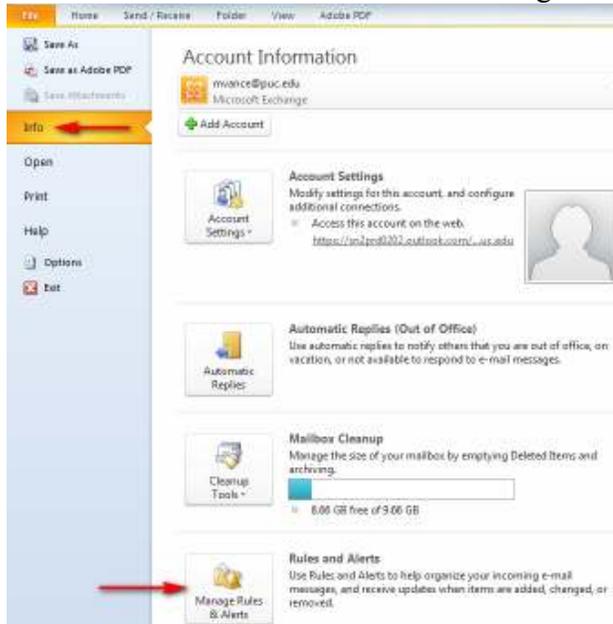


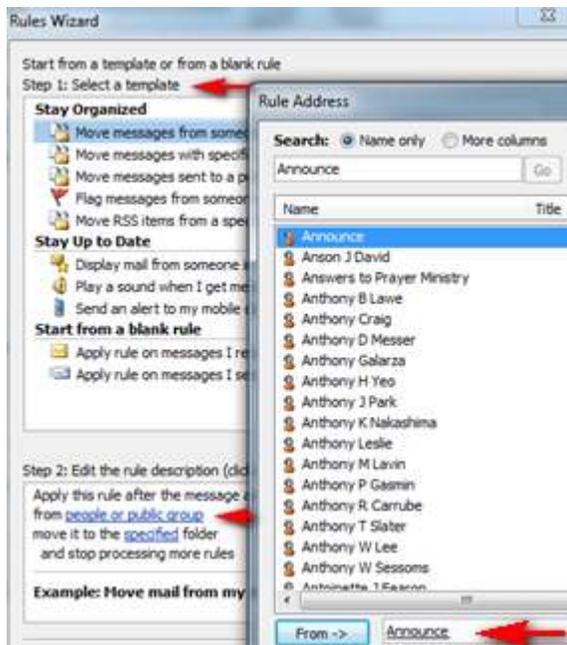
Instructions for automatically moving Announce messages in Outlook from the Inbox to an Announce folder.

Using Outlook:

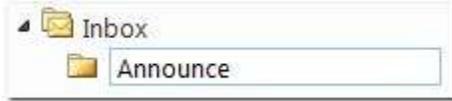
1. Click the “File” tab and then click “Manage Rules & Alerts”.



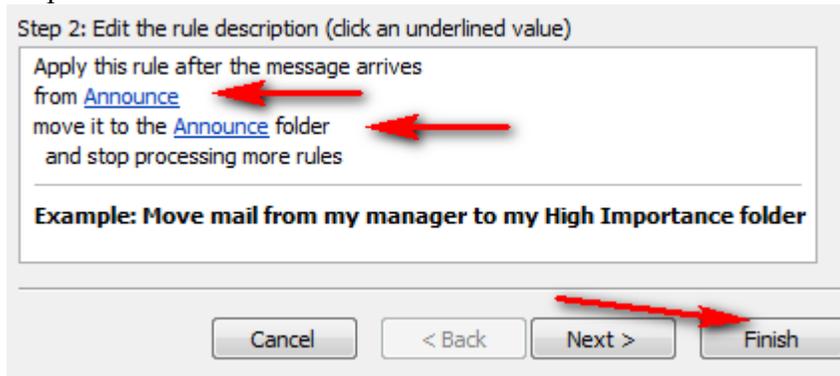
2. In the “Rules and Alerts” dialog box, on the “E-mail Rules” tab, click “New Rule.” For Step 1 highlight “Move messages from someone to a folder.” On Step 2: click the “people or public group” link and choose Announce, click “From ->” and then click the OK button.



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



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