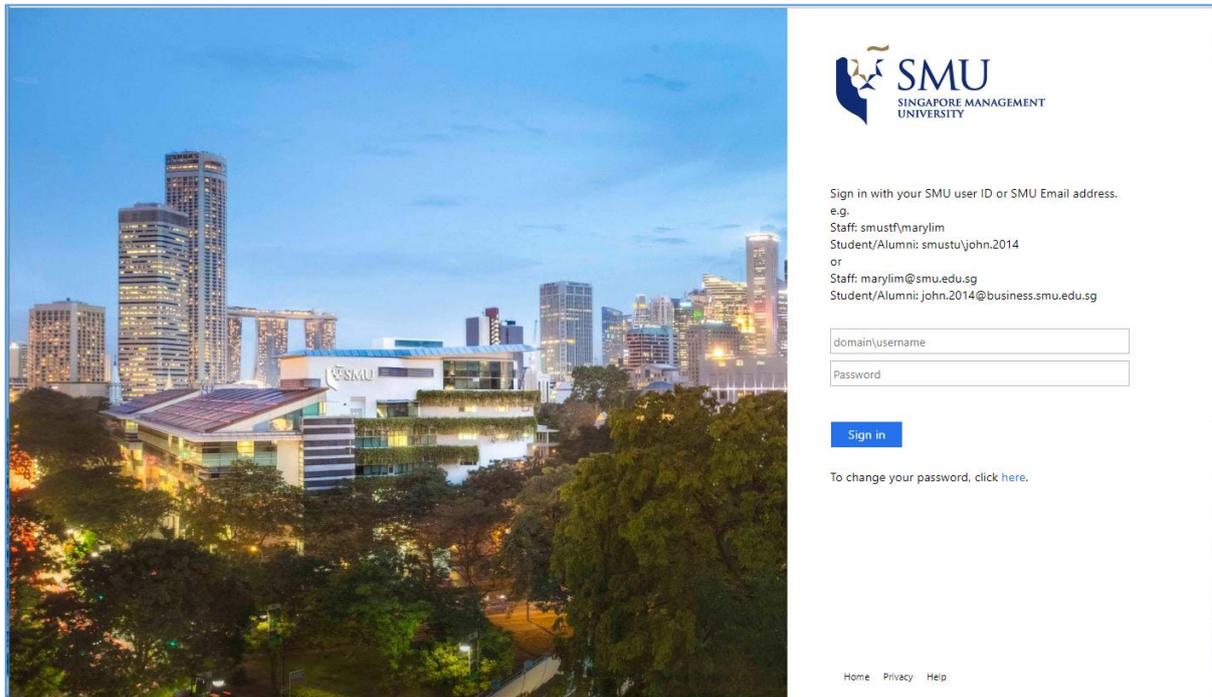


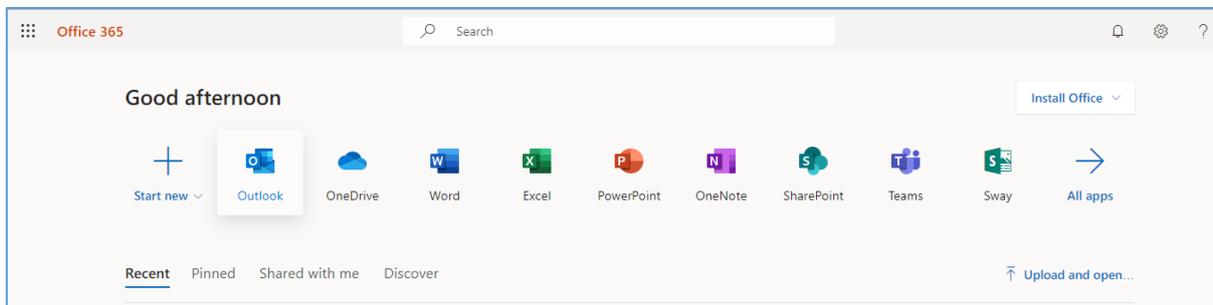
Manage Email Messages by Using Rules

Steps for Configuring Rules using Outlook Web Access (OWA)

Step 1: Open browser enter URL <https://live.smu.edu.sg> and enter your SMU credentials

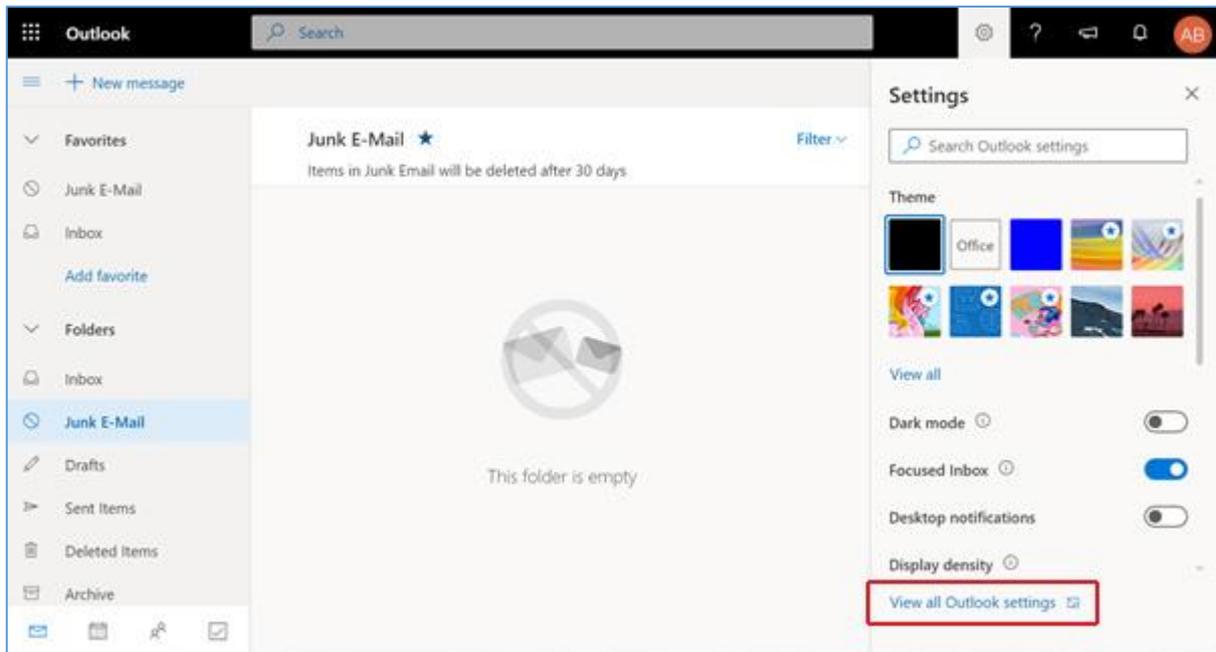


Step 2: Click on "Outlook" icon

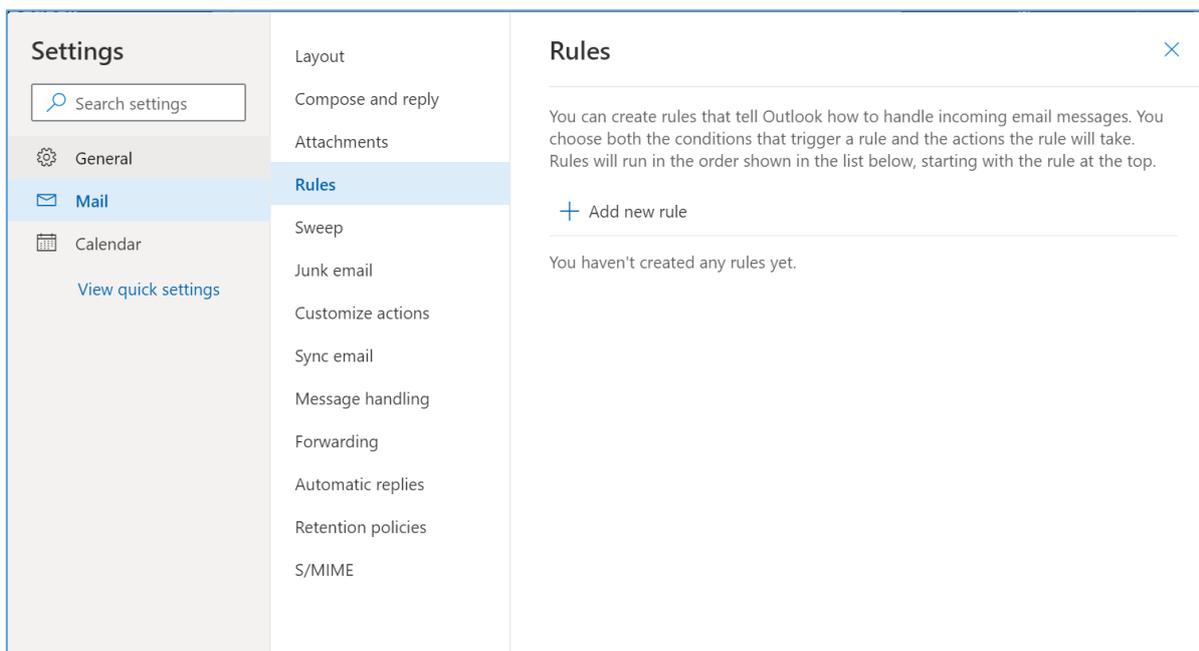


Manage Email Messages by Using Rules

Step 3: Click on settings icon (top right hand corner) and select “View all Outlook settings”



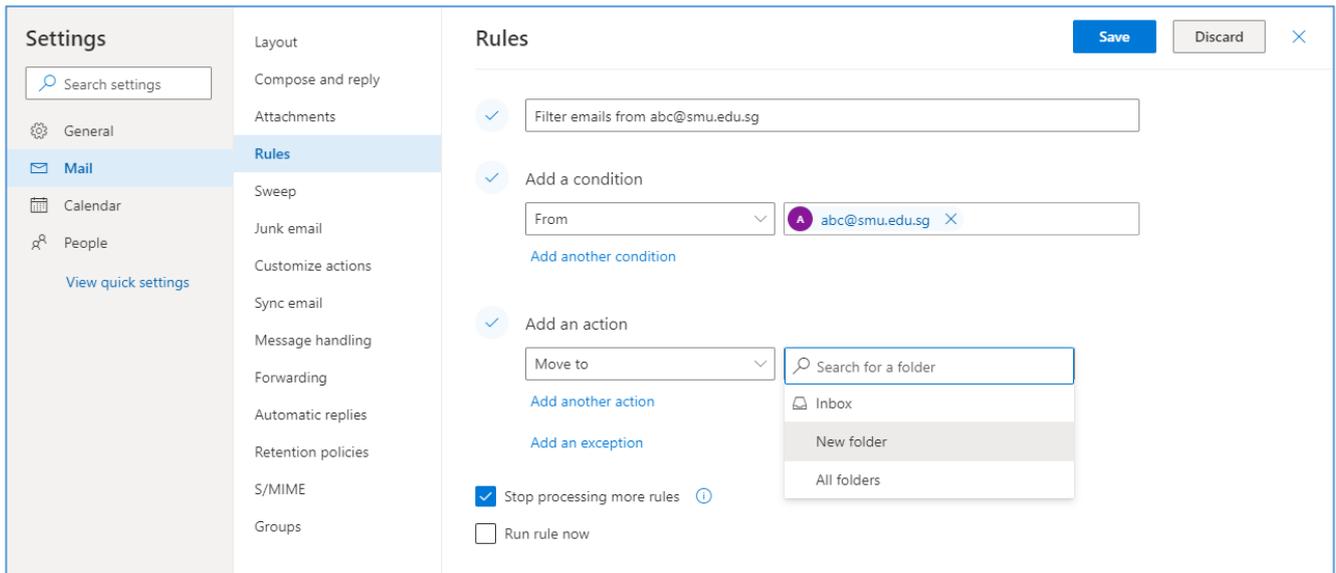
Step 4: Click on “Mail” > “Rules > “Add new rule”



Manage Email Messages by Using Rules

Step 5: Create your filter using the rules wizard and click "Save"

E.g. Filter emails from abc@smu.edu.sg to 'ABC related' folder by checking the subject with an exception



Settings

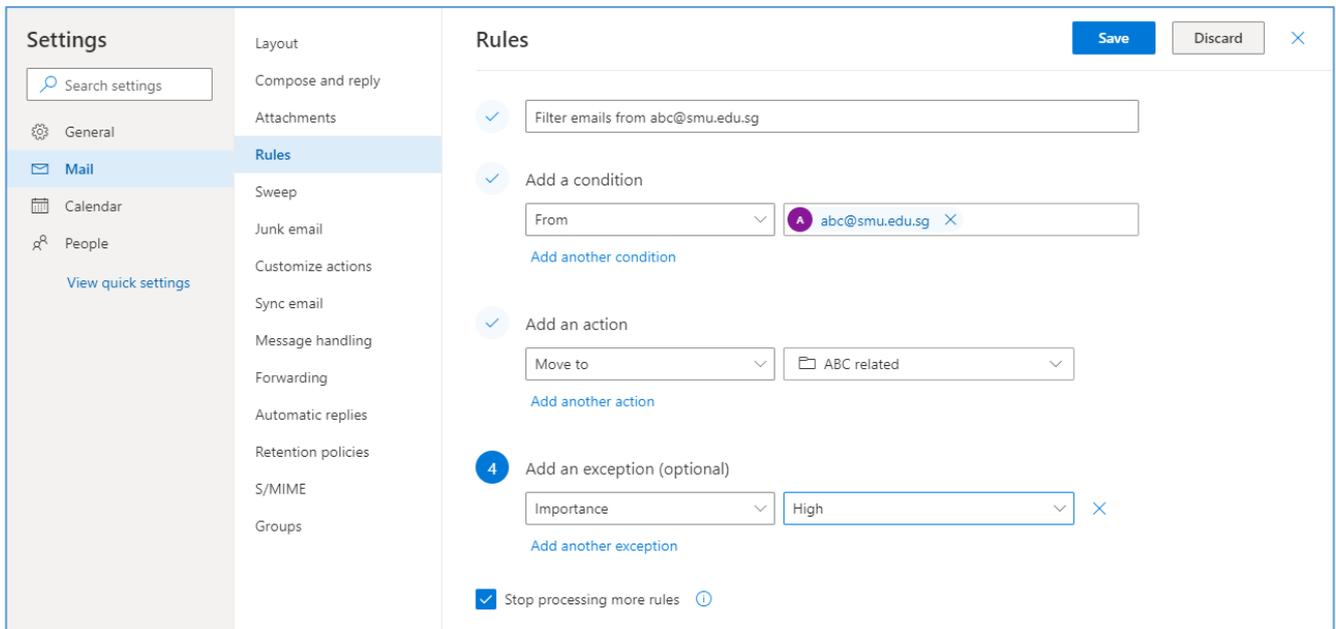
- Search settings
- General
- Mail**
- Calendar
- People
- View quick settings

Rules

- Layout
- Compose and reply
- Attachments
- Rules**
- Sweep
- Junk email
- Customize actions
- Sync email
- Message handling
- Forwarding
- Automatic replies
- Retention policies
- S/MIME
- Groups

Rules Configuration:

- Filter emails from abc@smu.edu.sg
- Add a condition: From abc@smu.edu.sg
- Add an action: Move to (Search for a folder dropdown: Inbox, New folder, All folders)
- Stop processing more rules
- Run rule now



Settings

- Search settings
- General
- Mail**
- Calendar
- People
- View quick settings

Rules

- Layout
- Compose and reply
- Attachments
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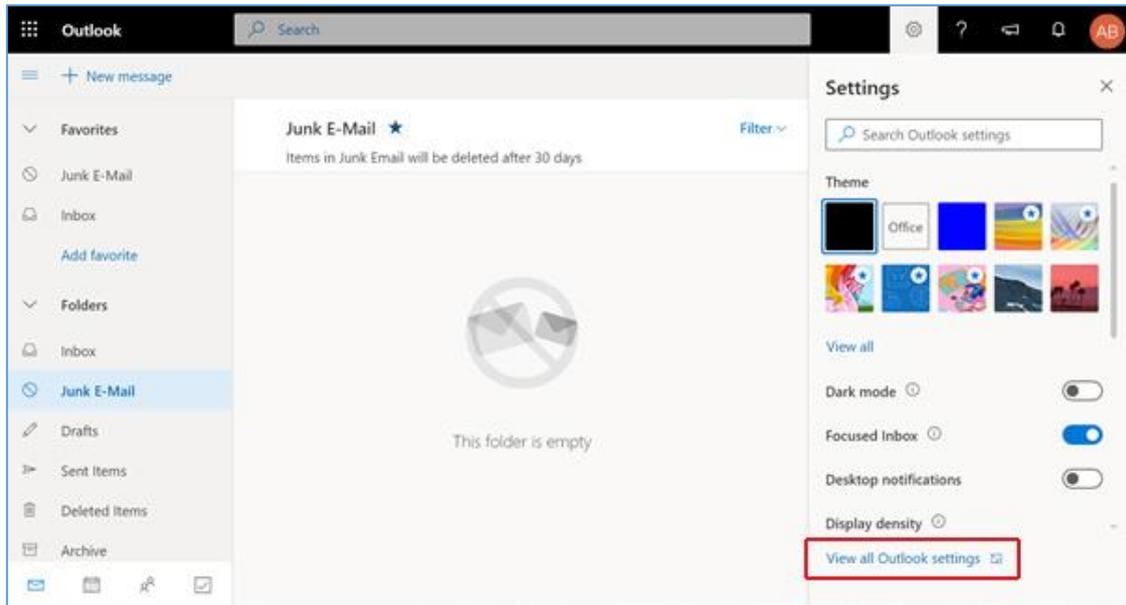
Rules Configuration:

- Filter emails from abc@smu.edu.sg
- Add a condition: From abc@smu.edu.sg
- Add an action: Move to ABC related
- 4** Add an exception (optional): Importance High
- Stop processing more rules

Manage Email Messages by Using Rules

Steps for Removing Rules using Outlook Web Access (OWA)

Step 1: Click on settings icon (top right hand corner) and select “View all Outlook settings”



Step 2: Click on “Mail” > “Rules

Option 1: Disable rule

Option 2: Click on the delete button. Click “Ok” to confirm.

