CREATE A RULE

1. Click the File tab.
2. Click Manage Rules and Alerts.
3. Click New Rule.
4. Under Step 1: Select a template, select Move messages from someone to a folder (under Stay Organized).
5. Under Step 2: Edit the rule description, select the link for people or public group.

6. The Address book opens. In the From box type UAVM@uakron.edu. Click OK.

7. The rule returns with the address entered in the bottom portion of the rule. Click Next.
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8. Click the specified folder link under Step 2.

9. Select a folder from the list and click OK. To create a new folder, click the New button and then enter a new name for the folder (i.e. Voicemail).

10. The folder name will appear in Step 2. Click the Next button.
11. Click Next again.

12. The next step allows you to select any exceptions. Click Next again.
13. If you wish, change the name of the rule (Step 1). Under Step 2: Setup rule options, you can select the option “Run this rule now on messages already in Inbox” if you already have messages in the Inbox that you wish to move to the folder.

14. Click Finish.

15. The rule will run on the Inbox (if the option was selected in step 13).

16. Click OK.