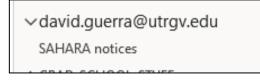
## **CREATE A MESSAGE FOLDER IN OUTLOOK**

- A. On the far-left side of Outlook you will see your email address.
- B. Right-click on your email address > New Folder.
- C. Enter the new folder name in the empty box that appears (i.e., SAHARA-notices)



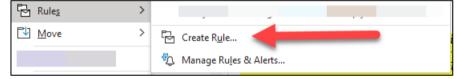
D. The folder is now created and ready for use.

## **CREATE A MESSAGE RULE**

A. Please locate an email message from noreply@utsystem.edu

	All Unread	By Date ∨	
~	Older		
	noreply@utsystem.edu Approval is Requested for SAHARA Account R This is to inform you that you have a SAHARA	1/10/2023	

B. Right-click on the email message from noreply@utsystem.edu and select Rules > Create Rule.



- **C.** The Create Rule pop-up box will appear.
- **D.** Next, click on the check box for **From**

When I get email with all of the selected conditions
From noreply@utsystem.edu

- E. The bottom half of the Create Rule pop-up box is the **Do the following** section.
- F. Click on the check box for Move item to folder:
- **G.** The **Select Folder**... button will become active.

Do the following								
Display in the New Item Alert window								
Play a selected sound:	Windows Notify Em	F		Browse				
Move the item to folder:	SAHARA Notices	Select Folder						

- H. Click on it and select the message folder you created following the instructions at the top of this document.
- I. The new rule is created, click **OK**.
- J. To use the rule right away, select the **Run this new rule now on messages already in the current folder** checkbox, and then click on **OK**.
- K. The existing messages with the email address mentioned in step D above have moved in that folder.
- L. When a new email message arrives meeting the email address criteria (see D above), it will automatically be moved into your newly created email folder (i.e., SAHARA notices).