Setting Email Rules in Outlook and Outlook Web Access
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1.0 Workshop Overview

In this section, we will look at the key concepts covered. You will learn to create Email Rules in Microsoft Outlook and Outlook Web Access (using Internet Explorer).

In your Blackboard courses, you can send email messages to other course members’ external, UTA email addresses. Emails sent out of Blackboard will be sent to the recipient’s UTA email Inbox (typically Outlook). If you would like to keep your course emails separate from your regular emails that come to your Inbox, you can set up an Email Rule. An Email Rule can automatically sort Blackboard emails into a particular folder.
2.0 Creating an Email Rule in Outlook

When sending an email out of Blackboard, the Course Name is automatically added to the subject line. For example, if a message with a given subject line of “Study Group” is sent out of a particular course in Blackboard, it may have a subject line of “2128-NURS-5315-001-ADVANCED-PATHOPHYSIOLOGY—2012-Fall: Study Group”. It may be helpful to set up a rule in your email using the default portion of the subject line. This will allow you to organize Blackboard emails into a particular folder.

► QUICK STEPS: creating an email rule

1. In your Outlook account, right-click your Inbox and select New Folder.

2. In the Create New Folder window, type a name for your folder that is appropriate to the particular course in which you are creating the email rule. Click OK.

3. Click Rules to access the drop-down list and select Create Rule.
4. Within the Create Rule window, select the checkbox to the left of Subject Contains and insert the Course Name into the open field.

**NOTE:** If you want the rule to be for a course in general rather than a course within a specific semester, you may want to use a truncated part of the subject line in your Outlook Rule. In the example course above you might use “NURS-5315-001” as the first four digits in a course ID (e.g. 2128) refers to the particular semester in which the course is being taught.

![Create Rule window](image)

5. In the 2nd section of the Create Rule window, click the checkbox to the left of Move the item to folder and click the Select Folder button.

6. Select the folder you created earlier and click OK.

![Select Folder window](image)
7. Click **OK** to apply your rule.

![Create Rule dialog box]

8. Click **OK** to complete the process. (NOTE: You may wish to select the checkbox to the left of “Run this rule now on messages already in the current folder” to have Outlook sort all previously received email based on your new rule.)

![Success dialog box]

Any messages with the designated specific words in the Subject Line will now be automatically directed to your created folder.
3.0 Creating an Email Rule in Outlook Web Access Using Internet Explorer

Emails sent out of Blackboard will be sent to the recipient’s UTA email Inbox (typically Outlook). The Course Name is automatically added to the subject line. For example, if a message with a given subject line of “Study Group” is sent out of a particular course in Blackboard, it may have a subject line of “2128-NURS-5315-001-ADVANCED-PATHOPHYSIOLOGY--2012-Fall: Study Group”. It may be helpful to set up a rule in your email using the default portion of the subject line. This will allow you to organize Blackboard emails into a particular folder.

► QUICK STEPS: creating an email rule in Outlook Web Access Using Internet Explorer

* If you use FireFox or another browser some of the required options may not appear. Please use Internet Explorer to create the rule. You then can resume using another browser.

1. Within your Outlook Web Access account, right-click your Inbox and select Create New Folder.

2. A blank entry block will appear. Type a name for your folder that is appropriate to the particular course in which you are creating the email rule. Press Enter.
3. Click Options to access the Options window.

4. Click Rules in the left-hand navigation to display the Rules options.

5. Select New Rule and Move Messages with specific words in the subject line to a folder.
6. In the New Rules window, click the specific words hyperlink.

7. Enter the words that correspond to your particular Course Name and click Add and then OK.
8. Click the specified folder hyperlink.

9. Select the folder you created earlier and click OK.
10. Click the links in the right side of the window if you want to apply any conditions or exceptions. Otherwise, enter a Rule Name and click Save to apply your rule.

Any messages with the designated specific words in the Subject Line will now be automatically directed to your created folder.