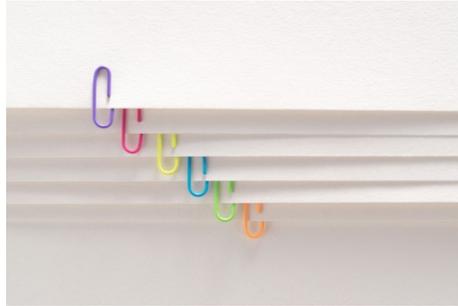


# Auto-Filing Performance Appraisal E-mails

An Organizational Demonstration



## Goals



Create a new “Performance Appraisal” folder in your inbox



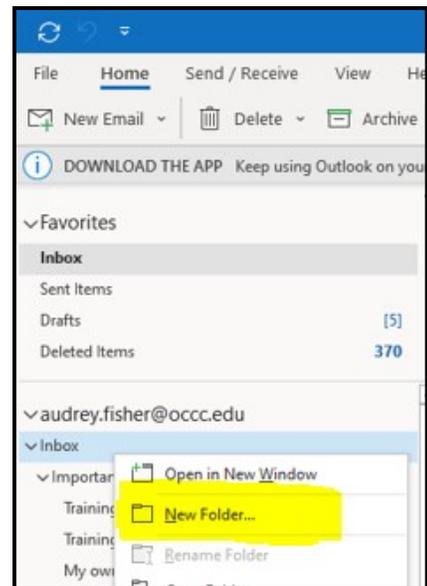
Create a “rule” that when you get emails from [appraisal\\_no-reply@occc.edu](mailto:appraisal_no-reply@occc.edu) it will automatically filter into that new folder



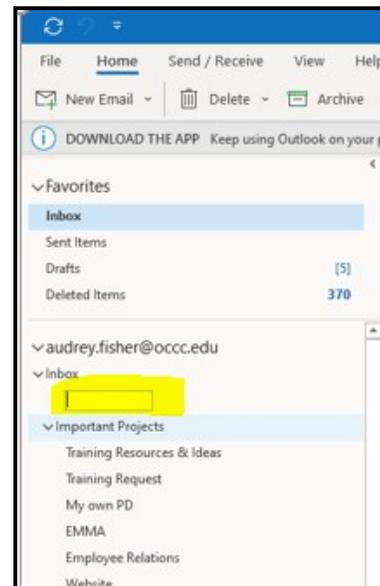
**Outcomes:** all communications about your performance appraisal submission in OnBase will filter into one file for easy finding later!

## Creating the Folder

- Right click on “Inbox”
- Select “New Folder”

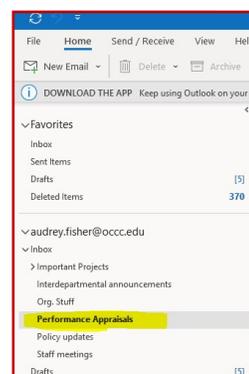


- Type in “Performance Appraisals” in the blank box that appears
- Press “Enter”



You made  
a new  
folder!

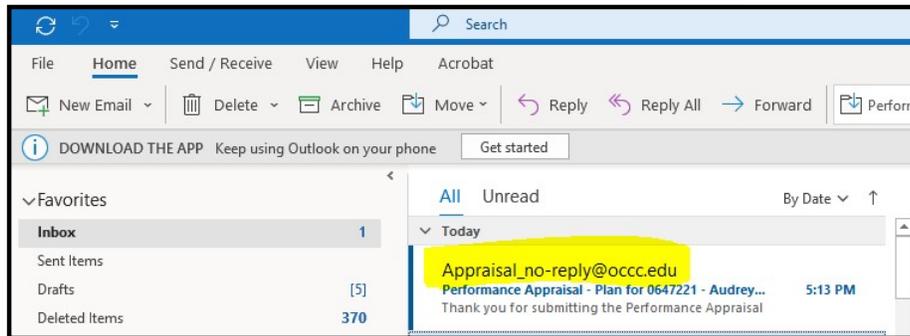
This is what your new folder will look like 😊



# E-mail from Appraisal\_no-reply@occ.edu

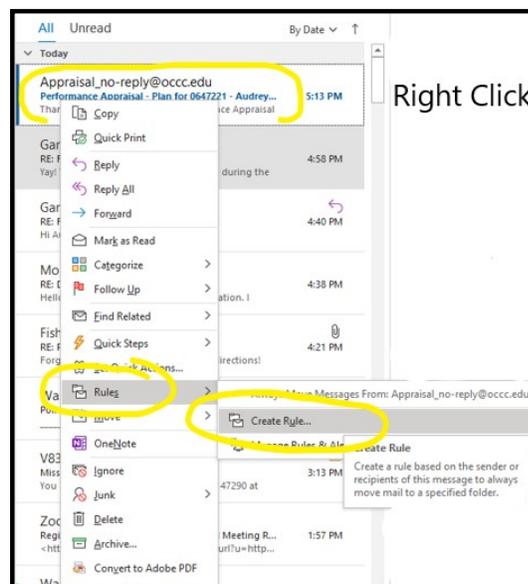
After your planning conference you will receive an email from [appraisal\\_no-reply@occ.edu](mailto:appraisal_no-reply@occ.edu)

We are going to set a **rule** around this e-mail address!



## Creating the Rule

- Right click on e-mail
- Scroll to "Rules"
- Click on "Create Rule..."

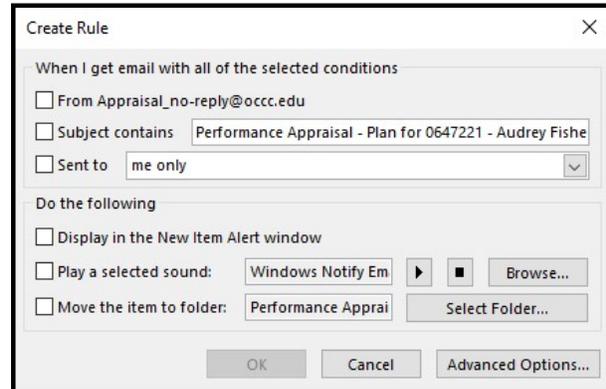


# “Create Rule” Box

- This box pops up!

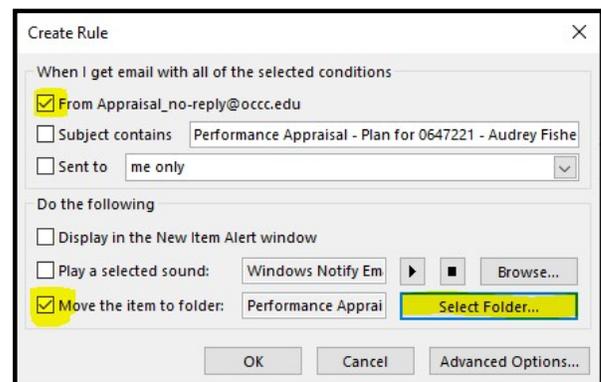


This Photo by Unknown Author is licensed under [CC BY](#)



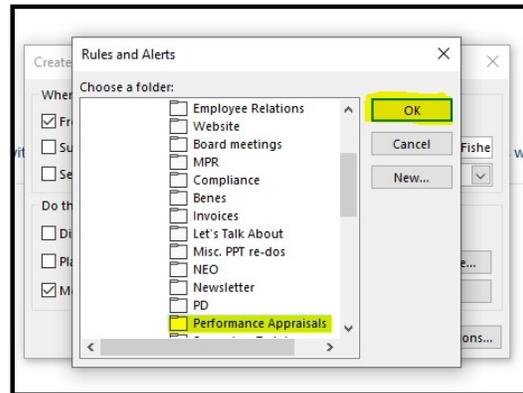
# Selecting Conditions

- Select “From Appraisal\_no-reply@occc.edu”
- Select “Move the item to folder”
- Select “Select Folder”



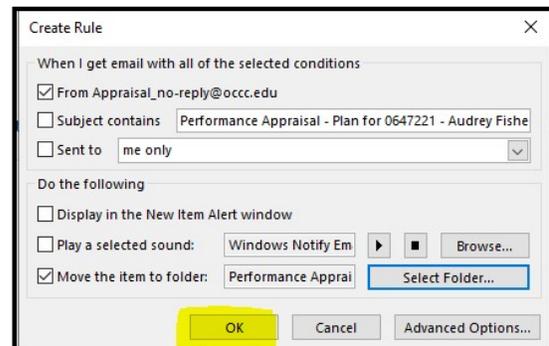
## Choosing the Folder

- Select “Performance Appraisal” folder you made earlier
- Click “OK”



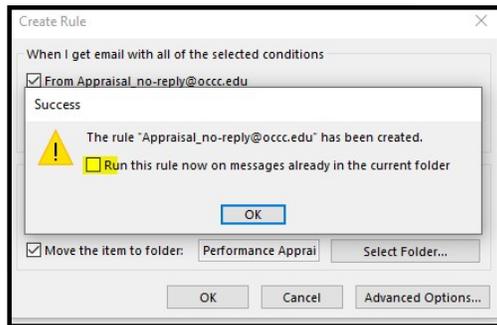
## Almost there!

- Click “OK”

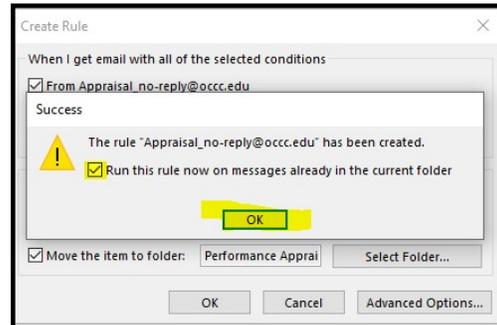


# Final Step!

## Box pops up!



## Check it! Click "OK"



# Congrats!

E-mails from [appraisal\\_no-reply@occc.edu](mailto:appraisal_no-reply@occc.edu) will now file into your performance appraisal folder!

