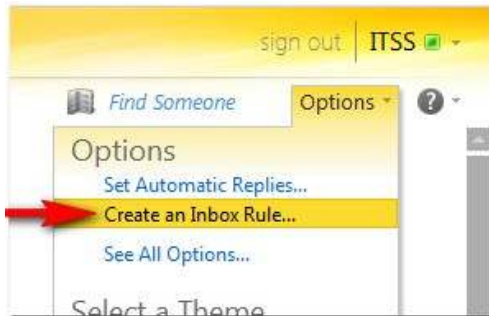


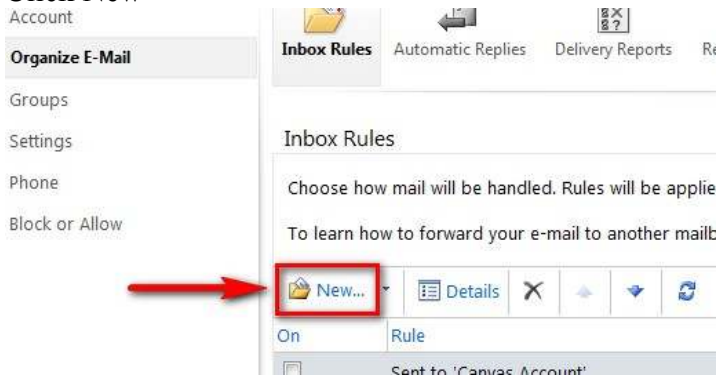
Instructions for automatically moving Announce messages in Outlook from the Inbox to an Announce folder. These instructions are for PUC users who do not have Outlook installed on their computers.

Using Outlook Web Access:

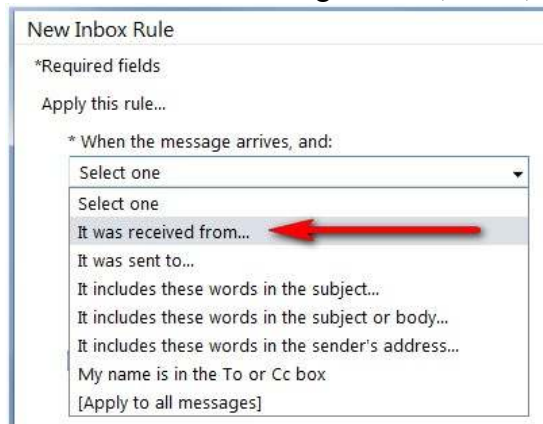
1. Go to www.outlook.com
2. Sign in with your PUC email account information. Please note that your user name needs to include @puc.edu.
3. Click on Options in the upper right hand corner
4. Click "Create an Inbox Rule..."



5. Click New



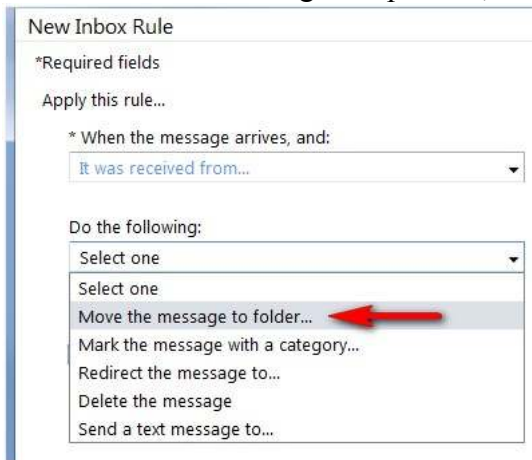
6. Under "When the message arrives, and:", select "It was received from..."



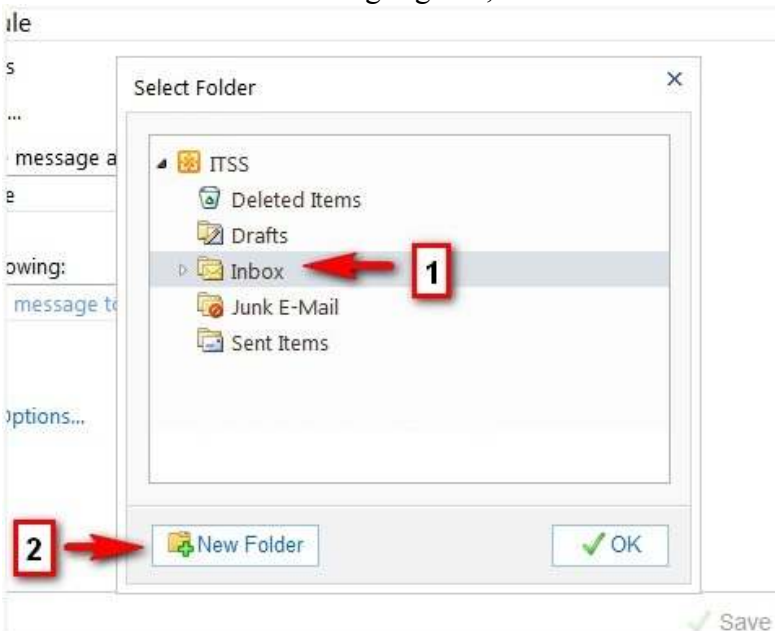
7. A new dialog box will appear. In the "From ->" box at the bottom, type in `announce@puc.edu`. Then click OK.



8. In the "Do the following:" drop down, select "Move the message to folder..."



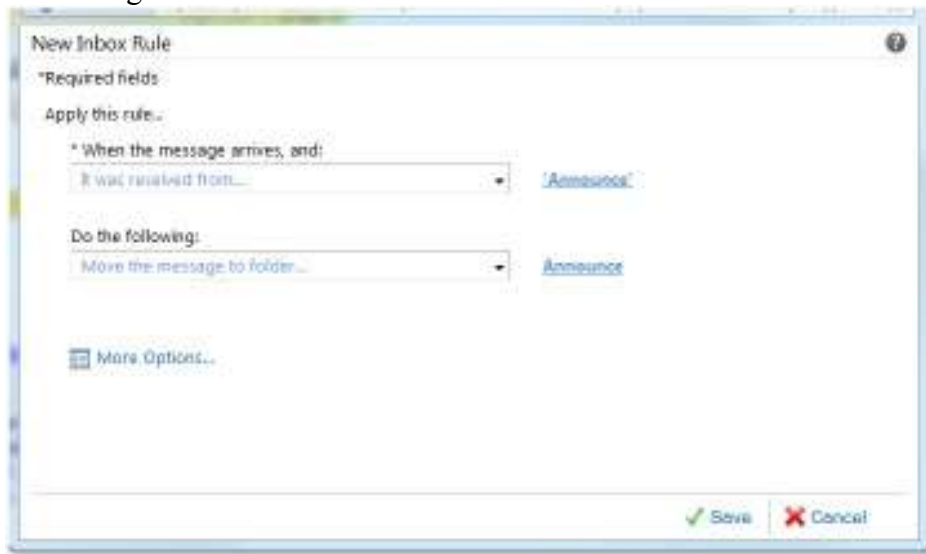
9. Make sure that "Inbox" is highlighted, and then select "New Folder".



10. Name this folder `Announce`. Click on OK.



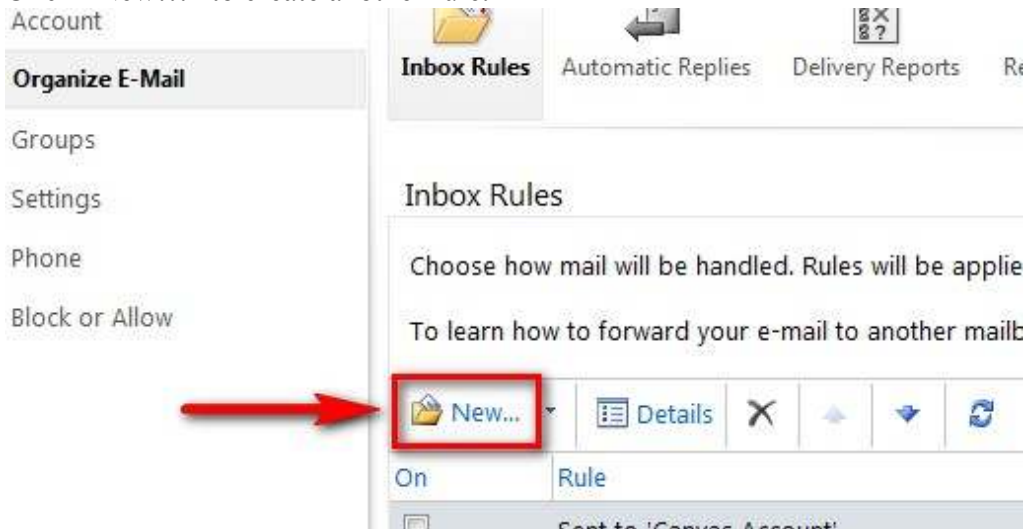
11. The dialogue box should look like this:



12. Click on Save to save the rule.



13. Click "New..." to create another rule.



14. Under "When the message arrives, and:", select "It was sent to..."

*Required fields

Apply this rule...

* When the message arrives, and:

Select one

Select one

It was received from...

It was sent to...

It includes these words in the subject...

It includes these words in the subject or body...

It includes these words in the sender's address...

My name is in the To or Cc box

[Apply to all messages]

15. A new dialogue box will appear. In the "To ->" box at the bottom, type in `announce@puc.edu` again. Then click OK.

Message recipients:

To -> announce@puc.edu

OK Cancel

16. In the "Do the following:" drop down, select "Move the message to folder..."

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

It was sent to...

'Announce'

Do the following:

Select one

Select one

Move the message to folder...

Mark the message with a category...

Redirect the message to...

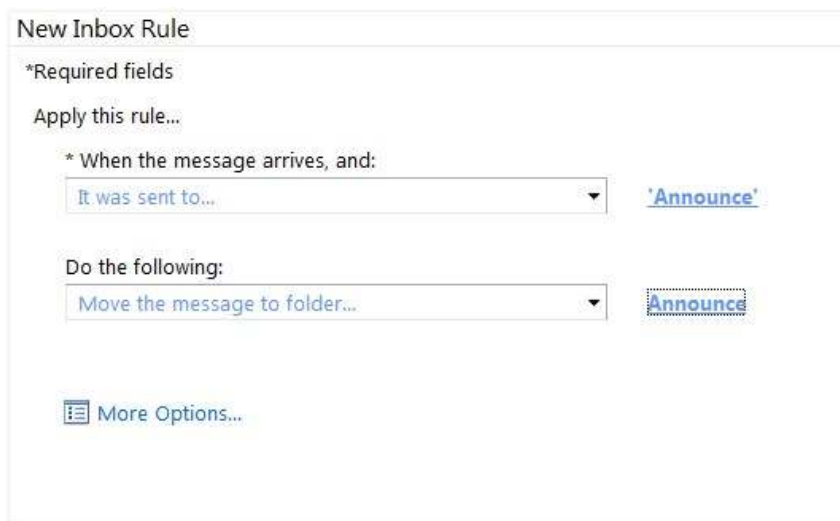
Delete the message

Send a text message to...

17. Select the Announce folder and click OK.



18. The new rule should look like this.



19. Click on Save to save the new rule.



20. You can click to sign out of Outlook.com now

