**MAC OUTLOOK FOLDER & FILTER INSTRUCTIONS**

Part I walks you through the process of creating a separate folder to organize your ILP class discussion group messages (e-Journal messages) and Part II helps you create a filter (rule) to automatically sort e-mails into designated folder. This will keep your discussion group e-mails organized together and because the e-mail does not go to your inbox and mix with other messages, it will keep you focused on your current task.

**PART I: INSTRUCTIONS TO CREATE THE ILP CLASS DISCUSSION GROUP FOLDER**

1. Launch/open Mac Outlook
2. Right Click on your account name in the sidebar and select **New Folder**
3. Rename the untitled folder, Stagen ILP, the name of the class (e.g. Franklin, Socrates, Earhart etc.), or something else you choose to name the folder

**PART II: INSTRUICTIONS FOR USING FILTERS IN MAC OUTLOOK**

**In order to create a rule in Mac Outlook you must be logged into webmail through Internet Explorer using a PC**

To create a rule for INCOMING messages (messages you receive)

1. Launch/open Outlook
2. Right click on the **new folder** and select **apply rule**
3. In the **Rules** dialogue box, select **Exchange**
4. Click the **plus sign(+)** to add a new rule
5. Assign a rule name - enter your ILP class name in the field provided
6. Click on the field underneath “When a new message arrives” choose **From**  in the first field
7. In the second field choose **Is**
8. Type the name of your ILP class@discussthis.com (e.g. [earhart@discussthis.com](mailto:earhart@discussthis.com)) in the last empty field
9. Select **move message** under the line “Do the following”
10. Click **Choose folder** and select the folder with your ILP Class name you had previously made
11. Ensure the **Enabled** box is checked and then click **OK** to finish adding your rule