

HOW TO USE RULES TO MANAGE EMAILS

Rules can be used to organize emails or notify us of emails from specific senders. Here are steps to set up rules.

1. Click the File tab. Select Manage Rules & Alerts.



2. On the E-mail Rules tab, click New Rule.

Rules and Alerts	×
E-mail Rules Manage Alerts	
💼 New Rule Change Rule 🖛 🖹 Copy 🗙 Delete 🛛 🔺 💌 Run Rul	es Now Options
Rule (applied in the order shown) Actions	A
Select the "New Rule" button to make a rule.	
	\sim
Rule description (click an underlined value to edit):	
Enable rules on all messages downloaded from RSS Feeds	
ОК	Cancel Apply



3. In Rules Wizard, under Stay Up to Date select 'Display mail from someone in the New Item Alert Window' [1], then click on 'people or public group.' [2]

Stay Organized Move messages from someone to a folder Move messages with specific words in the subject to a folder Flag messages sent to a public group to a folder Move RSS items from a specific RSS Feed to a folder Move RSS items from a specific RSS Feed to a folder Stay Up to Date Display mail from someone in the New Item Alert Window Play a sound when I get messages from someone Star form a blank rule Apply rule on messages I receive Apply rule on messages I send Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives from people or public group Year pople or public group More provide after the message in the New Item Alert window Example: Display mail from my friend in the New Item Alert Window	top 1. Colu	template or from a blank rule	
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4. Under Rule Address enter <u>ufemergencynotification@UFL.EDU</u>, then click OK.

Rule Addı	ress								\times
Search:	Name only		Address Book						
		Go	Global Addres	ss List - anchalee@u	fl.edu		~	Advanced	Find
Name		Title		Business Pl	hone L	ocation	1	Department	E
,Exec	utive Assistant	Execu	tive Assistant				D	ept of Med E	in 🔺
🎎 D	istribution List	5							
28. UF	HCC-Mail-DISC								
28. 1Flo	orida ADRC Bio	specimen R							
23 . 1Flo	orida ADRC Cor	ncensus							
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From	-> ufemer	gencynotification@	JFL.EDU						
						[ОК	Can	cel



5. Back to the Rules Wizard click on 'a specific message.'

Rules Wizard	×
Notes without	
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 public group to a folder	
Flag messages from someone for follow-up	
Move RSS items from a specific RSS Feed to a folder	
Stay Up to Date	- 1
Display mail from 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	e
Start from a blank rule	-1
Apply rule on messages I receive	
· Apply rule on messages I send	
Step 2: Edit the rule description (click an underlined value)	_
Apply this rule after the message arrives	
display a specific message in the New Item Alert window	
	-1
Example: Display mail from my friend in the New Item Alert Window	
Cancel < Back Next > Finish	

6. In the Alert Message box, enter **UF Alert**, then click OK.





7. Click Next.

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start fr	om a template or from a blank rule	
Ctory		
Stay	Maya marsagas from company to a folder	
ų.	Move messages with specific words in the subject to a folder	
.	Move messages sent to a public group to a folder	
	Flag messages from someone for follow-up	
2	Move RSS items from a specific RSS Feed to a folder	
Stay	Up to Date	
	Display mail from 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 some	one
Start	from a blank rule	
\sim	Apply rule on messages I receive	
· = •	Apply rule on messages I send	
itep 2:	Edit the rule description (click an underlined value)	
itep 2: Apply	Edit the rule description (click an underlined value) / this rule after the message arrives	
tep 2: Apply from	Edit the rule description (click an underlined value) / this rule after the message arrives <u>UF Emergency Notification</u> will Enderling the New Hern Mart window	
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8. Click Next.

(Make sure 'from people or public group' is selected. It should be by default.)





9. Click Next.

(Make sure 'display a specific message in the New Item Alert window' is checked. It should be by default.)



10. If you would like to set an exception(s), select one(s) here. Then click Next.





11. You can select the optional 'Run this rule now on messages already in "Inbox" then click

Finish.

	×
Finish rule setup.	
Step 1: Specify a name for this rule	
UF Emergency 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)	
Step 3: Review rule description (click an underlined value to edit) Apply this rule after the message arrives from UF Emergency Notification display UF Alert	
Step 3: Review rule description (click an underlined value to edit) Apply this rule after the message arrives from UF Emergency Notification display ^{IUF Alert} in the New Item Alert window	
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Step 3: Review rule description (click an underlined value to edit) Apply this rule after the message arrives from <u>UF Emergency Notification</u> display <u>iUF Alert</u> in the New Item Alert window	
Step 3: Review rule description (click an underlined value to edit) Apply this rule after the message arrives from UF Emergency Notification display UF Alert	

You will see the message 'This rule will only run when you check your email in Outlook. If Outlook isn't running, this rule won't work for email you check online or from another device.' Click OK.

12. Click on Apply, then OK to complete the rule set up process.

Rules and Alerts	\times
E-mail Rules Manage Alerts	
💼 New Rule Change Rule 🕶 🗈 Copy 🗙 Delete 🔺 💌 Run Rules Now Options	
Rule (applied in the order shown) Actions	\wedge
UF Emergency Notification (client-only)	
	~
Rule description (click an underlined value to edit):	
Apply this rule after the message arrives from <u>UF Emergency Notification</u> display <u>UF Alert</u> in the New Item Alert window	
Enable rules on all messages downloaded from RSS Feeds	
OK Cancel Ap	ply