

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

	Office 365			,O Search							¢	ø	?
	Good afte	rnoon									Install Office $$		
	+			w	×	-	N	5	цji	S	\rightarrow		
	Start new \vee	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	All apps		
Recent Pinned Shared with me Discove				scover						ŢU	Ipload and open		



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

	Outlook	Ø. Search	◎ ? = Q
=	+ New message		Settings ×
~	Favorites	Junk E-Mail * Filter -	P Search Outlook settings
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۵	Inbox		Office
	Add favorite		
\sim	Folders		
۵	Inbox	(era	View all
0	Junk E-Mail		Dark mode 💿 💿
0	Drafts	This folder is empty	Focused Inbox
\geq	Sent Items		Desktop notifications
8	Deleted items		Display density 💿 💷
1	Archive		View all Outlook settings 57
123	🖽 🖉 🖾		

Step 4: Click on "Mail" > "Rules > "Add new rule"

Settings	Layout	Rules ×				
✓ Search settings	Compose and reply	You can create rules that tell Outlook how to handle incoming email messages. Y				
्रिं General	Attachments	choose both the conditions that trigger a rule and the actions the rule will take.				
Mail	Rules	,				
Calendar	Sweep	+ Add new rule				
	Junk email You haven't created any rules yet.					
view quick settings	Customize actions					
	Sync email					
	Message handling					
	Forwarding					
	Automatic replies					
	Retention policies					
	S/MIME					



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	Layout	Rules Save Discard X				
Search settings	Compose and reply					
ැරි General	Attachments	Filter emails from abc@smu.edu.sg				
Mail	Rules	Add a condition				
ش Calendar ج ^م People View quick settings	Junk email Customize actions	From \checkmark abc@smu.edu.sg \times Add another condition				
	Sync email Message handling	Add an action				
	Forwarding Automatic replies Retention policies	Move to Image: Search for a folder Add another action Image: Search for a folder				
		Add an exception New folder				
	S/MIME	Stop processing more rules				
	Groups	Run rule now				
Settings	Layout Compose and reply Attachments	Rules Save Discard X				
🔅 General	Rules	riter emails from abc@sinu.euu.sg				
🖾 Mail	Sweep	Add a condition				
Calendar	Junk email	From V abc@smu.edu.sg X				
g ^R People View quick settings	Customize actions	Add another condition				
	Sync email Message handling Forwarding Automatic replies	 Add an action Move to ABC related Add another action 				
	Retention policies S/MIME Groups	Add an exception (optional) Importance Add another exception				
		Stop processing more rules ①				



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"

	Outlook	,⊅ Search	◎ ? = 0 (AB)
	+ New message		Settings ×
×	Favorites	Junk E-Mail * Filter ~	Search Outlook settings
0	Junk E-Mail	La serve el torde que el a remos a transference deserve a una mere	Theme
0	Inbox		Office
	Add favorite		
~	Folders	60.0	
۵	Inbox	64	View all
0	Junk E-Mail		Dark mode 💿
0	Drafts	This folder is empty	Focused Inbox 🛈
A	Sent Items		Desktop notifications
8	Deleted items		Display density 💿 💷
T	Archive		View all Outlook settings Ei
	□		

Step 2: Click on "Mail" > "Rules Option 1: Disable rule Option 2: Click on the delete button. Click "Ok" to confirm.

