

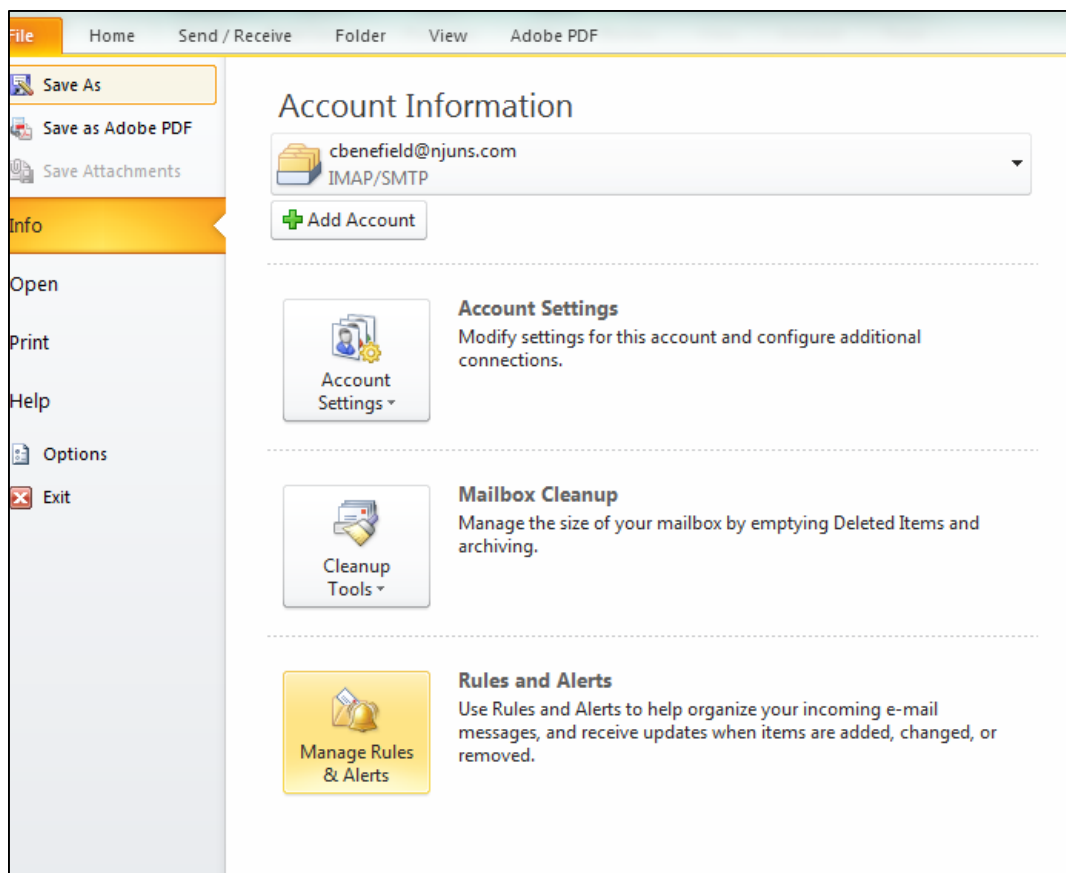


## Email Rules

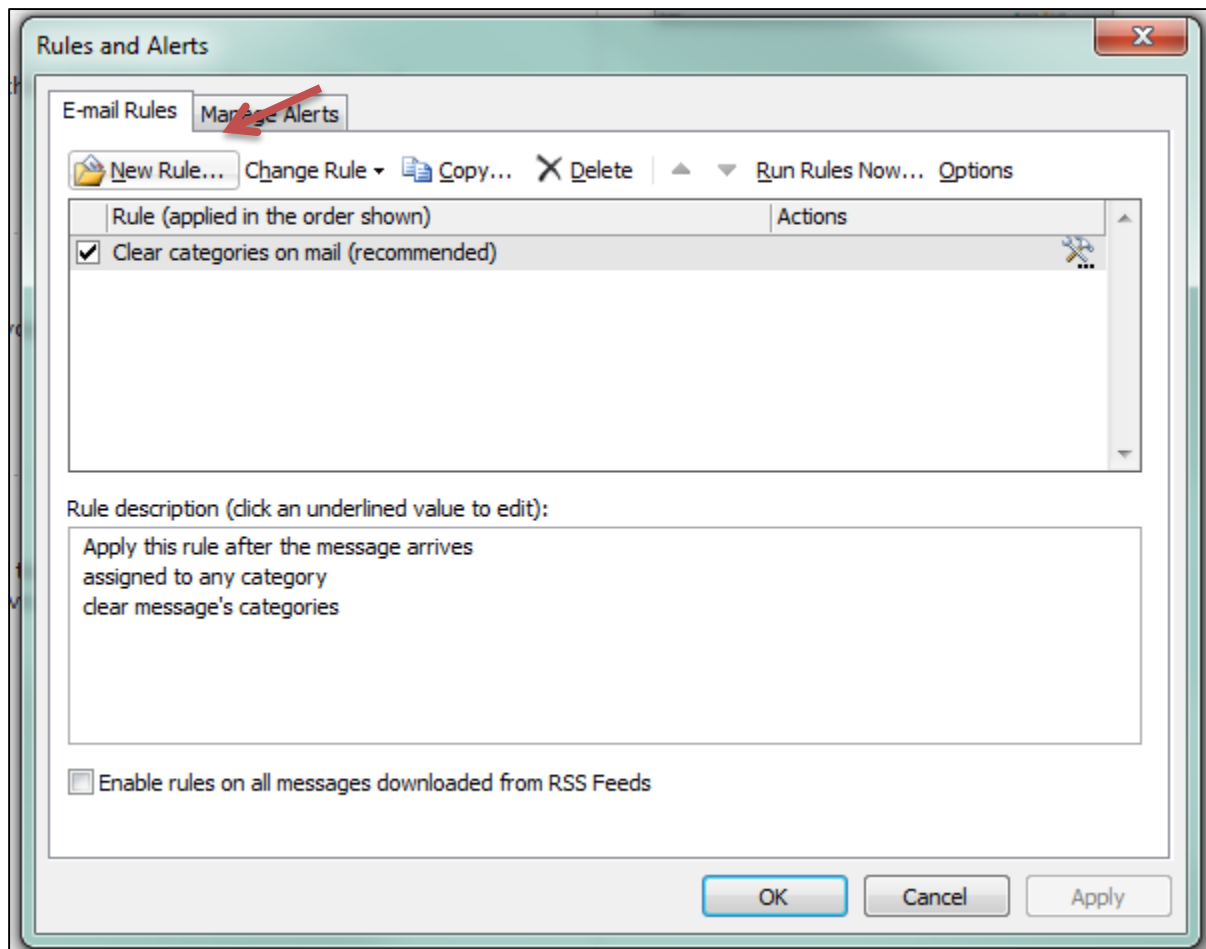
**Purpose:** The purpose of this document is to provide documentation on how to create an email rule in Outlook to help filter NJUNS tickets. Defining email rules allows members to define what emails are seen.

**Example:** The example that is provided in this document is of a member code that only wants to see emails where the specific code is Next to Go. No other emails want to be seen so they will be deleted. Please note that this is just an example we are providing. This is not something you must do or need to do.

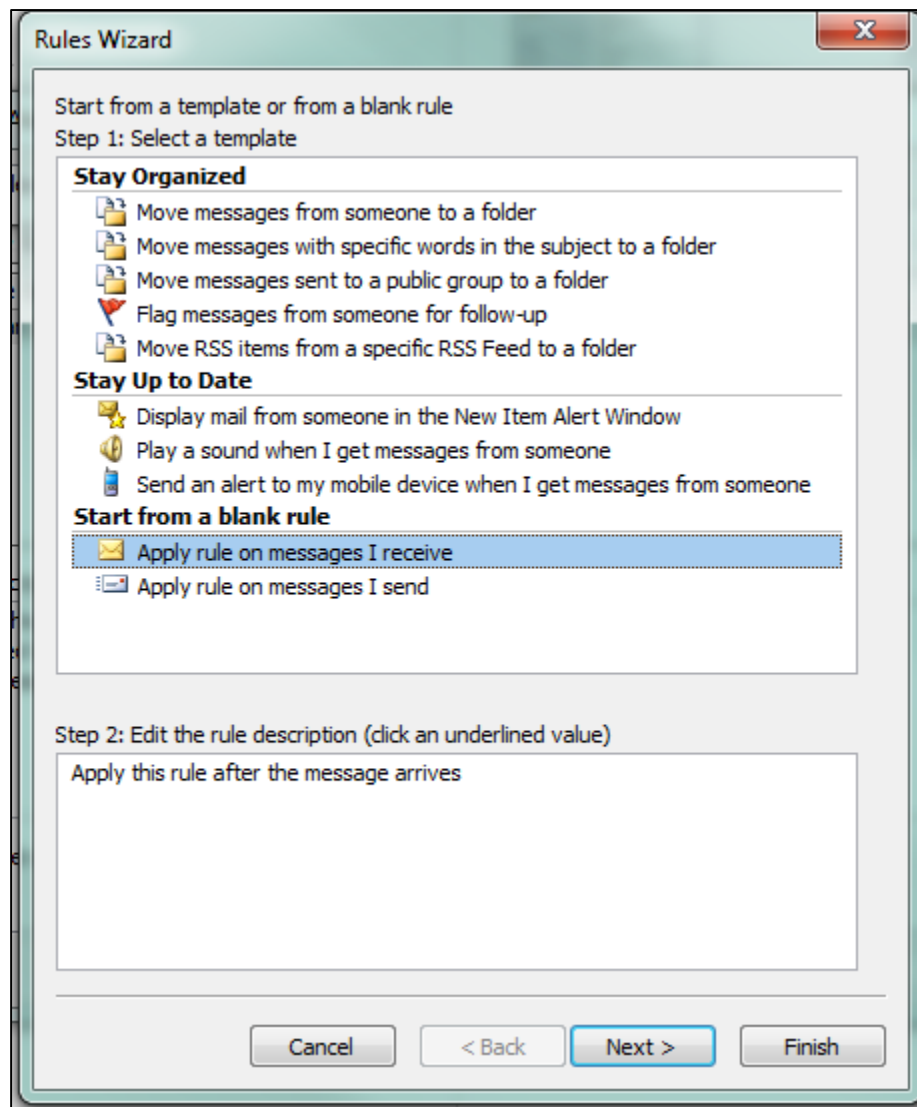
**Step 1:** Open Outlook. Go to File. Under Info, there is “Manage Rules & Alerts”. Click to Open.



**Step 2:** The Rules and Alerts dialog will open. There is an option for “New Rule”. Click that option.

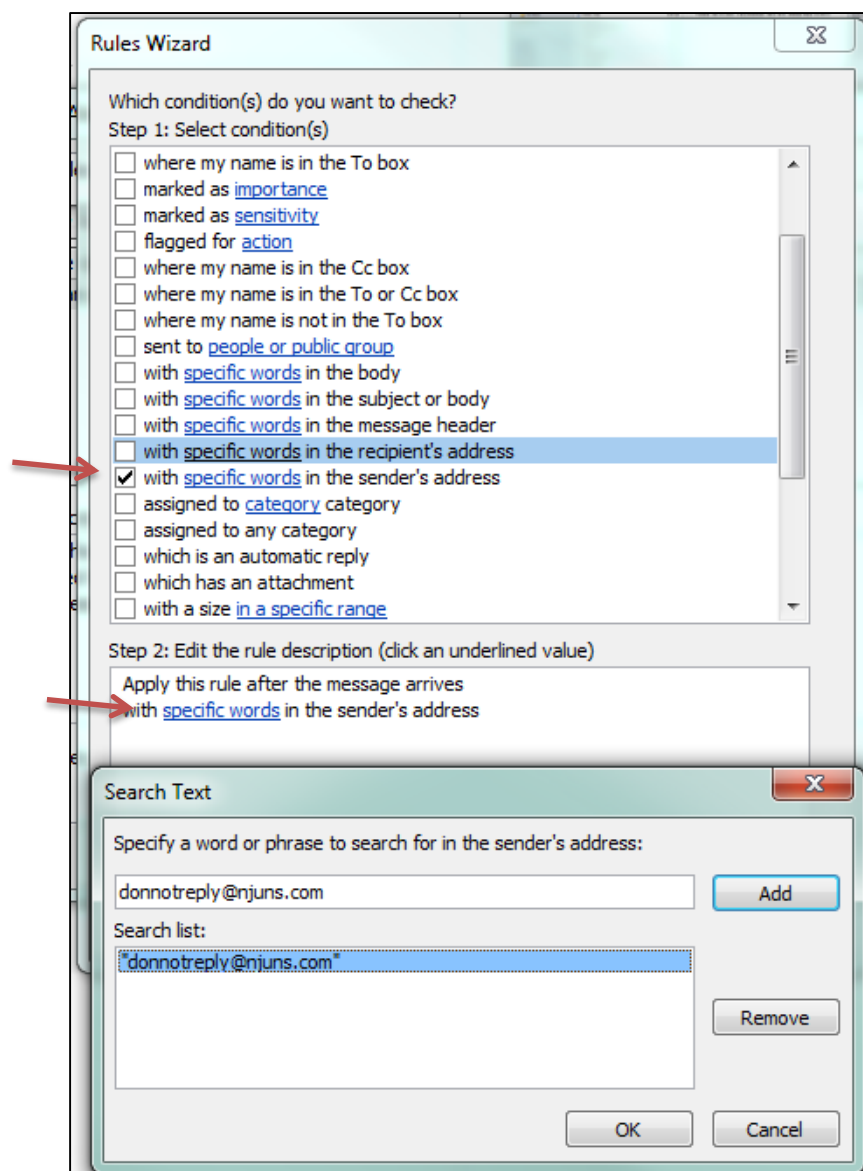


**Step 3:** The Rules Wizard will open. There are multiple ways to create email rules. In this case, select the “Apply rule on messages I receive” from the Start from blank rule.





**Step 4:** The Rules Wizard will then give you the option to look for conditions you want to look for when you receive email messages. One of the Options is “with specific words in the recipient’s address”. Select that option. Then below, click on the “Specific Words” link. You then can added [donotreply@njuns.com](mailto:donotreply@njuns.com) and click Add. This sets the basis for the email rule that looks for anything from the NJUNS system.





**Step 5:** The next step is to define what to do with those messages. You will have multiple options here. Users can move to a folder, forward it, etc. In this case, we will delete it. Select delete. The base of the rule is now that all emails from [donotreply@njuns.com](mailto:donotreply@njuns.com) will be deleted.

Rules Wizard

What do you want to do with the message?

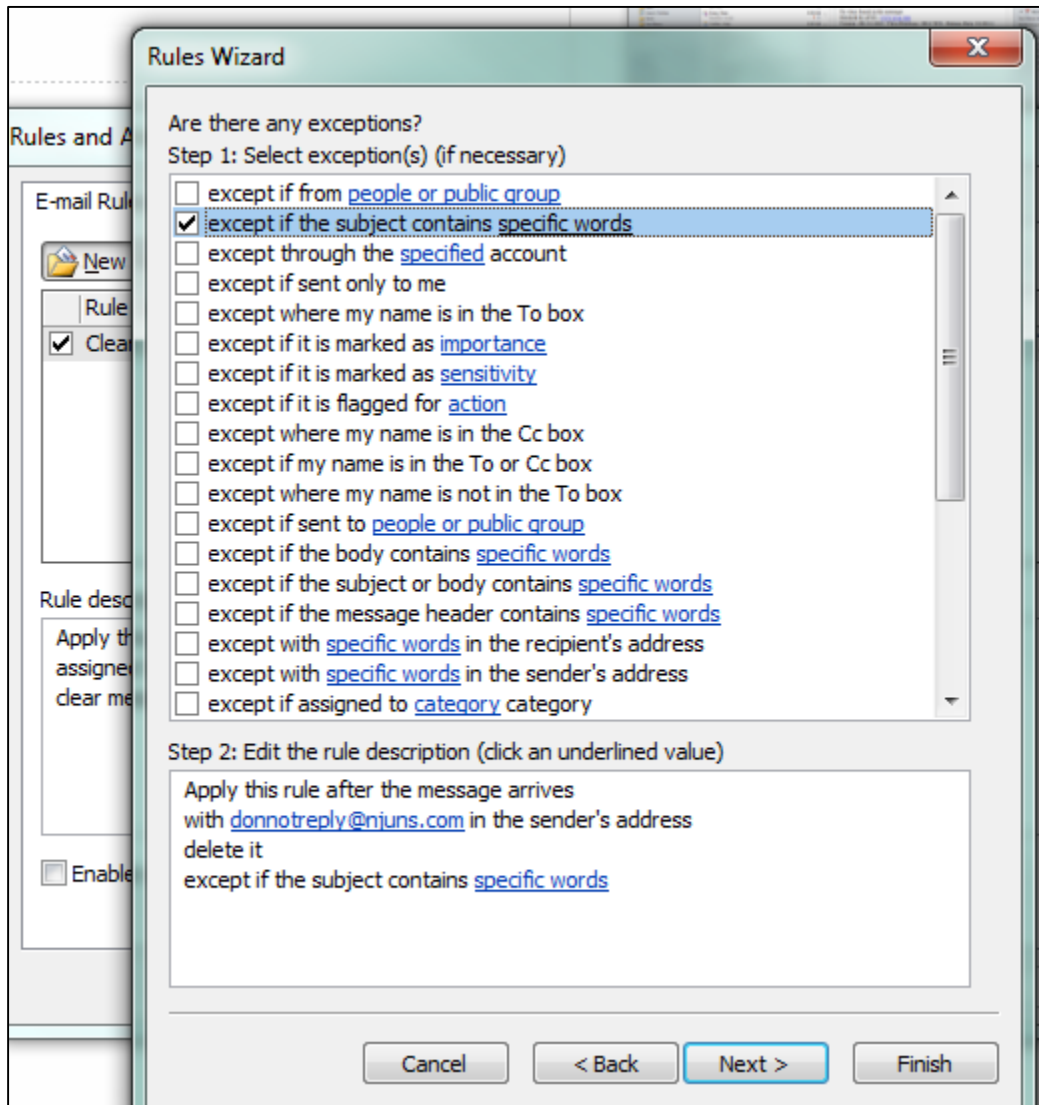
Step 1: Select action(s)

- ☐ move it to the specified folder
- ☐ assign it to the category category
- ☒ delete it
- ☐ permanently delete it
- ☐ move a copy to the specified folder
- ☐ forward it to people or public group
- ☐ forward it to people or public group as an attachment
- ☐ reply using a specific template
- ☐ flag message for follow up at this time
- ☐ clear the Message Flag
- ☐ clear message's categories
- ☐ mark it as importance
- ☐ print it
- ☐ play a sound
- ☐ start application
- ☐ mark it as read
- ☐ run a script
- ☐ stop processing more rules

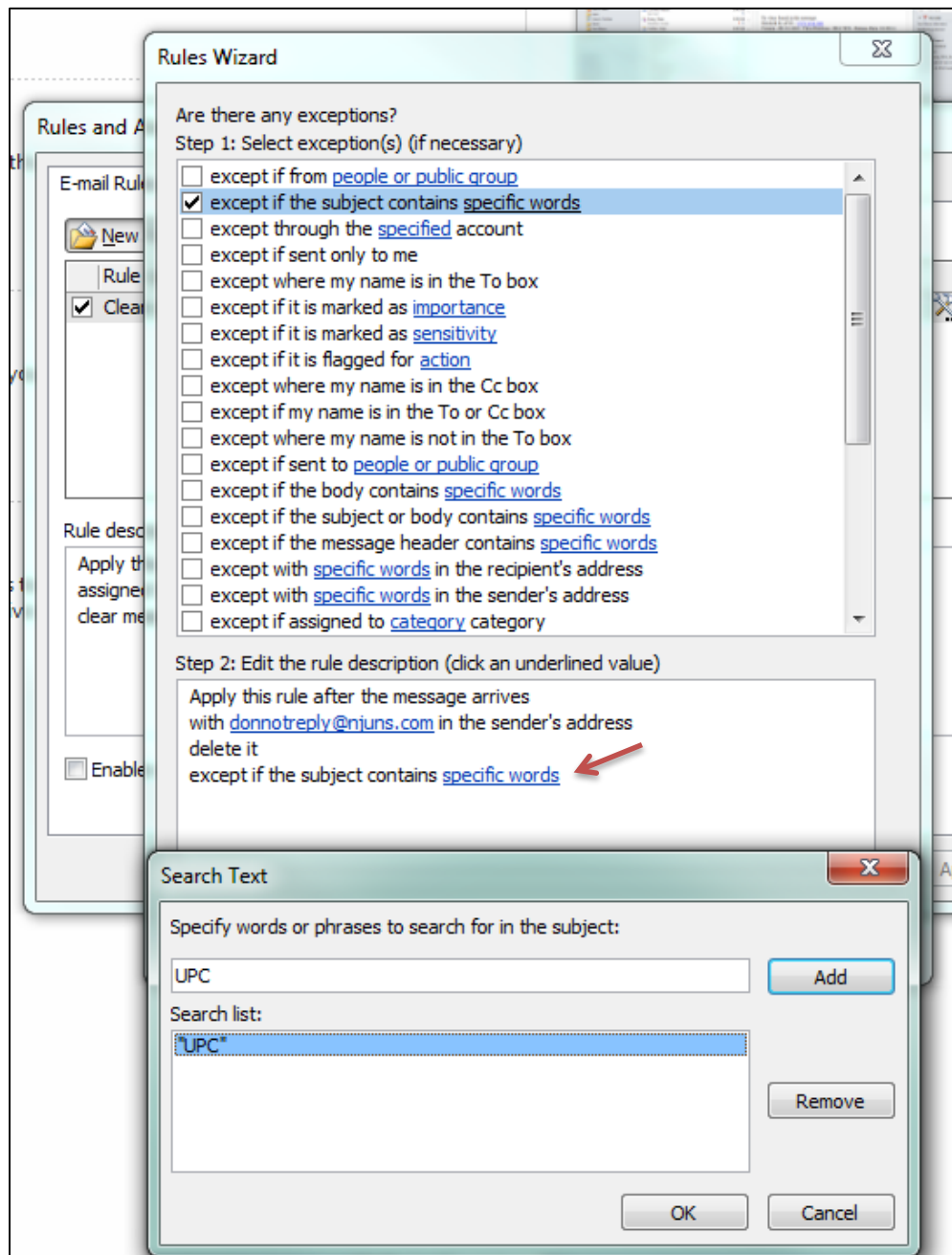
Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
with donotreply@njuns.com in the sender's address  
delete it

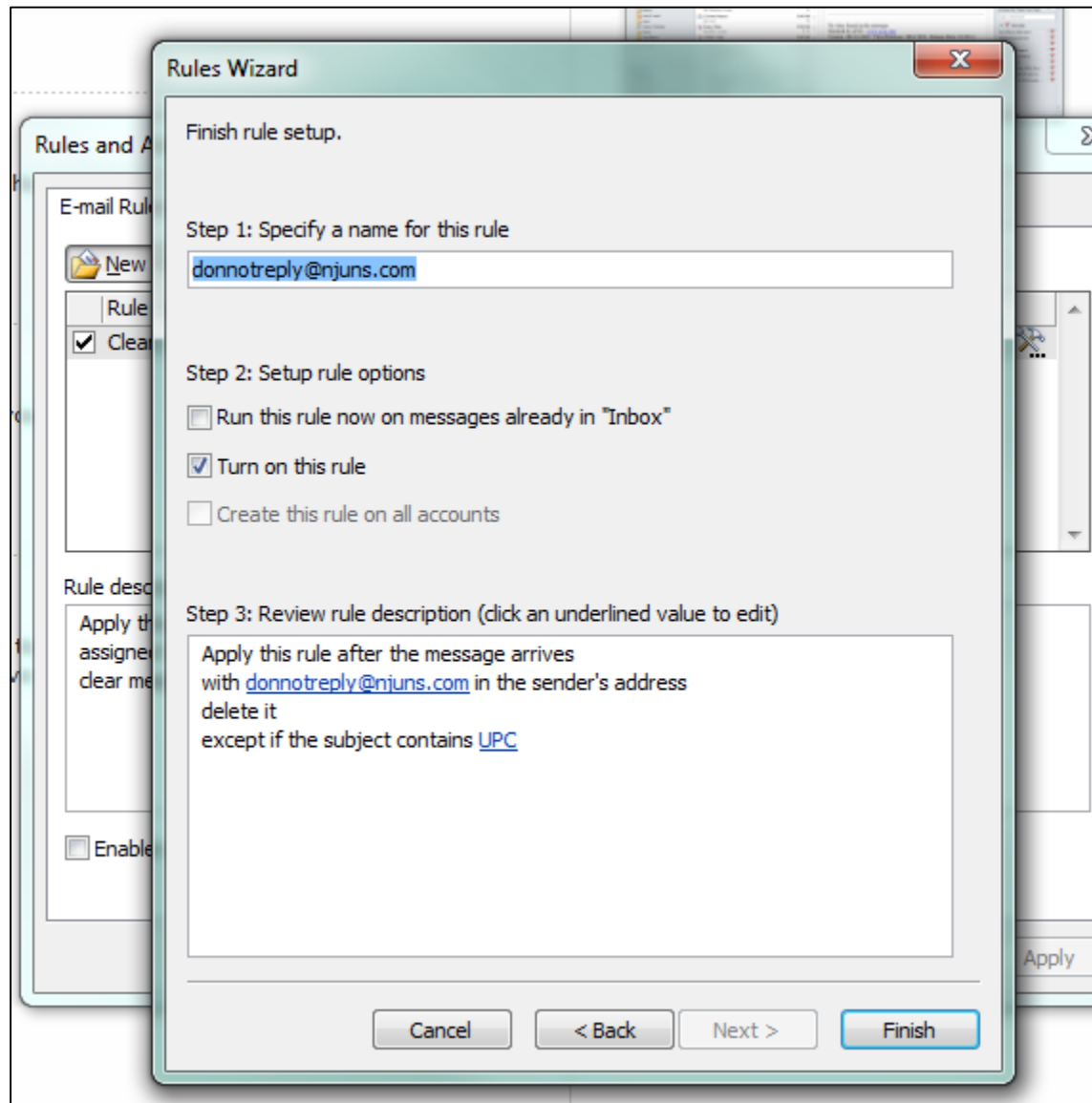
**Step 6:** I want to see my Next to Go emails so I do not want all emails deleted. So, I set up an exception. The next step after setting the email rule is to set up the exception to the rule. Users have many options to choose from in the Exceptions area. In this case, I choose “Except if the Subject contains specific words”.



**Step 7:** I then need to define the specific words in the Subject. I click on the “Specific Words” link in the bottom and add “UPC” in the text. Here I am inputting my member code “UPC”. NJUNS sends the next to go member code in the subject line of ever ticket email.



**Step 8:** Users then will need to name the rule and click Finish. The description of the final rule is shown. In this case, all emails from NJUNS will be deleted other than when UPC is Next to Go.





**Step 9:** The rule will now be displayed on the main Rules and Alerts dialog box.

