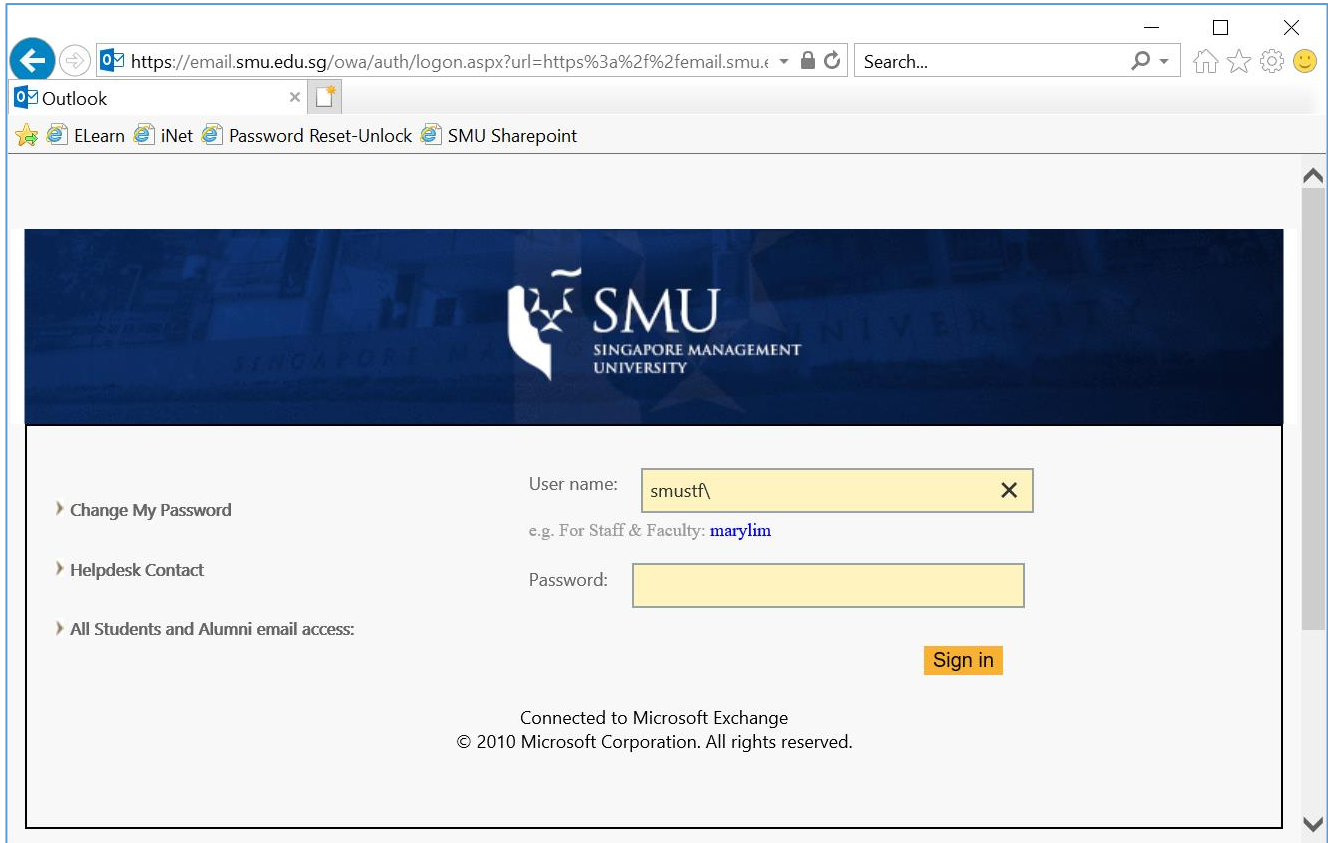


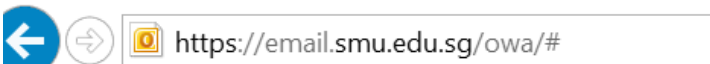
Manage Email Messages by Using Rules

Steps for Configuring Rules using Outlook Web Access (OWA)

Step 1: Open browser enter URL <https://email.smu.edu.sg>

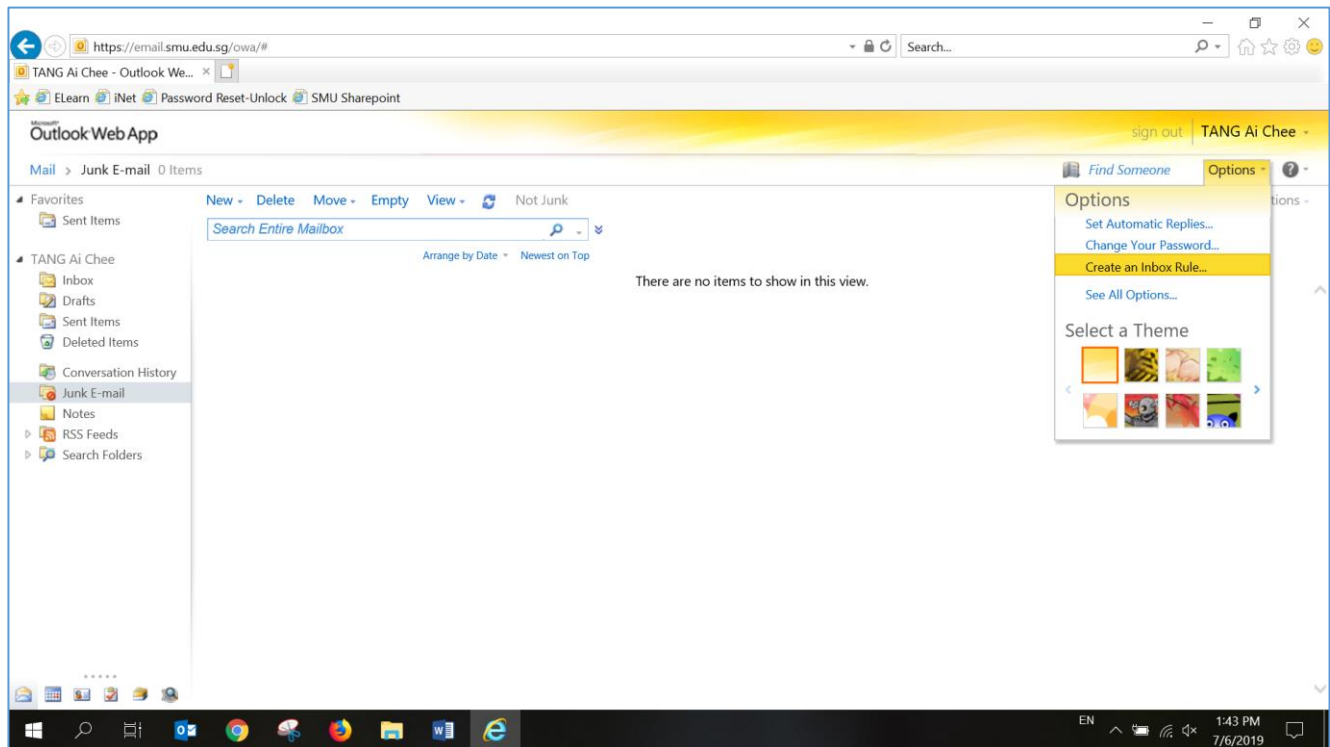


Step 2: After verifying that it is SMU's Outlook Web Access (OWA) site, enter your SMU credentials

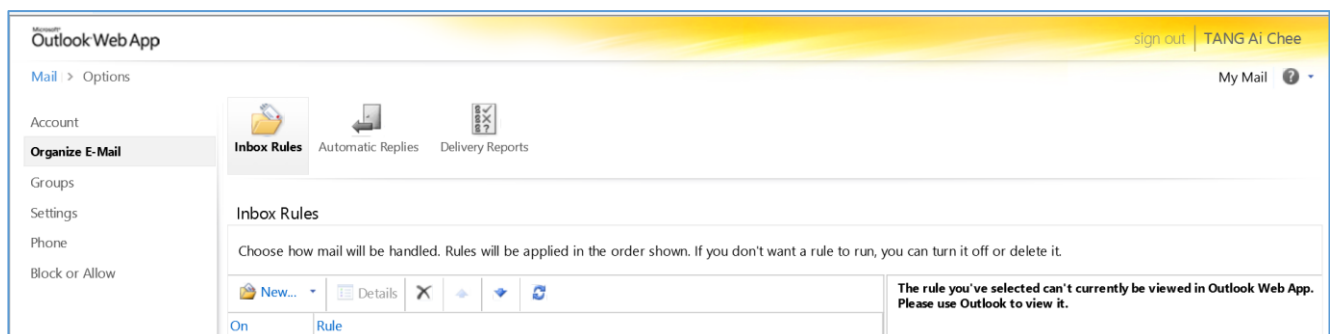


Manage Email Messages by Using Rules

Step 3: Click “Options” (top right hand corner) and select “Create an Inbox Rule”.

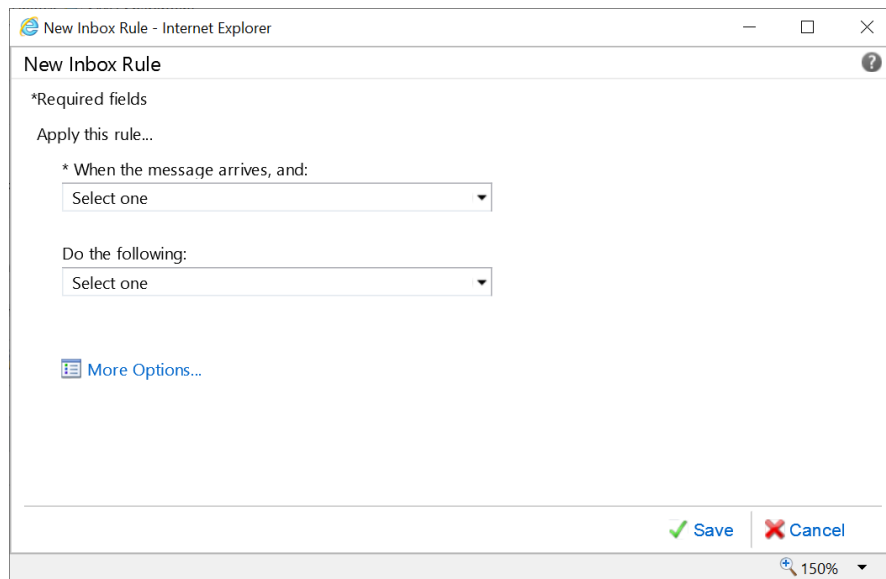
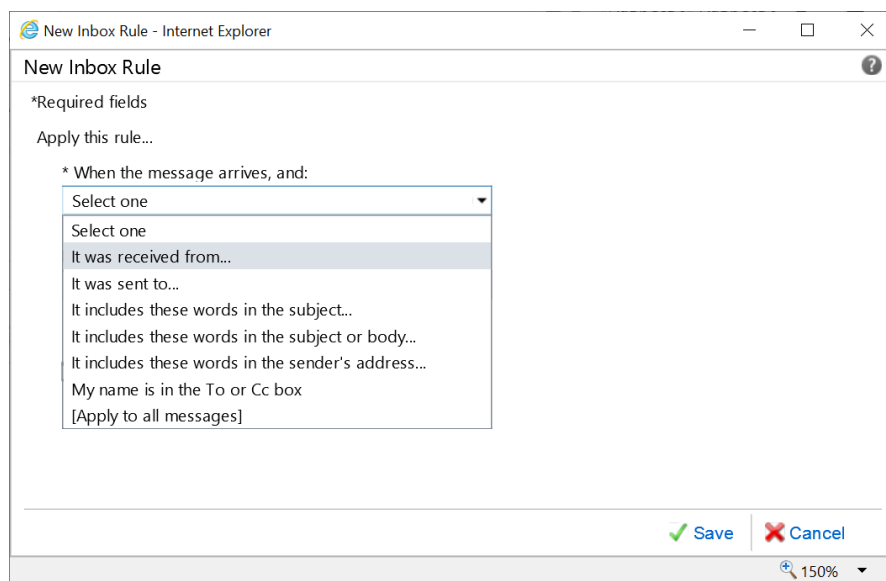


Step 4: In the “Create an Inbox Rule” page, click “New”



Manage Email Messages by Using Rules

Step 5: In the “New Inbox Rules” page, make your selections.

Step 6: There are 2 methods to filter unwanted emails:

- a. Delete the email upon receipt by sending it to ‘Delete Item’ folder OR
- b. Move to ‘Junk E-mail’ folder.

The capability to review and recover these deleted emails will depend on how you configure the ‘Delete Item’ and ‘Junk E-mail’ folders – whether these folders are emptied upon exit or manually by you.

Save your rule when done. Test it.

Manage Email Messages by Using Rules

New Inbox Rule - Internet Explorer

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

It was received from... 'abc@smu.edu.sg'

[Add Condition](#)

Do the following:

Move the message to folder... Junk E-mail

[Add Action](#)

Except if:

[Add Exception](#)

☒ Stop processing more rules ([What does this mean?](#))

Name of rule:

Delete emails from ABC

[Save](#) [Cancel](#)

150%

New Inbox Rule - Mozilla Firefox

<https://email.smu.edu.sg/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=3&Return>

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

It includes these words in the subject... 'Marketing Mail'

[Add Condition](#)

Do the following:

Delete the message

[Add Action](#)

Except if:

[Add Exception](#)

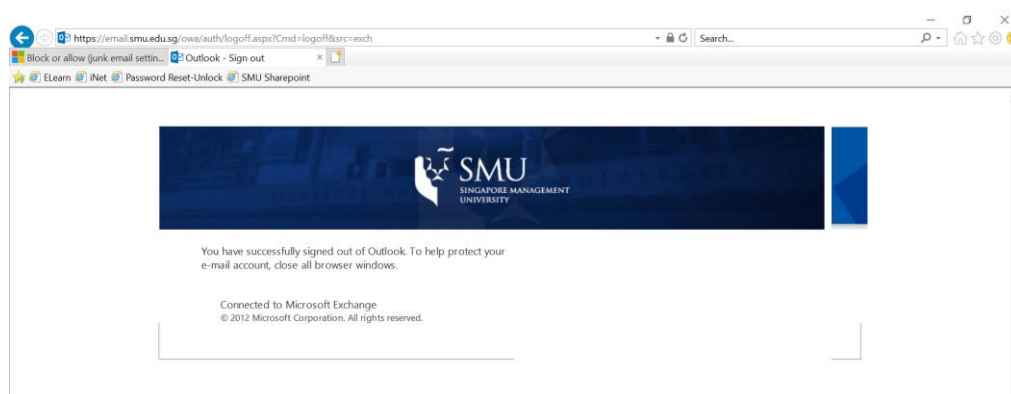
☒ Stop processing more rules ([What does this mean?](#))

Name of rule:

Subject contains 'Marketing Mail'

[Save](#) [Cancel](#)

Step 7: You are done!



Manage Email Messages by Using Rules

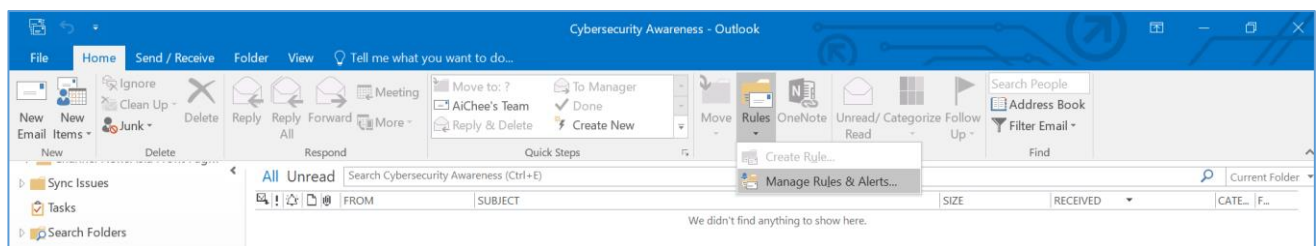
Steps for Configuring Rules using Outlook Client Versions

You may also set your email rules using outlook client (pre-installed on your laptop). Steps as follow.

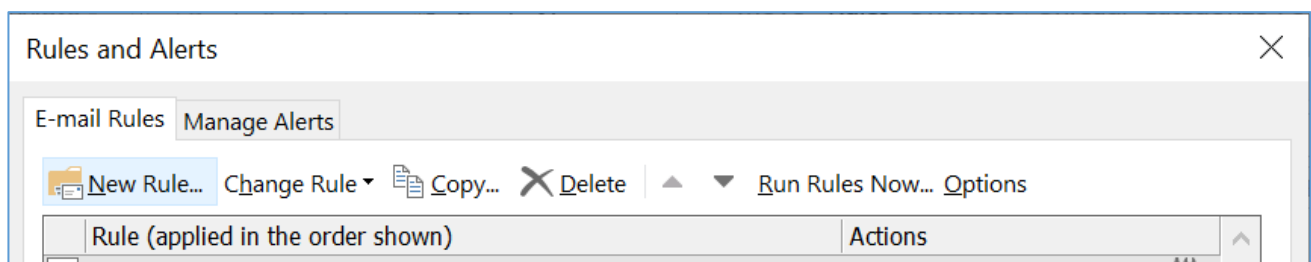
Step 1: Click on Outlook icon



Step 2: Locate “Rules” icon in the “Home” navigation tab. Click on “Manage Rules & Alerts”



Step 3: Click “New Rule...” in the “Rules and Alerts” page



Manage Email Messages by Using Rules

Step 4: Make your selections in the “Rules Wizard” pages. Apply the rule when done.

Rules Wizard

Start from a template or from a blank rule

Step 1: Select a template

Stay Organized

- ☒ Move messages from someone to a folder
- ☐ Move messages with specific words in the subject to a folder
- ☐ Move messages sent to a public group to a folder
- ☐ Flag messages from someone for follow-up
- ☐ Move RSS items from a specific RSS Feed to a folder

Stay Up to Date

- ☐ Display mail from someone in the New Item Alert Window
- ☐ Play a sound when I get messages from someone
- ☐ Send an alert to my mobile device when I get messages from someone

Start from a blank rule

- ☐ Apply rule on messages I receive
- ☐ Apply rule on messages I send

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

Apply this rule after the message arrives
 from people or public group
 move it to the specified folder
 and stop processing more rules

Example: Move mail from my manager to my High Importance folder

Cancel < Back Next > Finish

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- ☒ from people or public group
- ☐ with specific words in the subject
- ☐ through the specified account
- ☐ sent only to me
- ☐ where my name is in the To box
- ☐ marked as importance
- ☐ marked as sensitivity
- ☐ flagged for action
- ☐ where my name is in the Cc box
- ☐ where my name is in the To or Cc box
- ☐ where my name is not in the To box
- ☐ sent to people or public group
- ☐ with specific words in the body
- ☐ with specific words in the subject or body
- ☐ with specific words in the message header
- ☐ with specific words in the recipient's address
- ☐ with specific words in the sender's address
- ☐ assigned to category category

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

Apply this rule after the message arrives
 from people or public group
 move it to the specified folder
 and stop processing more rules

Cancel < Back Next > Finish

Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

- ☒ stop processing more rules
- ☒ 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
- ☐ redirect it to people or public group
- ☐ have server reply using a specific message
- ☐ 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
- ☐ mark it as read

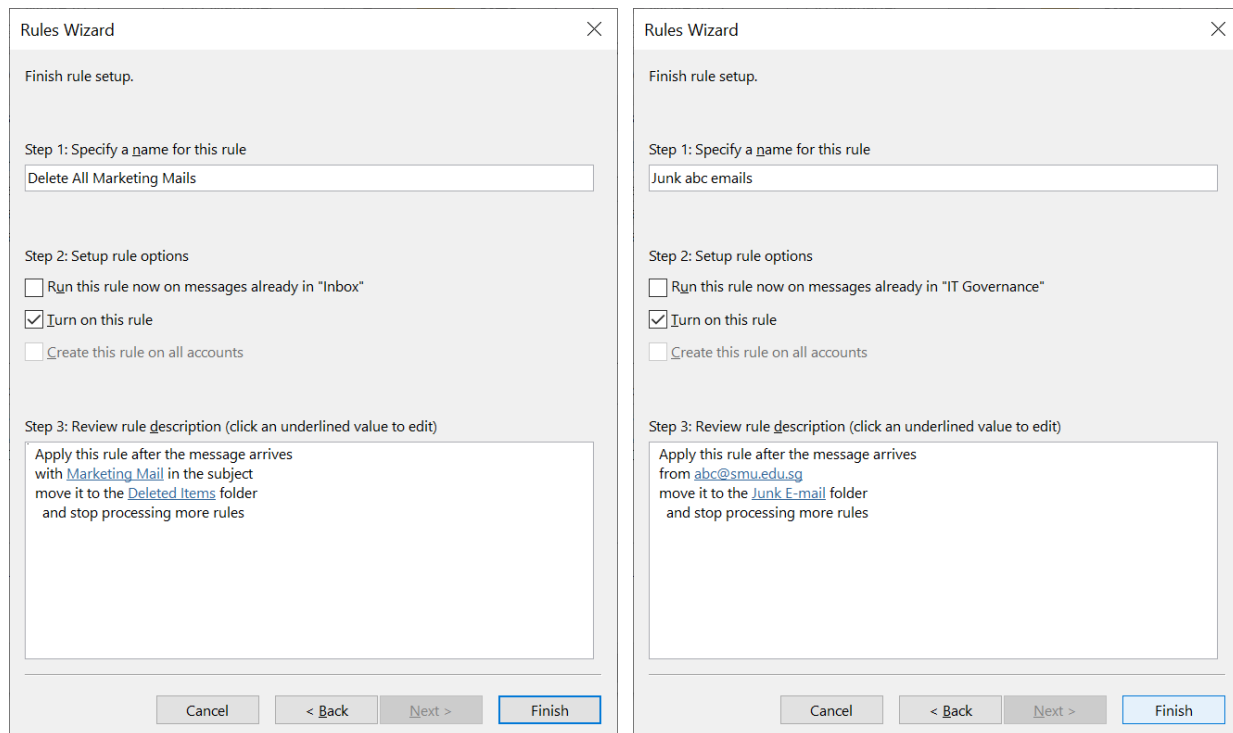
Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
 from abc@smu.edu.sg
 move it to the Junk E-mail folder
 and stop processing more rules

Cancel < Back Next > Finish

Manage Email Messages by Using Rules

You can filter by sending all unwanted emails to 'Delete Items' or to the 'Junk E-Mail' folder



Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Delete All Marketing Mails

Step 2: Setup rule options

☐ Run this rule now on messages already in "Inbox"

☒ Turn on this rule

☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives with Marketing Mail in the subject move it to the Deleted Items folder and stop processing more rules

Cancel < Back Next > Finish

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Junk abc emails

Step 2: Setup rule options

☐ Run this rule now on messages already in "IT Governance"

☒ Turn on this rule

☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives from abc@smu.edu.sg move it to the Junk E-mail folder and stop processing more rules

Cancel < Back Next > Finish

And you are done!