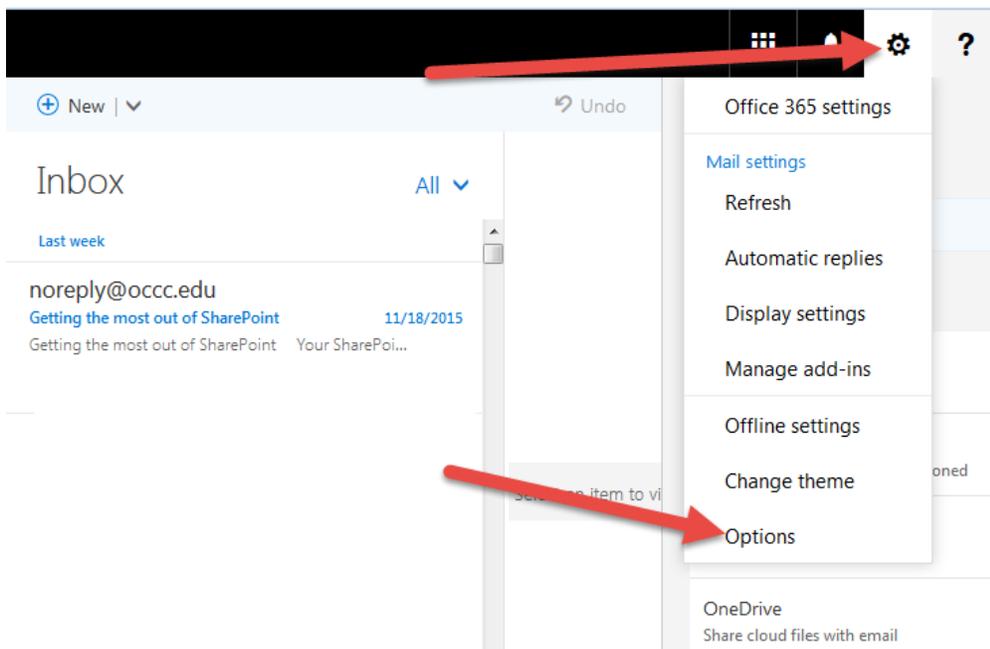


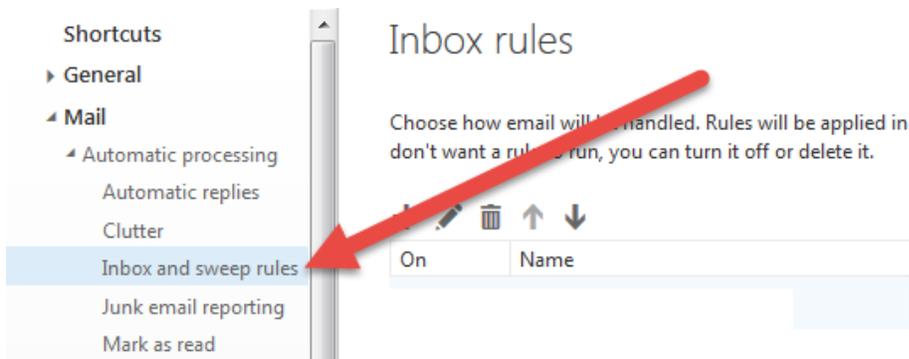
Creating a Rule to Sort Student Email

It is possible to create a rule in your student email account so that mail sent from your instructors can be sorted into separate folders automatically. This can be helpful to quickly locate emails sent by your instructors without sorting through your entire inbox.

To create such a rule, first log in to your student email account. From your inbox, select the gear icon in the upper right corner of the page, and select the **Options** link from the menu that loads:



In the left pane, select **Inbox and sweep rules**:



In the **Inbox rules** menu, select the **+** sign to begin adding a new rule:

Inbox rules

Choose how email can be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.



On	Name
----	------

Add a descriptive **Name** for the rule:

New inbox rule

Name

Sort emails from SCL class

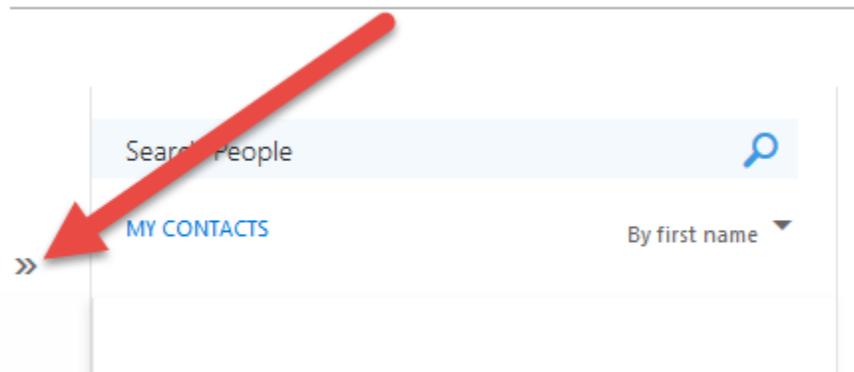
In the **When the message arrives, and it matches all of these conditions** dropdown menu, select **It was sent or received** and then **Received from...**

When the message arrives, and it matches all of these conditions

Select one... ▼

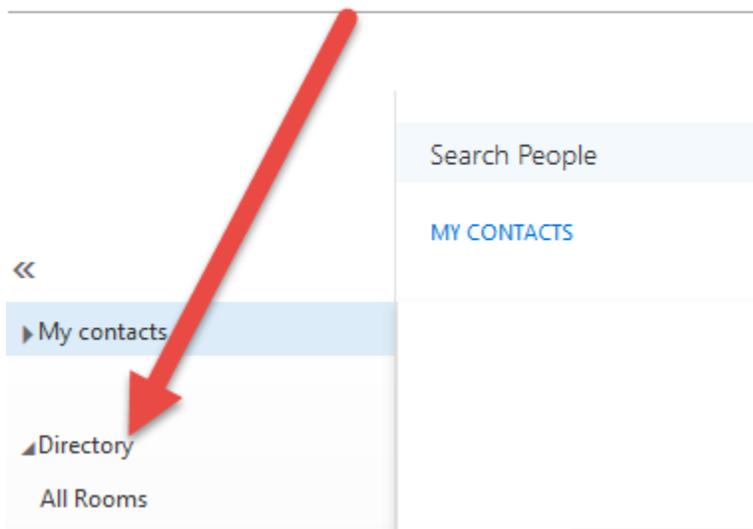
Select one...	
It was sent or received >	Received from...
It includes these words >	Sent to...
My name is >	Received through the account...
It's marked with >	
It's >	
Its size is within the specified range...	

This will load a search menu. In this menu, click the >> symbol:



Next, select **Directory**:

It was received from...

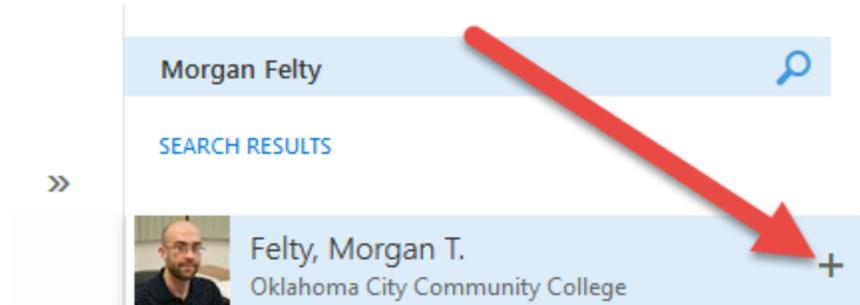


Type your instructor's name in the **Search Directory** field and press the enter key:

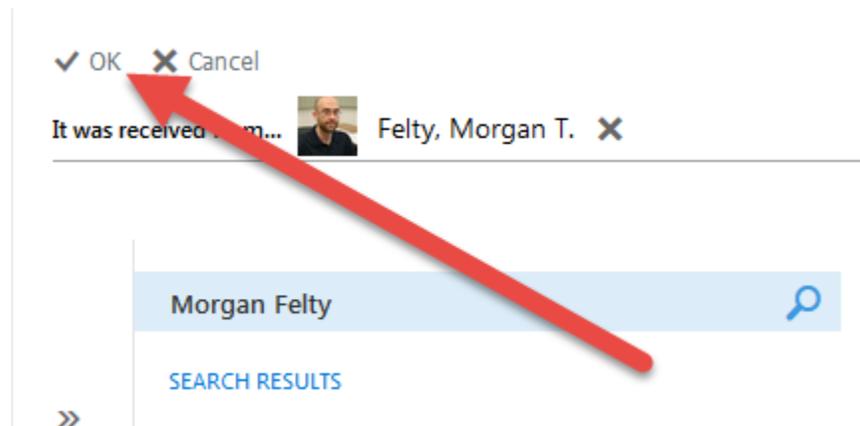
It was received from...



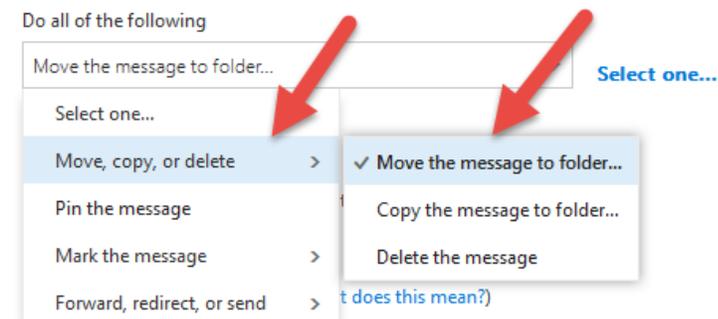
This will load a list containing everyone who meets your search criteria. Locate your instructor in this list, and click the + sign next to their entry:



Click **OK** in the upper left corner of the pane:



Next, in the **Do all of the following** menu, select highlight **Move, copy, or delete** and select **Move the message to folder:**



This will load a list of all of the folders in your inbox.

Select folder

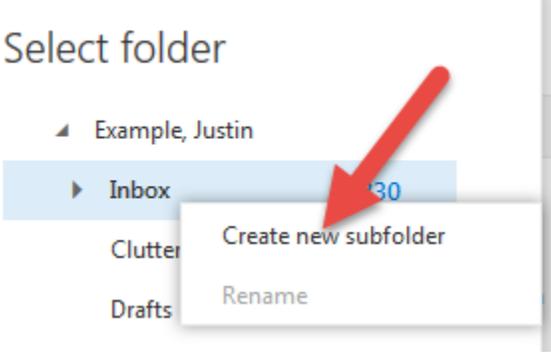
- ▲ Example, Justin
 - ▶ Inbox 830
 - Clutter 1
 - Drafts 1
 - Sent Items
 - ▶ Deleted Items 1
 - Junk E-Mail
 - Notes

OK

Cancel

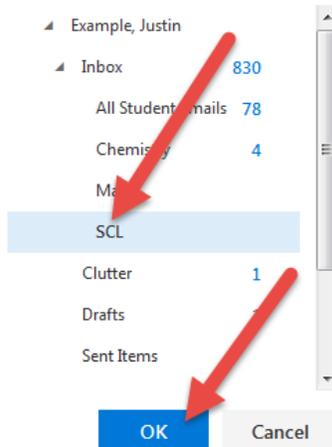
If you have not already created a folder for your class you can do so in this menu. To do this, right-click on the Inbox heading and select **Create new subfolder**:

Select folder

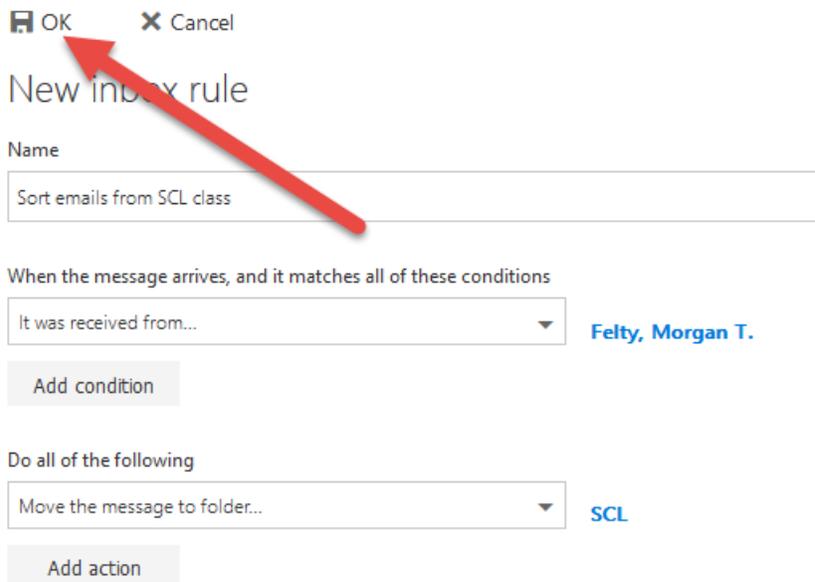
- ▲ Example, Justin
 - ▶ Inbox 830
 - Clutter
 - Drafts
- 

This will load a blank field. Enter the name of the course in that field and press enter. This will create a new folder with your course's name. Select that folder and click **OK**:

Select folder



Next, click **OK** in the top right of the pane:



This will create the rule. Now, any email you receive from the instructor you selected will automatically be placed in the folder you indicated.

You can repeat the above steps to setup up sorting rules for your other courses, if desired.