

## 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 the designated folders. 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 CLASS DISCUSSION GROUP FOLDER

1. Launch/open Outlook
2. Make sure you are in the **Mail** screen.
3. a. In the **Name** box, enter Stagen ILP, the name of the class (e.g. Johnson, Franklin, Lincoln, etc.), or something else you choose to name the folder
4. In the Folder contains box, select **Mail and Post Items**
5. In the box marked **Select where to place the folder**, highlight **Inbox**

### PART II: INSTRUCTIONS FOR USING FILTERS IN OUTLOOK

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

1. Launch/open Outlook
2. Make sure you are in the **Mail** screen
3. a. In Outlook 2010: From the **Home** tab, select **Rules**, then **Manage Rules & Alerts**  
b. In Outlook 2003 & 2007: From the **Tools** menu, select **Rules and Alerts**
4. Click **New Rule**
5. a. In Outlook 2010: Under Step 1: Select **Sent to a public group to a folder**  
b. In Outlook 2003 & 2007: Under Step 1: Select a template, select **Move messages sent to a distribution list to a folder**
6. Under Step 2: Edit the rule description: select **to people or distribution list**
7. Type the name of your ILP class@lists.stagen.com (e.g. johnson@lists.stagen.com) into the **To** box
8. Click **OK**
9. Under Step 2: Edit the rule description, click **move it to the specified folder**
10. Find and select the new folder you created (from Part I, #3)
11. Click **OK**
12. Click **Next / Next / Next / Next** (4 times)
13. Finish rule setup, Under *Step 1*, specify a name by typing **Stagen ILP**

# S T A G E N

14. Click **Finish**

Click **Apply**

15. Click **OK**