

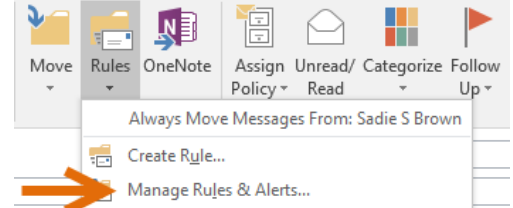


How to Create an Outlook Inbox Rule

In Outlook Desktop

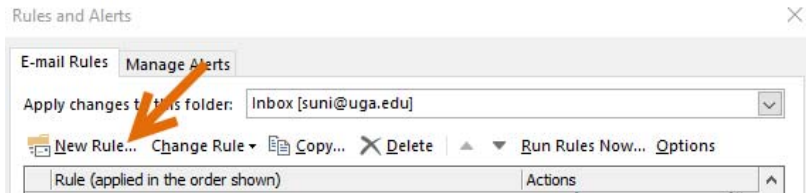
Step 1:

Click the arrow under **Rules** from the Outlook Ribbon **Home** Tab. Then select **Manage Rules & Alerts**



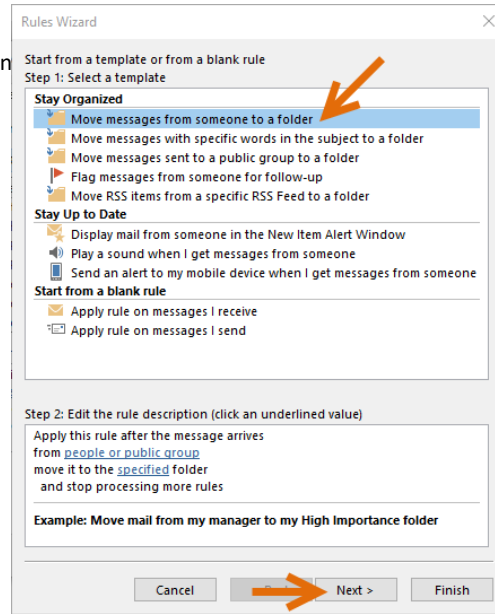
Step 2:

Click on **New Rule**



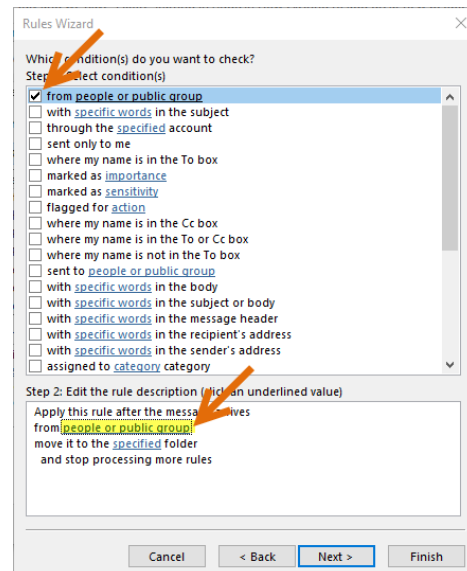
Step 3:

Click **"Move messages from someone to a folder"**. Then click the **Next** button



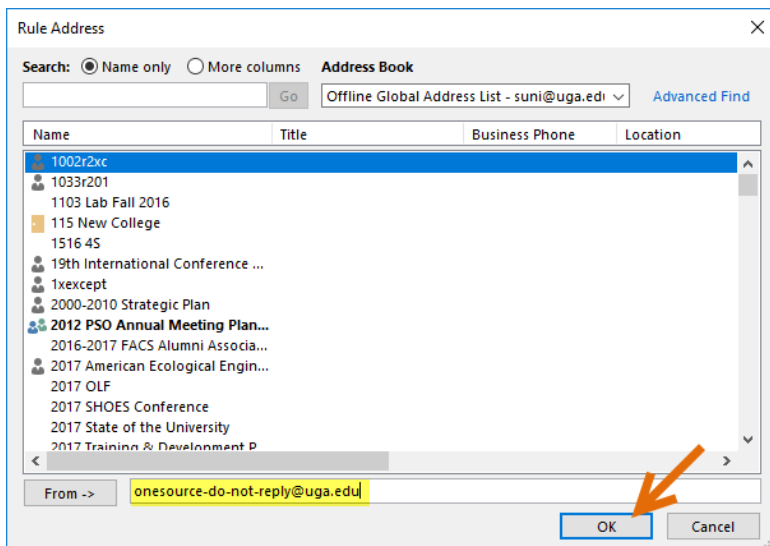
Step 4:

Click **"from people or public group"** in the Step 1 window. Then click on **"people or public group"** in the Step 2 window.



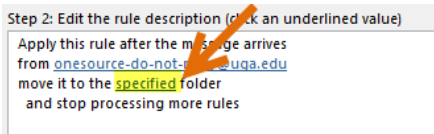
Step 5:

Type "onesource-do-not-reply@uga.edu" in the From-> box. Then click the OK button.



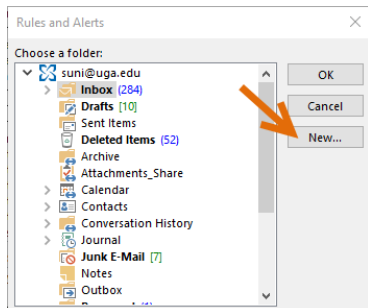
Step 6:

Click on "specified" in the Step 2 window.



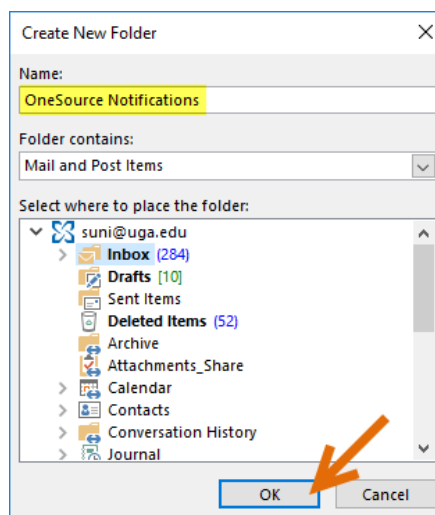
Step 7:

Click the New... button



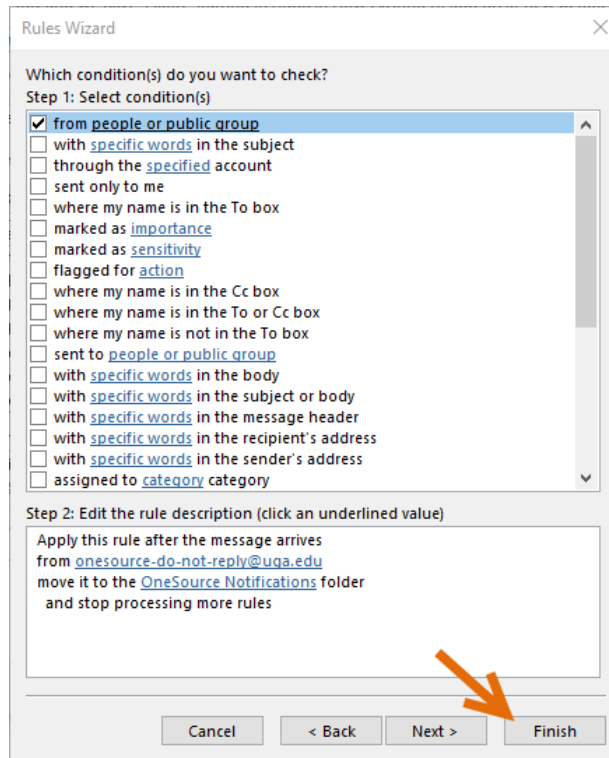
Step 8:

Type the name of the folder "OneSource Notifications". Then click the OK button.



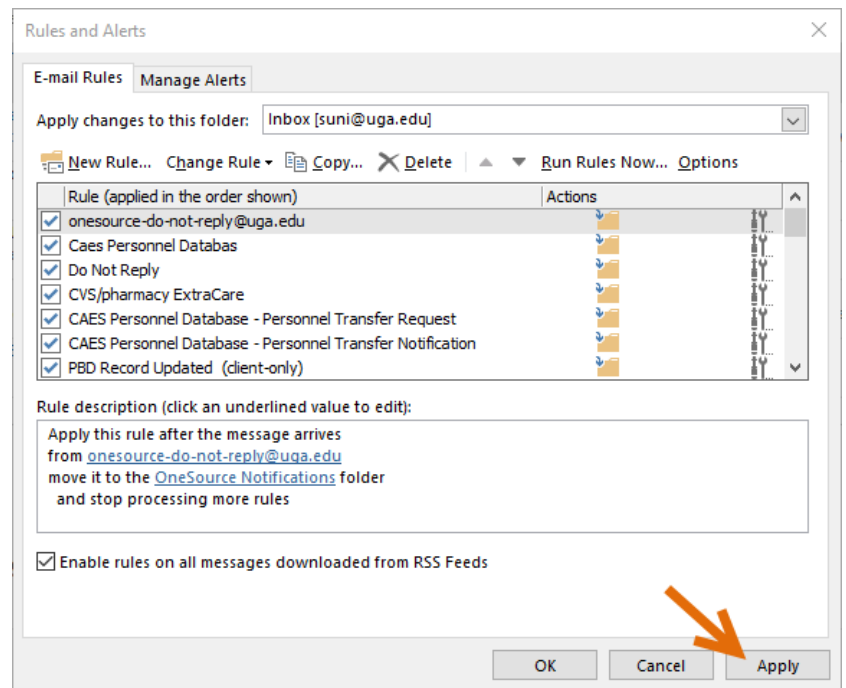
Step 9:

Click the **Finish** button in the Rules Wizard window.



Step 10:

Click the **Apply** button in the Rules and Alerts window.



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