How To: Manage Incoming Email with a Rule (Outlook on the Web)
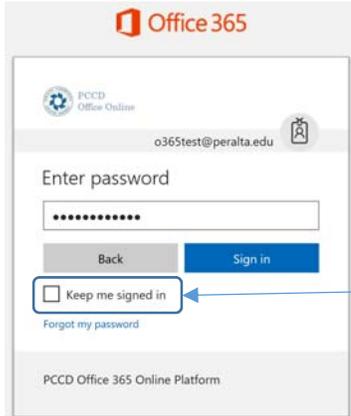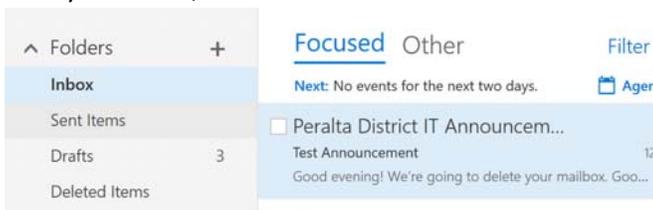
1. Sign in to your mailbox using your email address and password:

   Office 365

   PCCD Office Online

   o365test@peralta.edu

   Enter password

   ••••••••••••

   Back | Sign in

   ☐ Keep me signed in

   Forgot my password

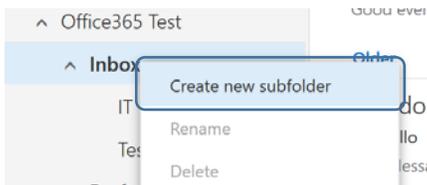   PCCD Office 365 Online Platform

   Note: do not check this box if you use multiple (such as departmental) mailboxes or logins.

2. You may, from time to time, receive messages you wish to automatically send to a folder other than your Inbox, such as automated announcement messages:

   ∧ Folders   +   Focused Other   Filter
   Inbox   Next: No events for the next two days.   📅 Agen
   Sent Items   ☐ Peralta District IT Announcem...
   Drafts   3   Test Announcement   12
   Deleted Items   Good evening! We're going to delete your mailbox. Goo...

3. First, you will need a folder to save the messages in. For this example, we will create a folder called 'District IT Announcements'. To create a folder, first follow the How To document entitled Show_All_Mailbox_Folders.docx, and then follow these steps to create a folder. In your folder list, click the root folder in which you would like to store the new folder, and select 'Create New Subfolder':
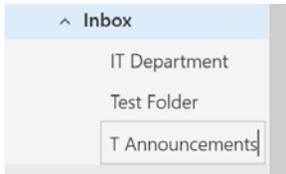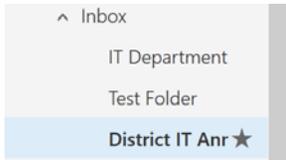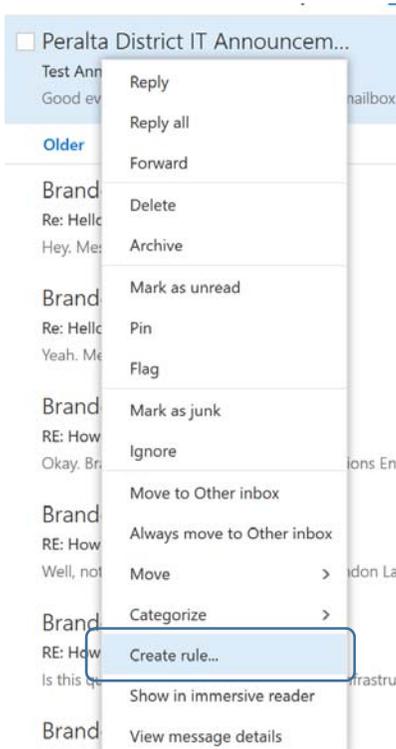
   ∧ Office365 Test
    ∧ Inbox
       IT   Create new subfolder
       Tes   Rename
               Delete

   Continued…

4. Name the folder:

∧ **Inbox**

    IT Department

    Test Folder

    T Announcements

5. Mark the folder as a favorite:

∧ Inbox

    IT Department

    Test Folder

    District IT Anr ★

6. Back in the Inbox view, right-click the message you would like moved automatically and select 'Create rule…':

☐ Peralta District IT Announcem...

Test Ann   Reply

Good ev   nailbox.

         Reply all

Older

         Forward

Brand

Re: Hello   Delete

Hey. Mes

         Archive

Brand   Mark as unread

Re: Hello

Yeah. Me   Pin

Brand   Flag

RE: How

Okay. Bra   Mark as junk   ions En

         Ignore

Brand   Move to Other inbox

RE: How

Well, not   Always move to Other inbox   don La

         Move   >

Brand   Categorize   >

RE: How

Is this   Create rule…   rastru

         Show in immersive reader

Brand   View message details

Continued…

7. In the following dialogue, please deselect filtering by the subject line by clicking the 'X' next to that filter statement:

New inbox rule

Name

Move messages from Peralta District IT Announcements

When the message arrives, and it matches all of these conditions

✖ It was received from...   ▼   Peralta District IT Announcements

✖ and it was sent to...   ▼   Office365 Test

✖ and it includes these words in the subject...   ▼   Test Announcement

Note: We do not wish to filter by subject line for this rule, so remove it.

8. Next, in the same dialogue, under 'Do all of the following', be sure that 'Move the message to a folder' is selected and then click the 'Select one...' link to the right of it:

Do all of the following

Move the message to folder...   ▼   Select one...

Add action

9. Select a folder from the list and hit 'OK':

Select folder

∧ Office365 Test
  ∧ Inbox
        IT Department
        Test Folder
        District IT Announcements
    Drafts
    Sent Items
    Deleted Items
    Archive

OK   Cancel

Note: Be sure to click this icon to expand the folder if you don't see the folder you just created.

10. Hit 'OK' at the top of the dialogue to save the rule:

✓ OK   ✖ Cancel

New inbox rule

Name

Move messages from Peralta District IT Announcements

Continued…

11. New messages will now arrive in the folder you designated. Keep an eye on the folder; when new messages arrive, a number will be displayed next to the folder telling you how many unread messages are in it:

District IT Announcements   1

12. Click on the folder to read the messages inside:

∧ Folders

Inbox	
Sent Items	
Drafts	3
Deleted Items	
Conversation History	
District IT Announcements	**1**

District IT Announ

Next: No events for the next tw

☐ Peralta District IT Anno
Test Announcement
Hello, this is a test.

Peralta District IT Anno
Test Announcement
Good evening! We're going to d