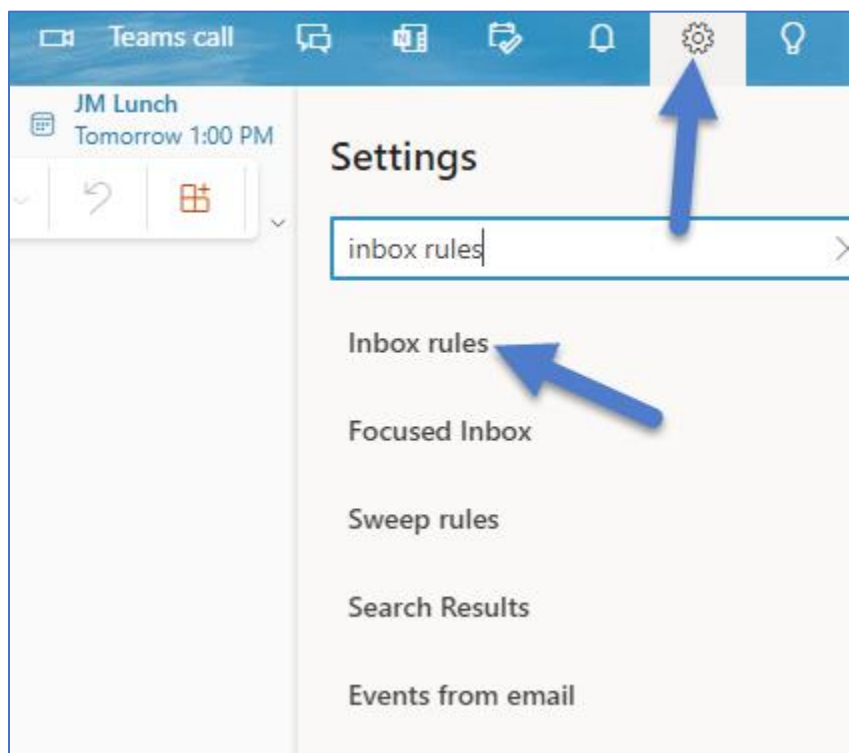


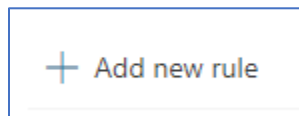
## Creating a Rule to Sort Student Email

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 login to your student email account. From your inbox, select the gear icon in the upper right corner of the page, and search “Inbox rules.”



Select “+ Add new rule.”



Add a descriptive name.




Add a condition. In the drop-down menu, select “From.” Then search for your professor’s name.

2 Add a condition

From

[Add another condition](#)



Moore, Joshua M  
joshua.m.moore@occc.edu

[Search Directory](#)

3 Add an action

Add an action. In the drop-down menu, select “Move to.” Then in the second drop-down menu, select “Create new folder.” Type your course name in the box, and click “Save.”








3 Add an action

Move to

[Add another action](#)

[Add an exception](#)

☒ Stop processing more rules [i](#)

-  Inbox
-  Example Emails
-  Deleted Items
-  Junk Email
-  VoiceOutbox
-  RSS Feeds
-  ENGL COMP I
- [Move to a different folder...](#)

[Save](#)

Click “Save” at the bottom right, and you have now created a rule that takes every email from your Comp I instructor and places it in a folder titled ENGL Comp I.

### Rules

×

✓

Sort Emails from ENGL Comp I

✓

Add a condition

From

Moore, Joshua M

Add another condition

✓

Add an action

Move to

ENGL COMP I

Add another action

Add an exception

☒ Stop processing more rules ⓘ

☐ Run rule now

Save

Discard

3 | Page