date			
Ospiay mail non someone in the New Item Alert window Play a sound when I get messages from someone			
Send an alert to my mobile device when I get messages from someone			
Start from a blank rule			
Check messages when they arrive			
🖃 Check messages after sending			
Step 2: Edit the rule description (click an underlined value)			
Apply this rule after the message arrives			
from people or distribution list			
move it to the <u>specified</u> folder			
Example: Move mail from my manager to my High Importance folder			
	—		
Cancel < Back Next > Finish			

4. Check "with specific words in the subject." The rule will appear in the box below. Click "specific words" in the box below.

Rules Wizard			
Which condition(s) do you want to check? Step 1: Select condition(s)			
 with specific words in the subject from people or distribution list through the specified account sent only to me where my name is in the To box marked as importance marked as sensitivity flagged for action where my name is in the Cc box where my name is in the To or Cc box where my name is not in the To box sent to people or distribution list with specific words in the body with specific words in the subject or body with specific words in the recipient's address with specific words in the sender's address assigned to category category 			
Apply this rule after the message arrives with <u>specific words</u> in the subject move it to the <u>specified</u> folder			
Cancel < Back Next > Finish			

5. The Search Text box will open. Enter "Signature Notification" in the Search Text box and click "Add."

		Rules Wizard 🛛 🗙	
	Rules and	Which condition(s) do you want to check? Step 1: Select condition(s)	? 🗙
st	E-mail Rule	 from people or distribution list ✓ with specific words in the subject through the specified account sent only to me where my name is in the To box 	
n Ai IC D f P	 ✓ Sg2 2 ✓ AHRQ ✓ Sg2 ✓ SAP e ✓ Clear 	Specify words or phrases to search for in the subject: Signature Notification Add Search list:	*
a Re IS m EC	Rule descr Apply thi from <u>HPC</u> move it t	Remove OK Cancel	<u>Jobs@nl</u>
1 r 10):4 er1	C Enable	with <u>specific words</u> in the subject	Apply
ha [4	t the fo	Cancel < Back Next > Finish	

6. Click "specified" in the box below.

Rules Wizard	×		
Which condition(s) do you want to check? Step 1: Select condition(s)			
✓ with <u>specific words</u> in the subject	•		
from people or distribution list			
sent only to me			
where my name is in the To box			
marked as importance			
marked as <u>sensitivity</u>			
Integration in the Colory			
where my name is in the To or Cc box			
where my name is not in the To box	-		
sent to people or distribution list			
with <u>specific words</u> in the body			
with <u>specific words</u> in the subject or body			
with specific words in the recipient's address			
with specific words in the sender's address			
assigned to <u>category</u> category			
Step 2: Edit the rule description (click an underlined value)			
Apply this rule after the message arrives			
with Signature Notification in the subject			
move it to the <u>specified</u> folder			
Cancel < Back Next > Finish			

7. Select the folder you would like the emails to be moved to. If the folder is not created, you can create a new folder by clicking on "New."



8. Once the folder is selected, hit "OK." The rule will appear in the lower section of the Rules Wizard. Click "Next" to move on.

	Rules Wizard 🔀
R	What do you want to do with the message? Step 1: Select action(s)
erinio	It is block detailey Image: move it to the specified folder assign it to the category category delete it permanently delete it move a copy to the specified folder forward it to people or distribution list forward it to people or distribution list forward it to people or distribution list have server reply using a specific message reply using a specific template flag message for follow up at this time clear the Message Flag clear message's categories mark it as importance print it play a sound start application
t e	Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with Signature Notification in the subject move it to the IRBNet Signature Notification folder
o	Cancel < Back Next > Finish

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9. The next screen will allow you to choose any exceptions. No exceptions are need for this purpose. Click "Next."

_	Rules Wizard
R I	Are there any exceptions? Step 1: Select ex <u>c</u> eption(s) (if necessary)
e 또 () 2 2 0 e r 유 i 2 1 t	iexcept if from people or distribution list except if the subject contains specific words except if sent only to me except if sent only to me except if it is marked as importance except if it is marked as sensitivity except if it is flagged for action except if ny name is in the To box except if it is flagged for action except if where my name is in the Cc box except if sent to people or distribution list except if the subject or body contains specific words except if the subject or body contains specific words except if the subject or body contains specific words except if the subject or body contains specific words except if the message header contains specific words except if the subject or body contains specific words except if the message header contains specific words except with specific words in the recipient's address except if assigned to category category Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with Signature Notification in the subject move it to the IRBNet Signature Notification folder
0	Cancel < <u>B</u> ack <u>N</u> ext > Finish

10. The final Rules Wizard box appears. Enter a name for your rule. Check "Run this rule now on messages already in Inbox" and "Turn on this rule." Confirm the box at the bottom is correct. Click "Finish."

Rules Wizard	×		
Finish rule setup.			
Step 1: Specify a name for this rule			
Signature Notification			
Step 2: Setup rule options			
Run this rule now on messages already in "Inbox"			
Turn on this rule			
Create this rule on all accounts			
Step 3: Review rule description (click an underlined value to edit)			
Apply this rule after the message arrives			
with <u>Signature Notification</u> in the subject			
move is to the <u>interest signature notification</u> solds			
	_		
Cancel < Back Next > Finish			

11. Your rule should now show up in your Rules and Alerts list.

Rules and Alerts		? 🔀
E-mail Rules Manage Alerts		
🤌 №ew Rule C <u>h</u> ange Rule 🕶 🗎 <u>C</u> opy	🗙 Delete 🕤 👎 🧧 Run Rules Now Options	
Rule (applied in the order shown)	Actions	~
Signature Notification	L <mark>à</mark>	

12. Any "Signature Notification" emails that were in your Inbox should be moved to the folder you designated.