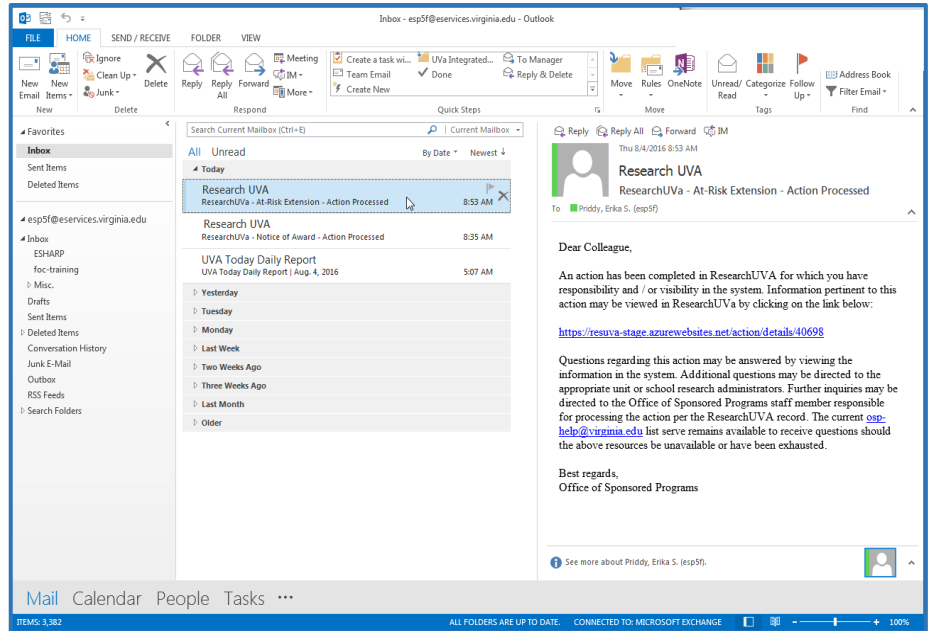


# Using folders and rules to organize automated email messages

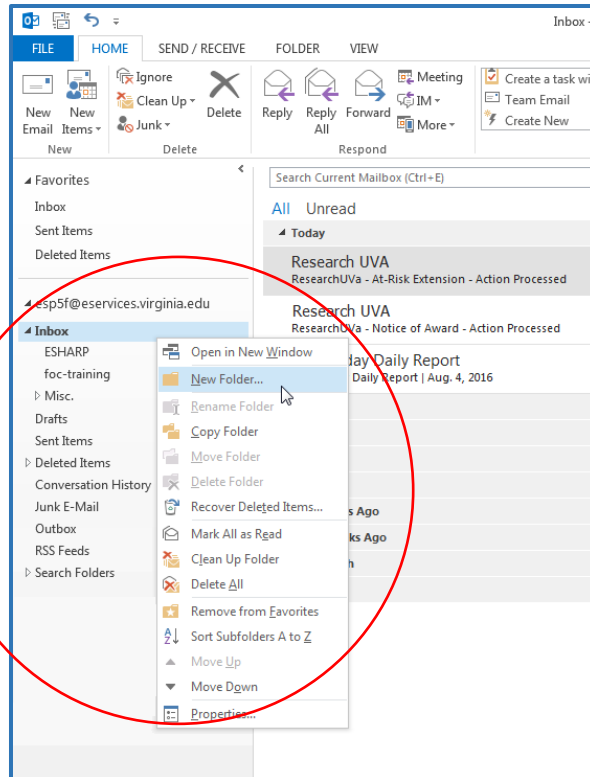
If you will be receiving numerous system-generated emails, you might want to organize these to keep them from crowding your inbox.

The following steps detail how to use folders and rules to do this.



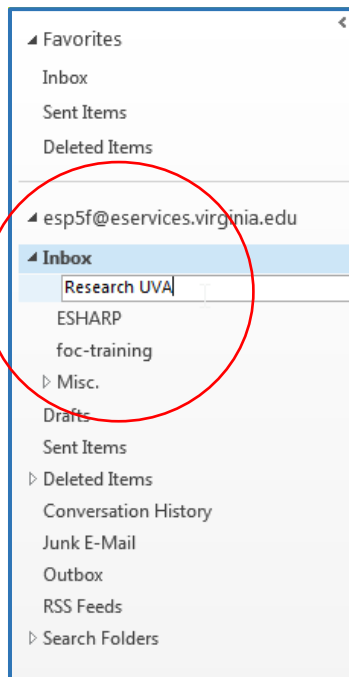
## Step 1:

- ❖ Right-click on "Inbox"
- ❖ Left-click on "New Folder"



Step 2:

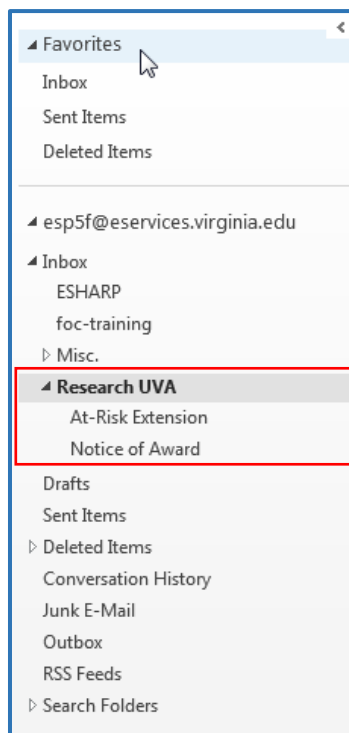
- ❖ Name your folder
- ❖ Since I might have many emails on different topics coming from the same system (ex. Research UVA), I will create a larger folder and sub-folders within.



Step 3:

- ❖ Using your newly-created folder, repeat Steps 1 & 2 to create sub-folders.
- ❖ Use the subject line of the emails you are receiving to determine what to name your sub-folders.  
*Ex. I received one email for "at-risk extensions" and one for "notice of award," so I used these subjects to create two sub-folders.*

*Note: Folders and sub-folders organize themselves alphabetically. If you want a certain folder at the top of your list, use numerals in front of your folder titles.*



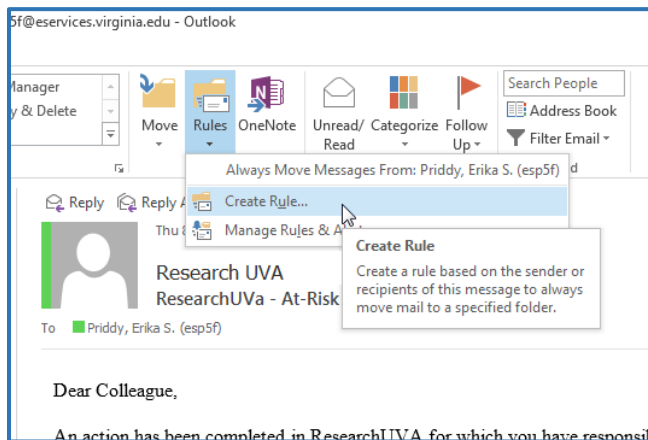
**When you have created your folders, proceed to the next steps for creating rules to automatically send mail to those folders.**

Step 4:

- ❖ The first thing you will need to do is select one of the emails that you would like to create a rule for.

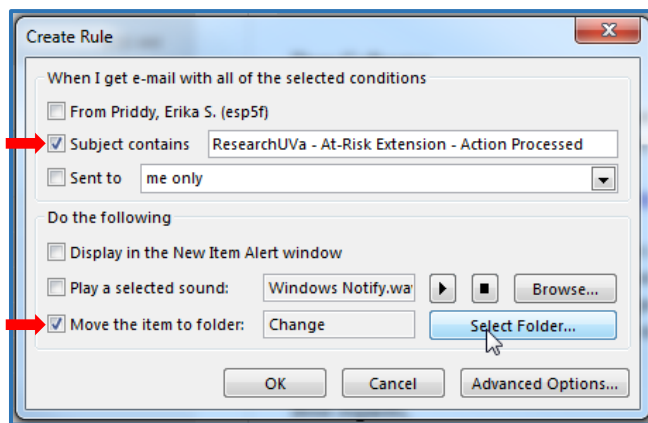
*Ex. I chose to create a rule first for my "At-Risk Extension" folder, so I made sure I selected an email with that subject line.*

- ❖ On the top banner, select the arrow under the "Rules" icon.
- ❖ Select "Create Rule..."



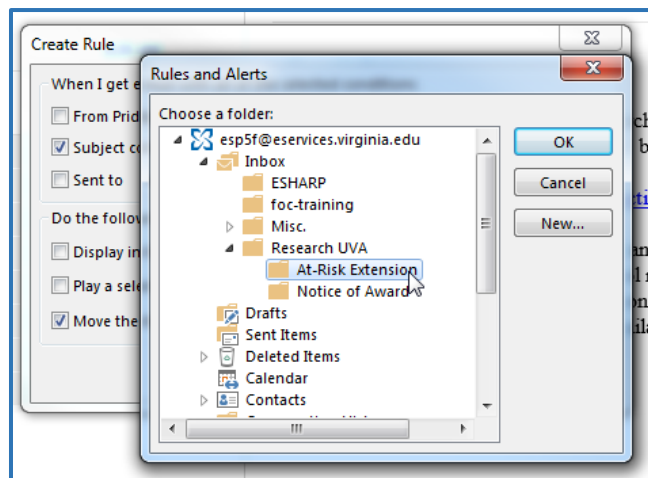
Step 5:

- ❖ Put a check mark in the "Subject contains" box and the "Move item to folder" box
- ❖ Click the "Select Folder..." button



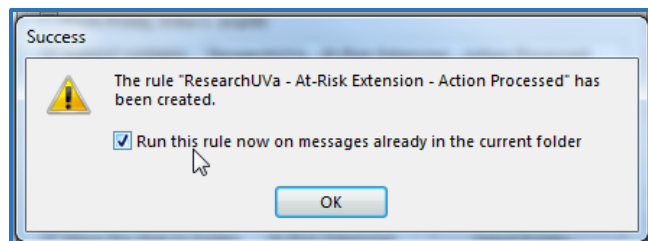
Step 6:

- ❖ Select the appropriate folder, ensuring that this is where you want all emails with the subject line selected to go.



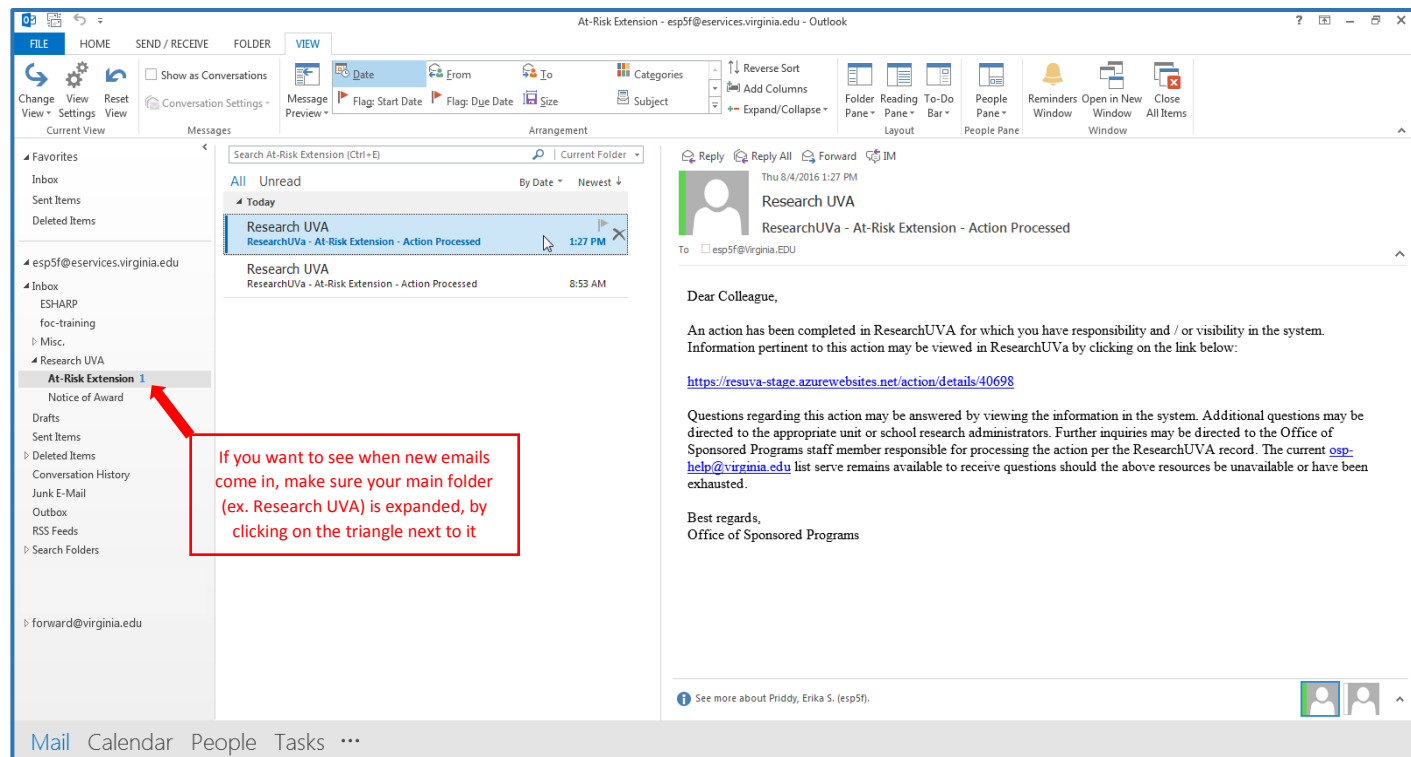
Step 7:

- ❖ Check the box for "Run this rule now..."



Repeat these steps for additional folder(s)

Now, when you get a new email with that subject line, your folders should look like this:



Keep reading for an alternative method

## Using view settings to organize automated email messages

If you don't want sub-folders, try the following steps:

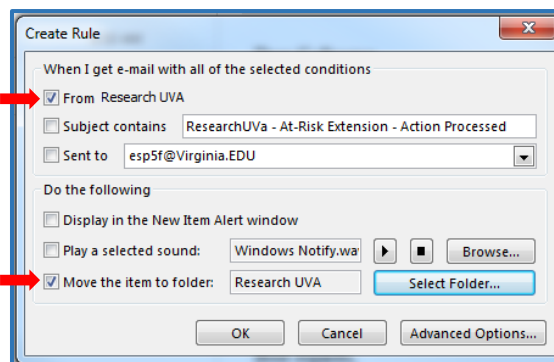
Step 1:

- ❖ Complete Steps 1 & 2 from the previous method to create one folder under your inbox (ex. Research UVA)

Step 2:

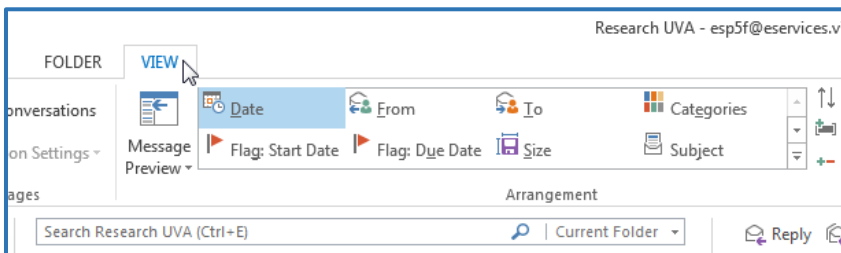
- ❖ Complete Step 4 from previous method to select "Create a Rule"
- ❖ Put a check in the "From" box and the "Move item to folder" box, and select the appropriate folder.

Repeat for each email that you want to go to this folder



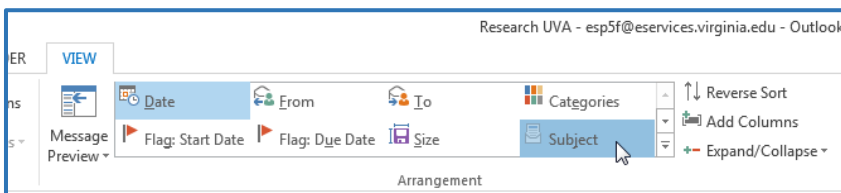
Step 3:

- ❖ Ensure you have your new folder selected, and then select the View tab from the top menu.

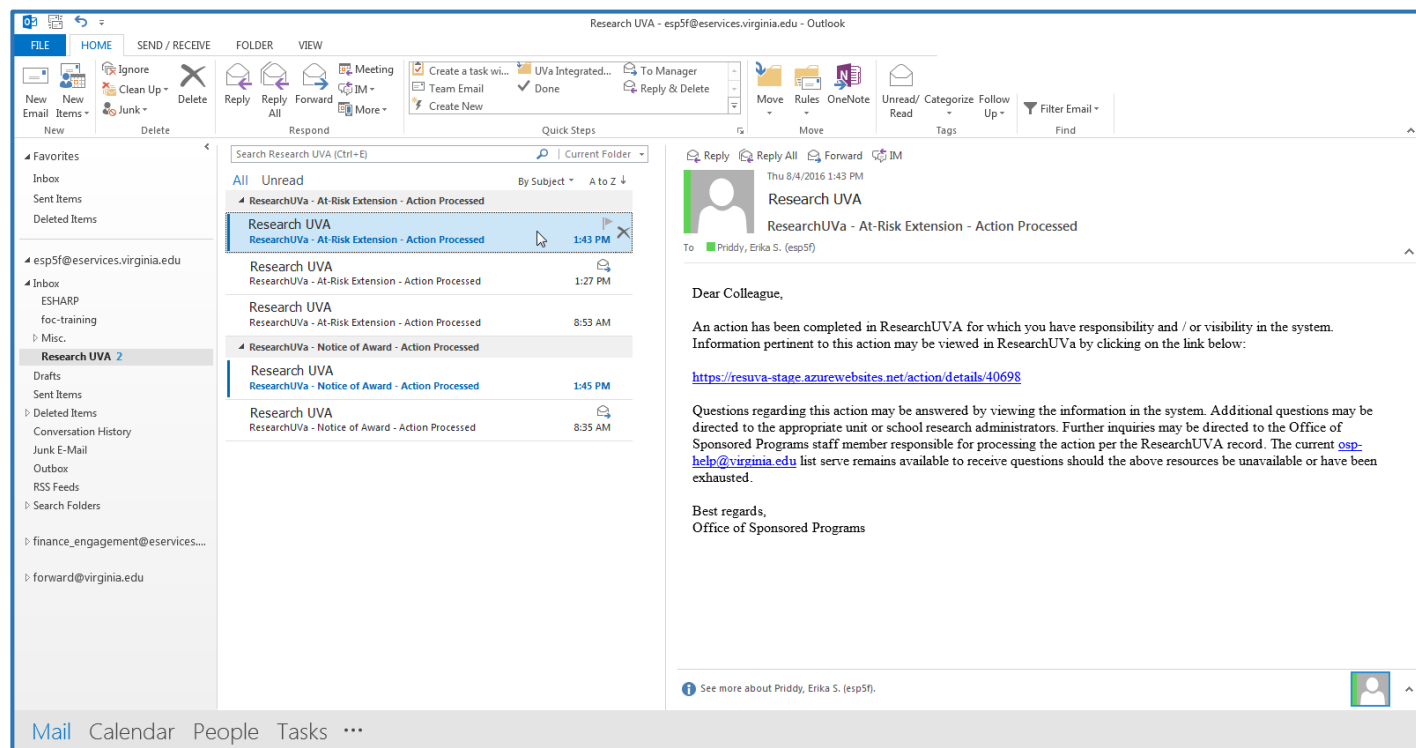


Step 4:

- ❖ Select "Subject."



**Now all messages from Research UVA will go into one folder, but they will be sorted by subject to make it easier to navigate. Your folder will look something like this:**



**Beware, however: If your quantity becomes too large, it will make it more difficult to see the emails that are "new," as they may be lower in your folder based on subject line.**