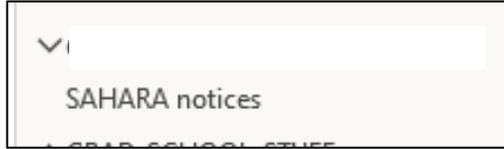


CREATE A MESSAGE FOLDER IN OUTLOOK

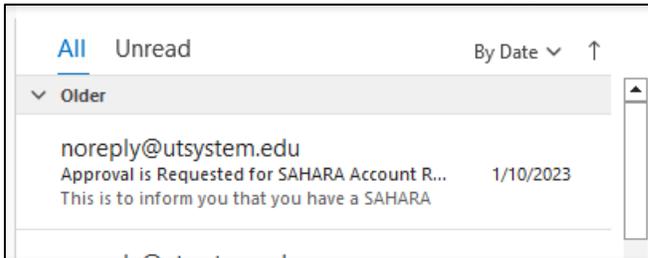
- A. On the far-left side of Outlook you will see your email address.
- B. Right-click on your email address > New Folder.
- C. Enter the new folder name in the empty box that appears (i.e., SAHARA-notices)



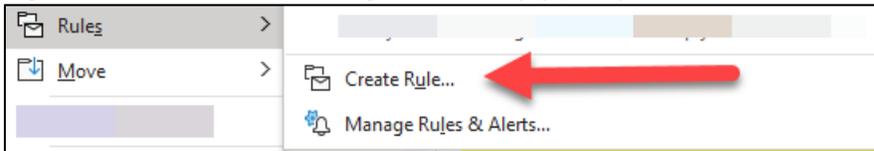
- D. The folder is now created and ready for use.

CREATE A MESSAGE RULE

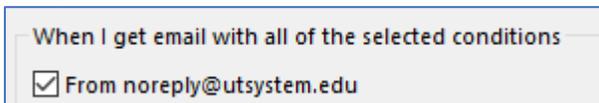
- A. Please locate an email message from **noreply@utsystem.edu**



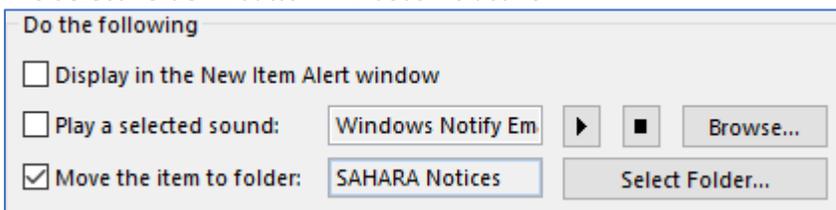
- B. **Right-click** on the email message from **noreply@utsystem.edu** and select **Rules > Create Rule**.



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



- 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.



- 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).