

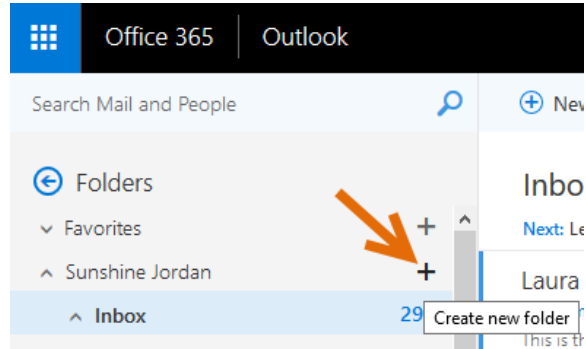


How to Create an Outlook Inbox Rule

In Outlook Online

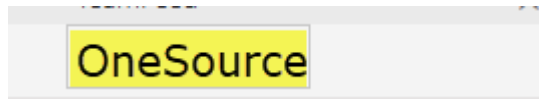
Step 1:

Log in to UGA mail. Hover over your mailbox name until the plus sign appears. Click it to Create a new folder.



Step 2:

Type the name of the folder **OneSource Notifications**



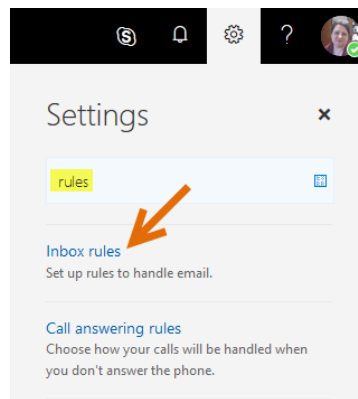
Step 3:

Click on the gear icon to open Settings.



Step 4:

Search Settings for the term "rules". Then click on **Inbox rules**.



Step 5:

Click the plus sign to add a new rule.



Inbox rules

Choose how email will be hand

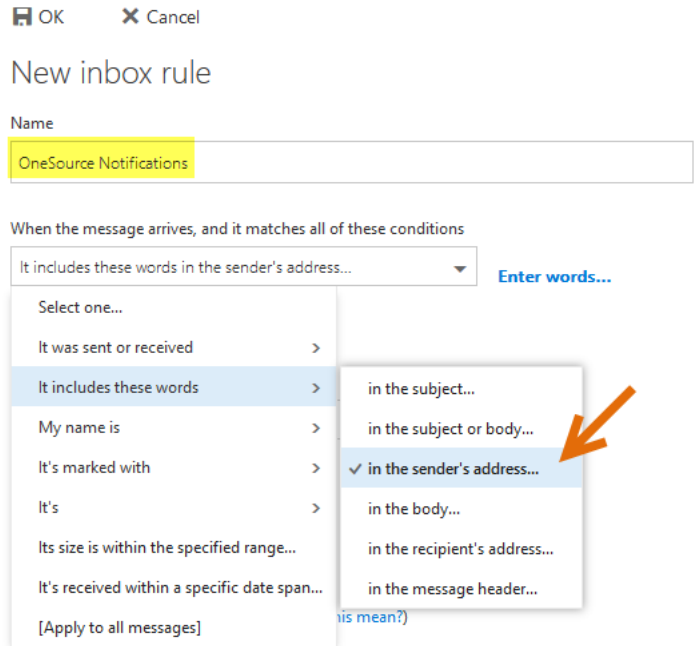


Step 6:

Type the name of your rule as "OneSource Notifications".

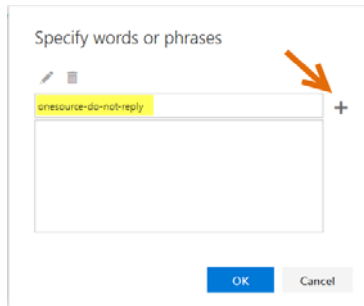
Then, in the drop-box under "When the message arrives, and it matches all of these conditions",

select **It includes these words...in the sender's address**



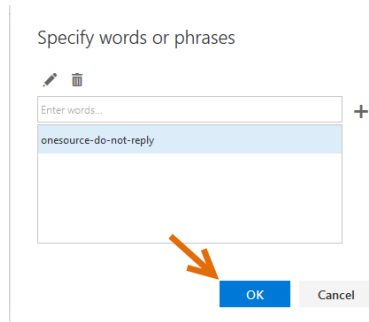
Step 7:

Type "onesource-do-not-reply". Then click the plus sign.



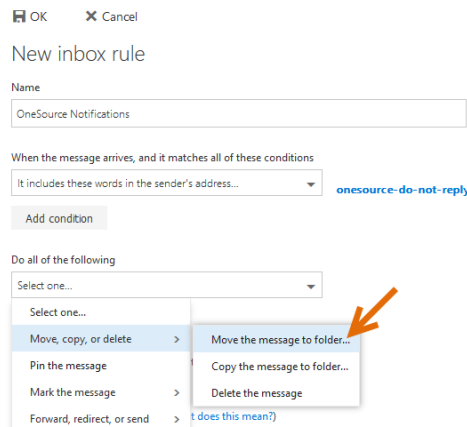
Step 8:

Click the **OK** button.



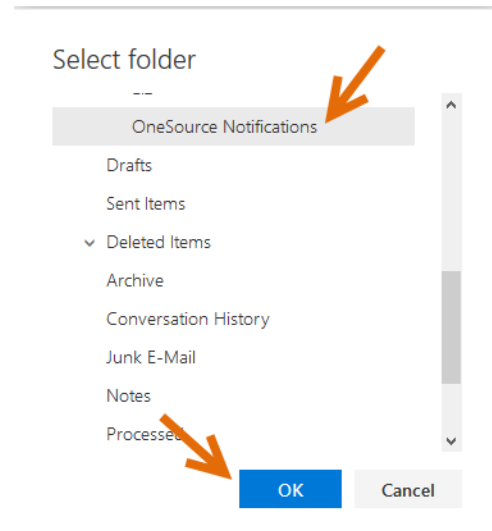
Step 9:

From the drop-down box under "Do all of the following", Select **Move, copy, or delete...Move the message to folder**.



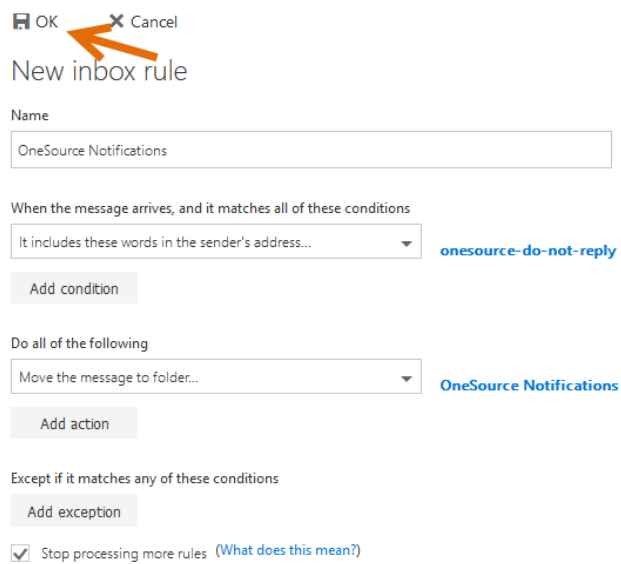
Step 10:

Select the folder titled *OneSource Notifications*. Then click the **OK** button.



Step 11:

Click the **OK** button at the top of the New inbox rule window.



Now all messages from **onesource-do-not-reply@uga.edu** will be added to the Inbox folder titled **OneSource Notifications**.