Auto-Filing Performance Appraisal E-mails

An Organizational Demonstration





Goals

Create a new "Performance Appraisal" folder in your inbox
 Create a "rule" that when you get emails from appraisal_no-reply@occc.edu it will automatically filter into that new folder
 Outcomes: all communications about your performance appraisal submission in OnBase will filter into one file for easy finding later!

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Selecting Conditions

- Select "From Appraisal_noreply@occc.edu"
- Select "Move the item to folder"
- Select "Select Folder"

Create Rule					×	
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Almost there!

• Click "OK"









