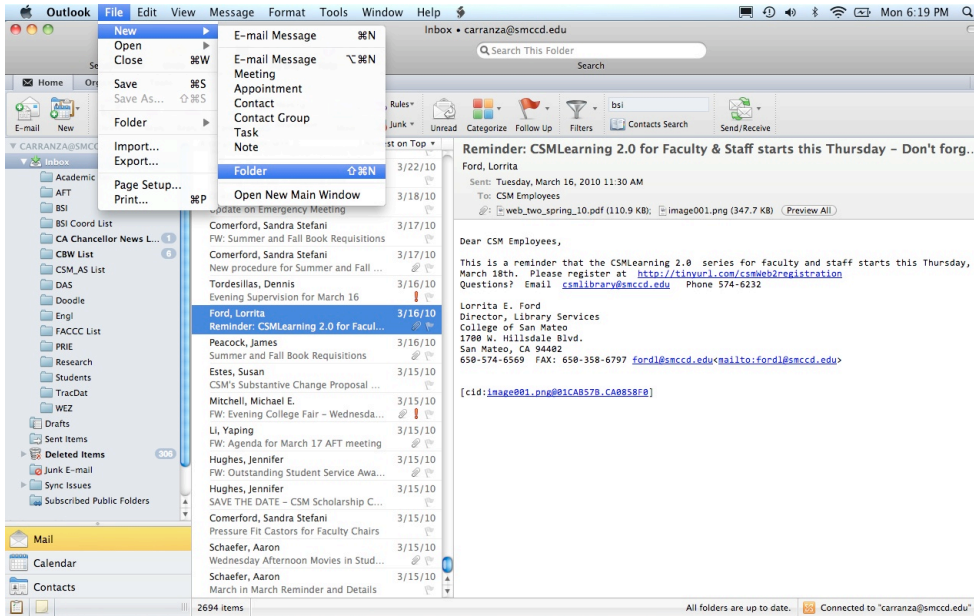


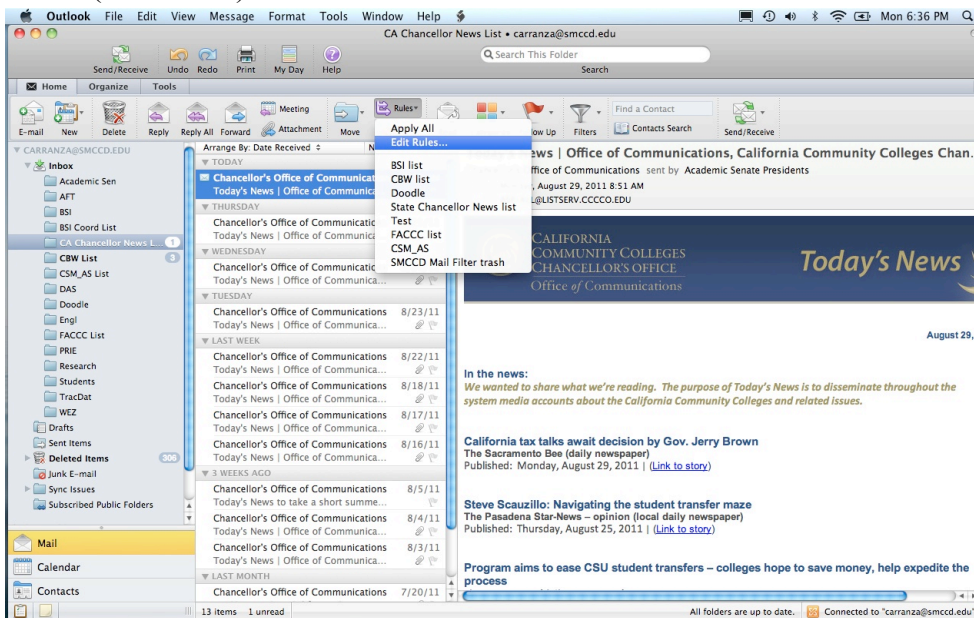
Academic Senate Discussion List

Outlook Inbox and Sorting (Rule Setup)

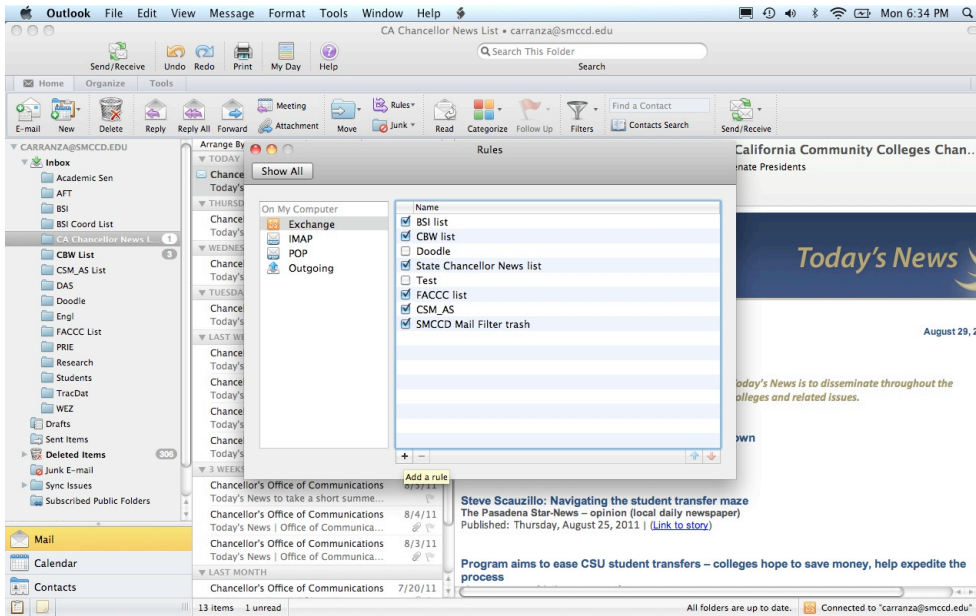
1. Create a “csm_as list” folder in your Outlook inbox.



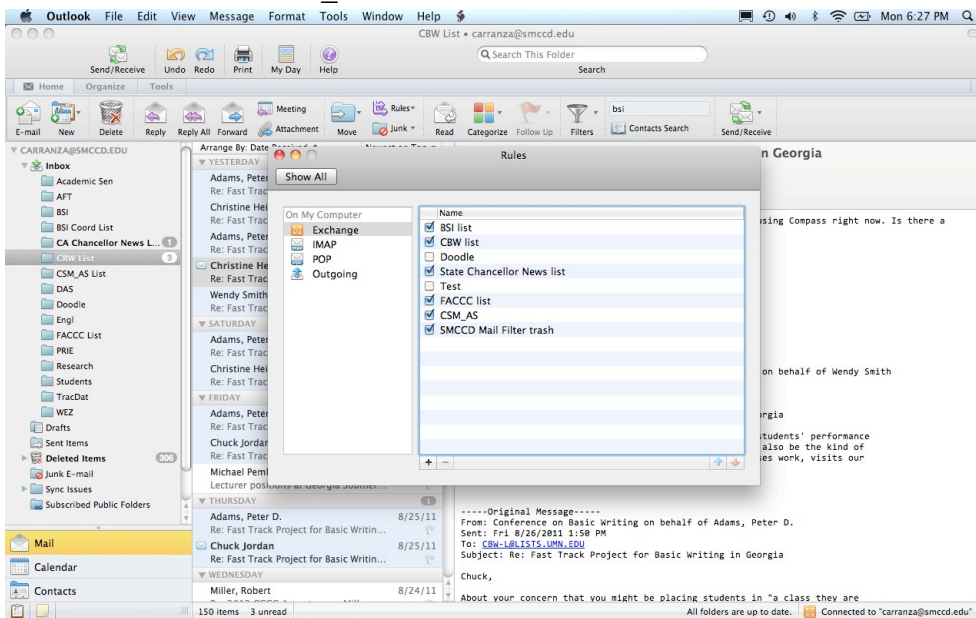
2. Create an Outlook “rule.” The “rule” will sort and direct “csm_as” discussion list emails to your new csm_as inbox folder, keeping them out of your general inbox.
3. Select (Edit Rules).



4. Click on the (+) button in bottom left corner.



5. Rule name insert – CSM_AS.



6. Click on (Add criterion).
7. In Execute box of the (If) section select (if all criteria are met).
8. In the same section select (All messages) in next selection box.
9. In the same section select (From) in next selection box.
10. In blank field of the same section fill in with csm_as@lyris.smccd.edu
11. In first selection box of the section click and select (move messages).
12. In second selection box to the right select or choose (CSM_AS) folder or and search.

Edit Rule

Rule name:

If

Execute

Then

Do not apply other rules to messages that meet these criteria

Enabled

13. Click ok. Your Academic Senate discussion list is now setup as an inbox folder. List communications will be sent to this folder

Please Contact Steven King for immediate assistance. He is available to help you set up your inbox file and Discussion List rule. Please contact him for an appointment.

Steven King

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