Instructions for automatically moving Announce messages in Outlook from the Inbox to an Announce folder.

Using Outlook:

1. Click the "File" tab and then click "Manage Rules & Alerts".

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| tat . | Automatic Replies (Out of Office) Use subornatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages. |
| | Mailbox Cleanup Margethe see of your mailbox by emptying Deleted Items and archimig. |
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2. In the "Rules and Alerts" dialog box, on the "E-mail Rules" tab, click "New Rule." For Step 1 highlight "Move messages from someone to a folder." On Step 2: click the "people or public group" link and choose Announce, click "From ->" and then click the OK button.



- 3. Under Step 2: ... click "specified" folder. Make sure that the "Inbox" is highlighted, and then select "New".
- 4. Name the new folder Announce. Click on OK.



5. Step 2: ... should look like this

| Step 2: Edit the rule description (click an u | nderlined value) | | |
|--|-----------------------------------|--|--|
| Apply this rule after the message arrives from <u>Announce</u> move it to the <u>Announce</u> folder and stop processing more rules | | | |
| Example: Move mail from my man | ager to my High Importance folder | | |
| Cancel | < Back Next > Finish | | |

6. Click "Finish" to save the rule. Click OK to close the "Rules and Alerts" dialog box.