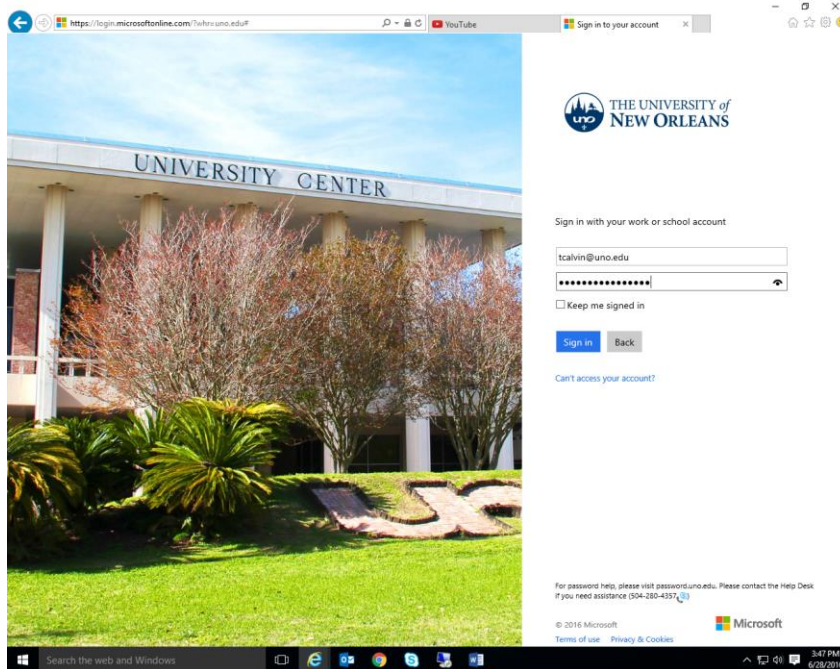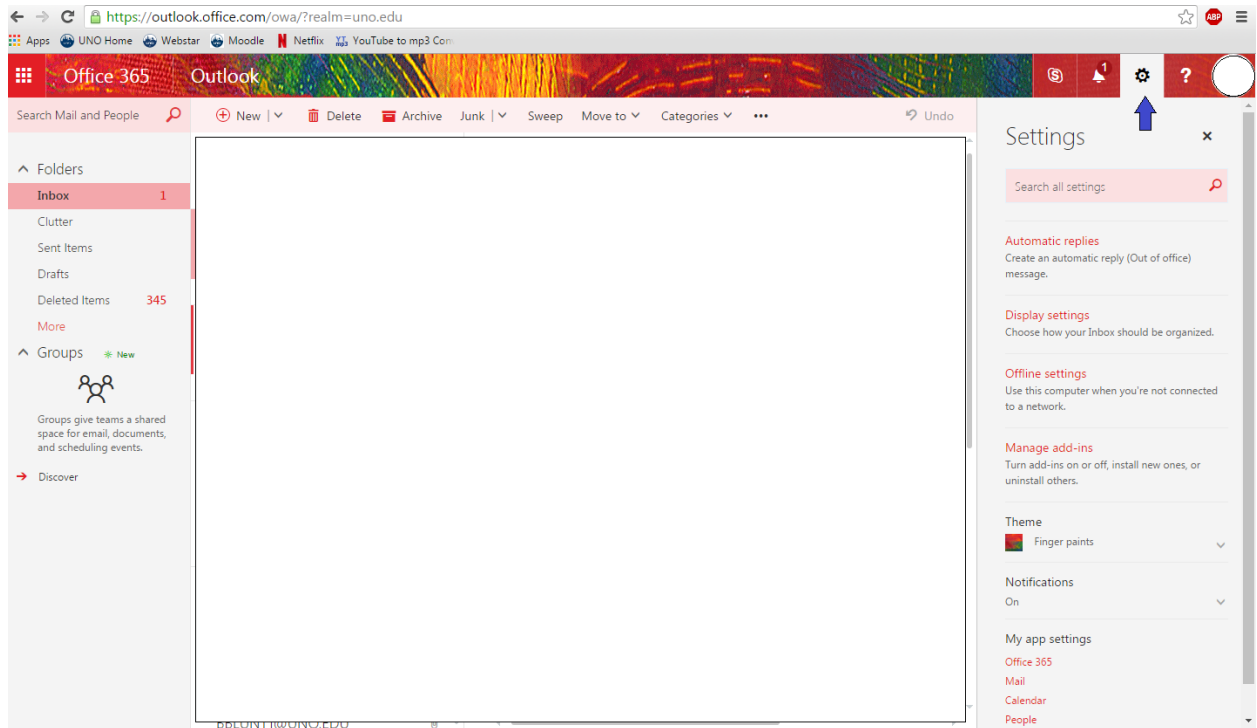# How to Set an Inbox/Sweep Rule for your Email
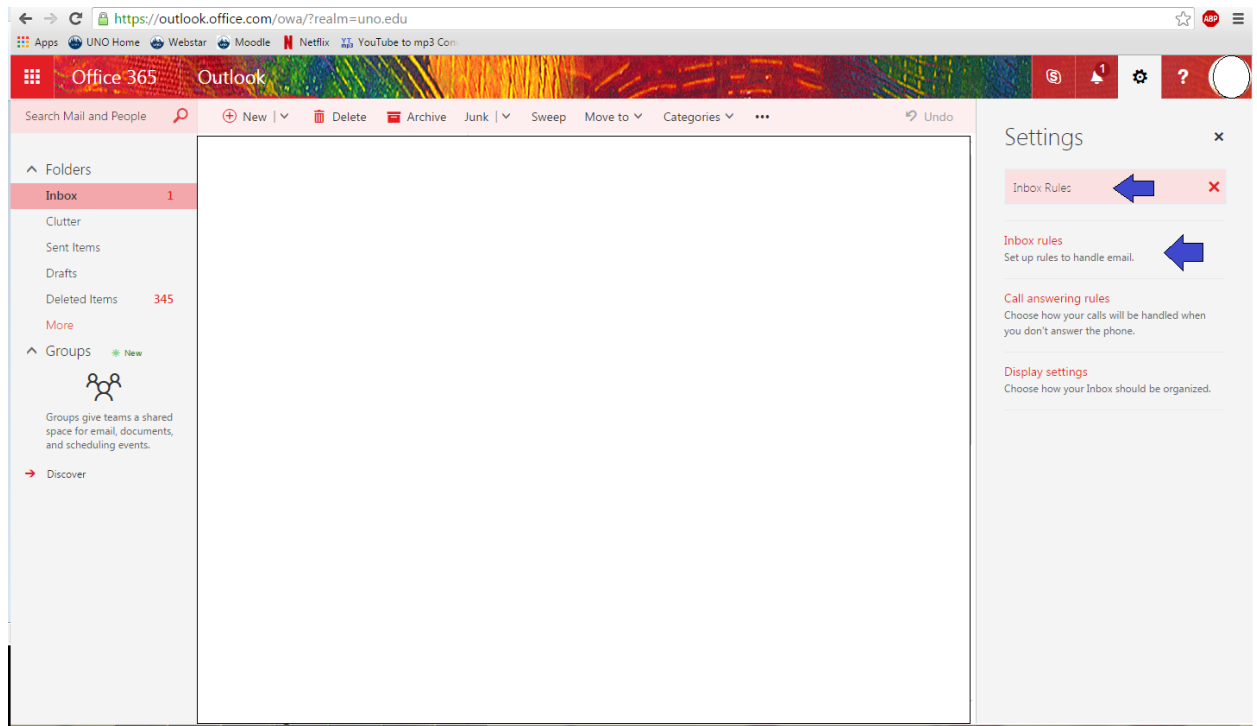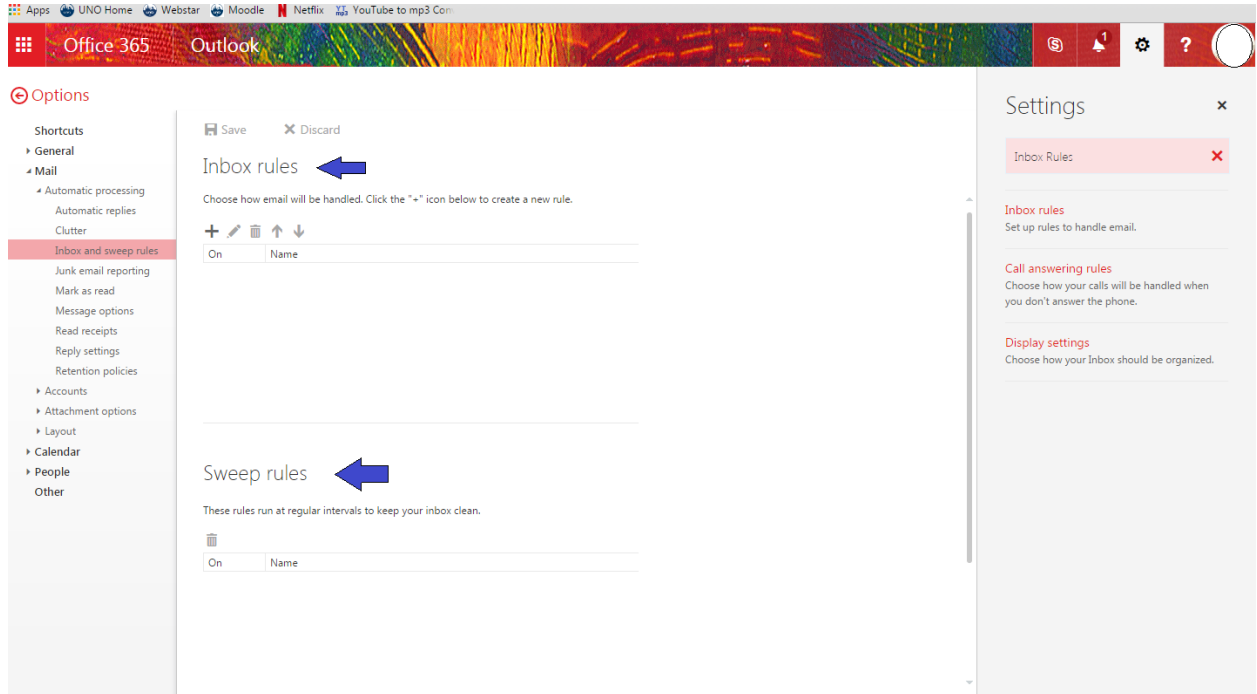
1. Go to office.uno.edu to login with your UNO Credentials.

2. Once you've gained access, click on the tool-wheel in the top right corner (indicated by the blue arrow). It will open your "Settings."

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3. In the search bar, type "Inbox Rules" and click on the corresponding result below.
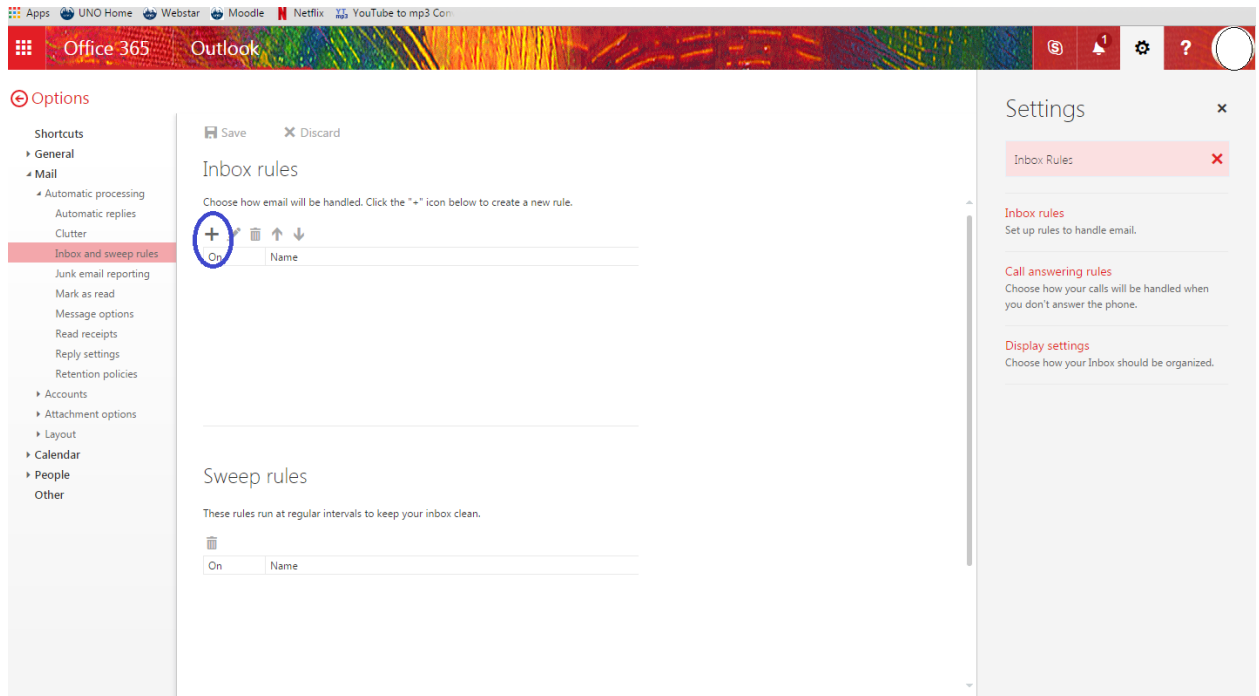
4. You should now be able to add an Inbox/Sweep Rule. *__Sweep Rules are just rules to automatically delete certain emails: from a sender, with a specific subject, etc__.*
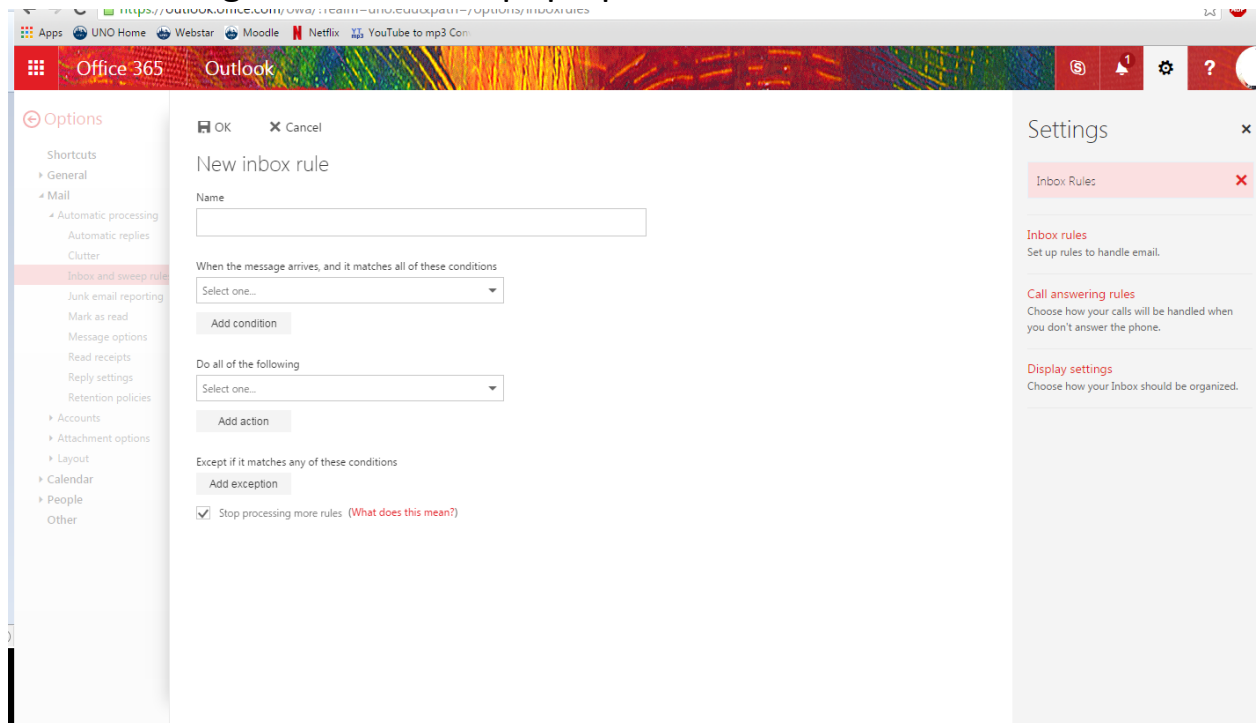
5. Click on the + symbol to add a new rule, and give it a name of your choosing.

6. The following screen should pop up.

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7. Select a condition of the email that you would like the rule to follow from the drop-down menu in the section: "When the message arrives, and it matches all of these conditions." You can add multiple conditions to make your rule more efficient.
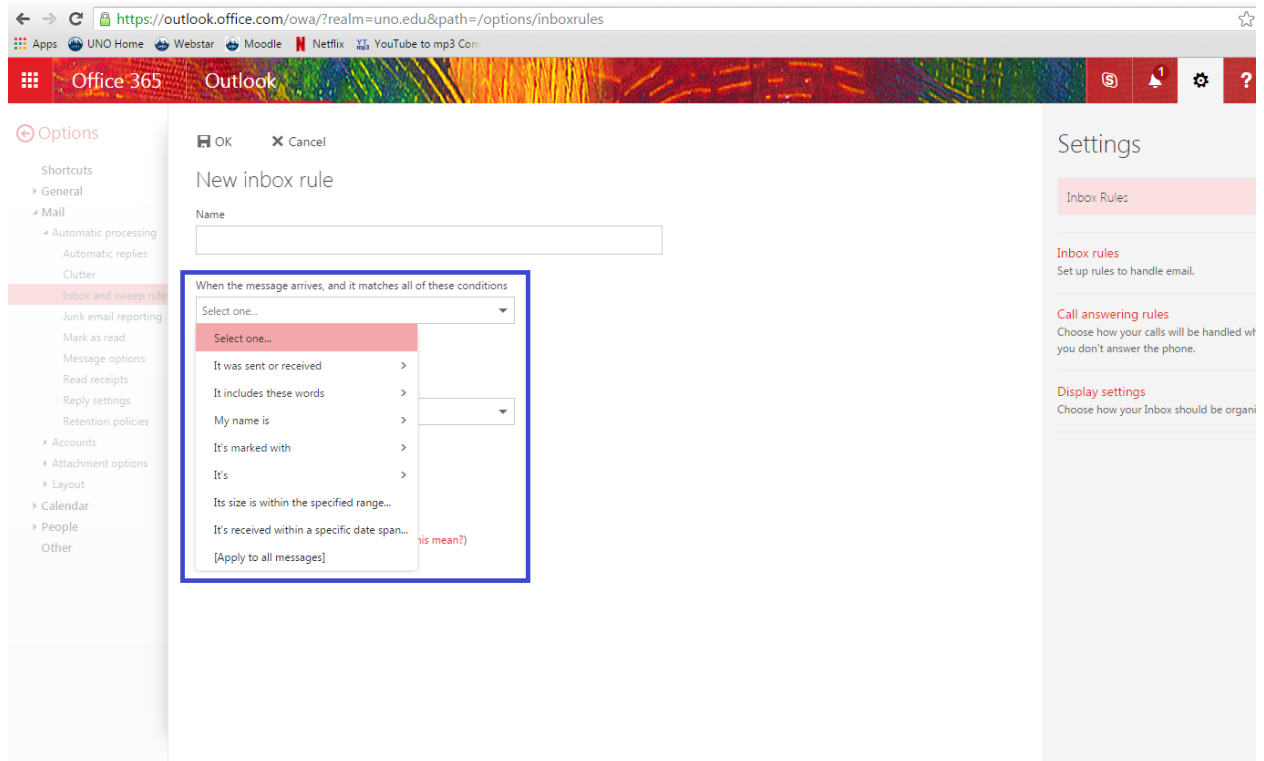
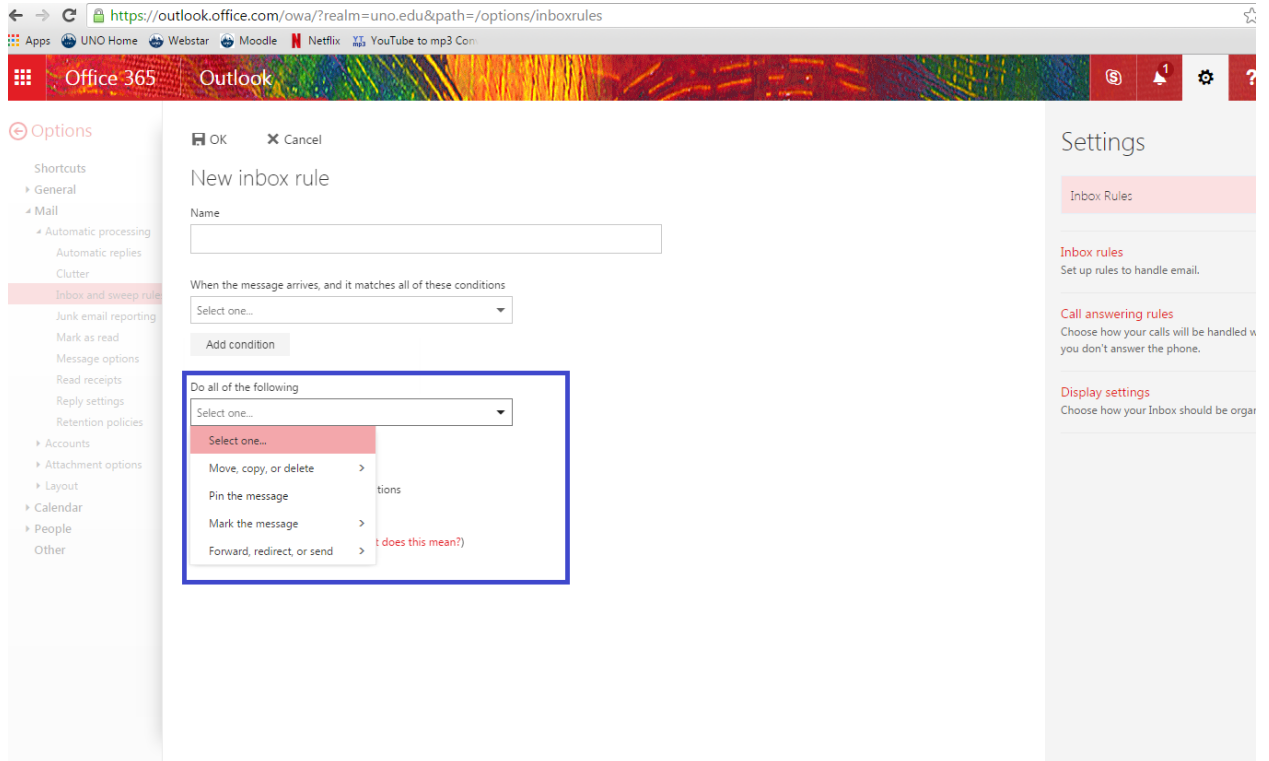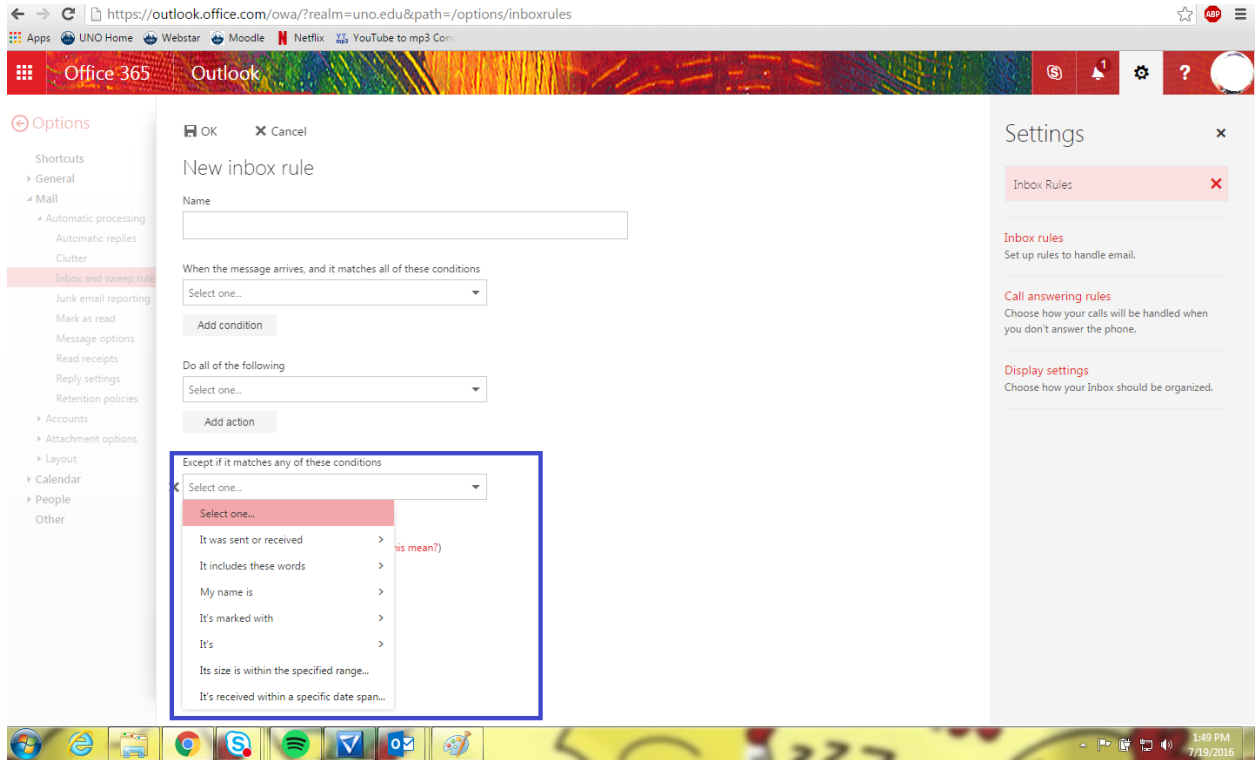8. Select what you would like to be done with the applicable emails from the drop-down menu in the section: "Do all of the following." You can add multiple actions to make your rule more efficient.

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9. Select which exceptions you would like your rule to follow in the drop-down menu in the section: "Except if it matches any of these conditions."

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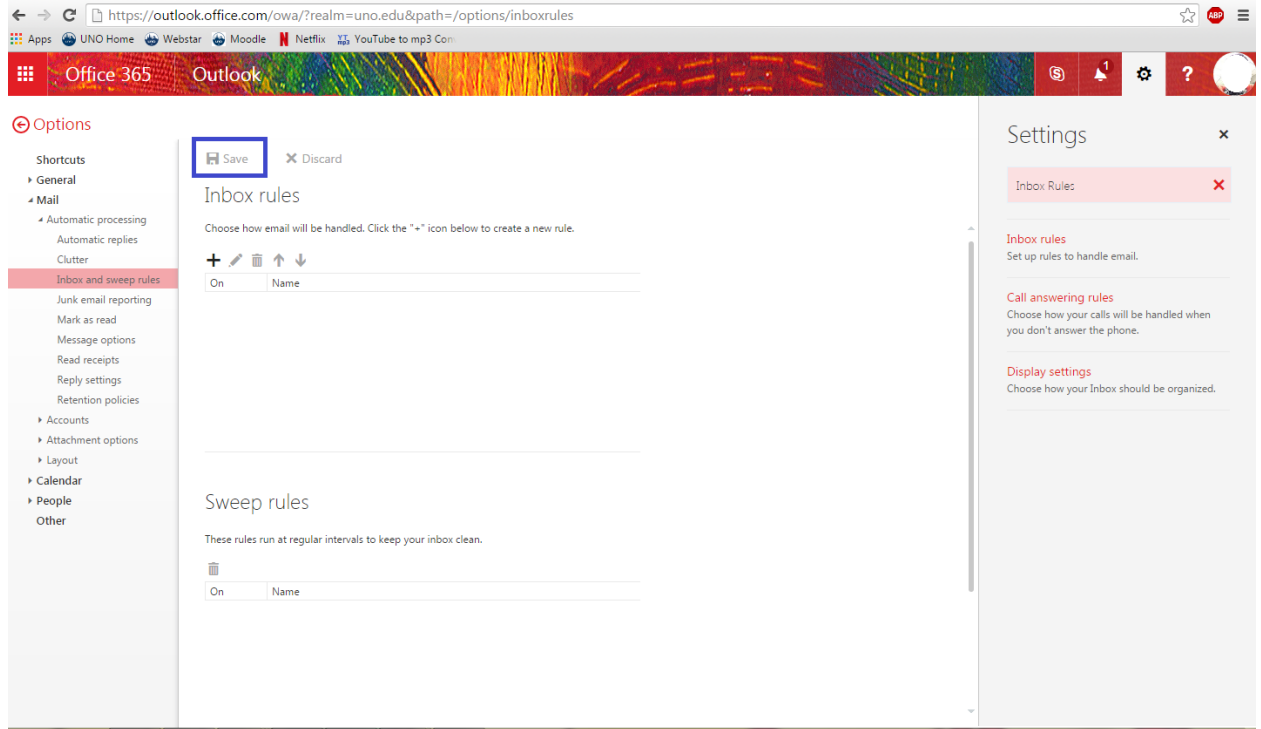*Document Revised:*
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10.   Checking, "Stop processing more rules" means that this rule will take place over another rule that possibly meets the same criteria.
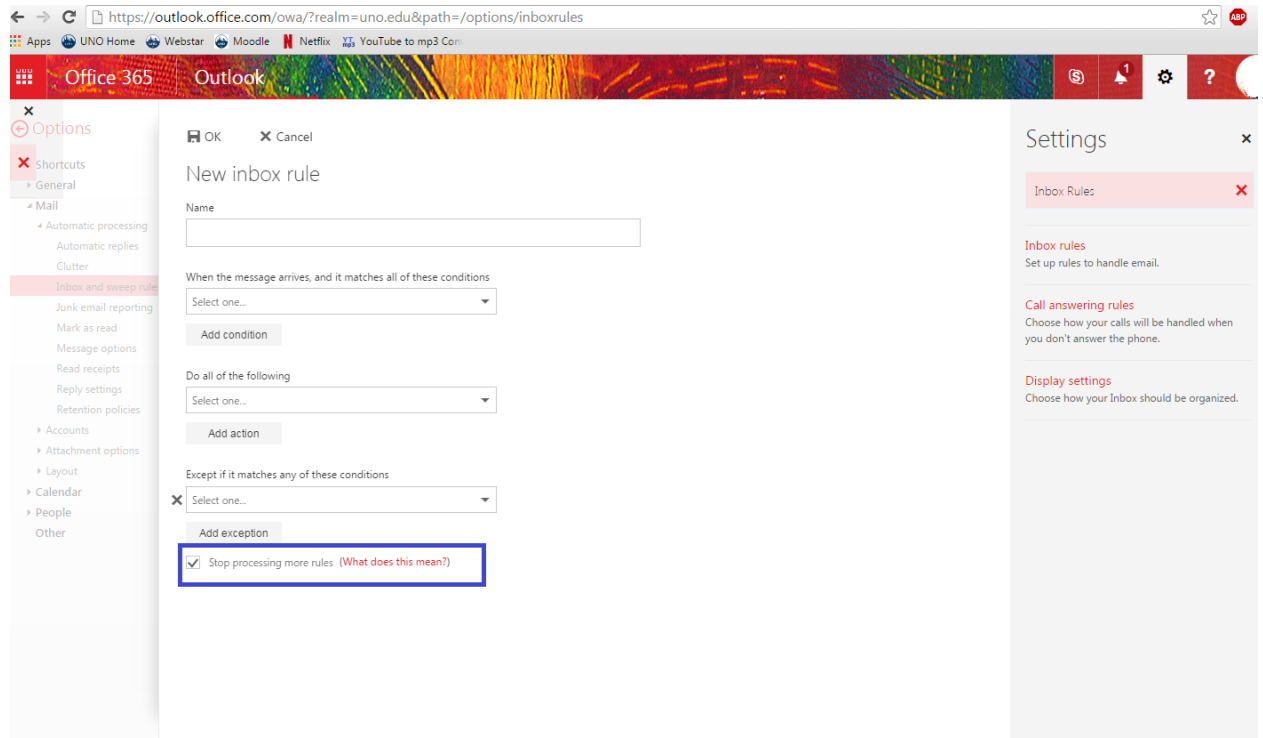
11.   If you are satisfied with the rule you have created you can click "OK" at the top of the page.
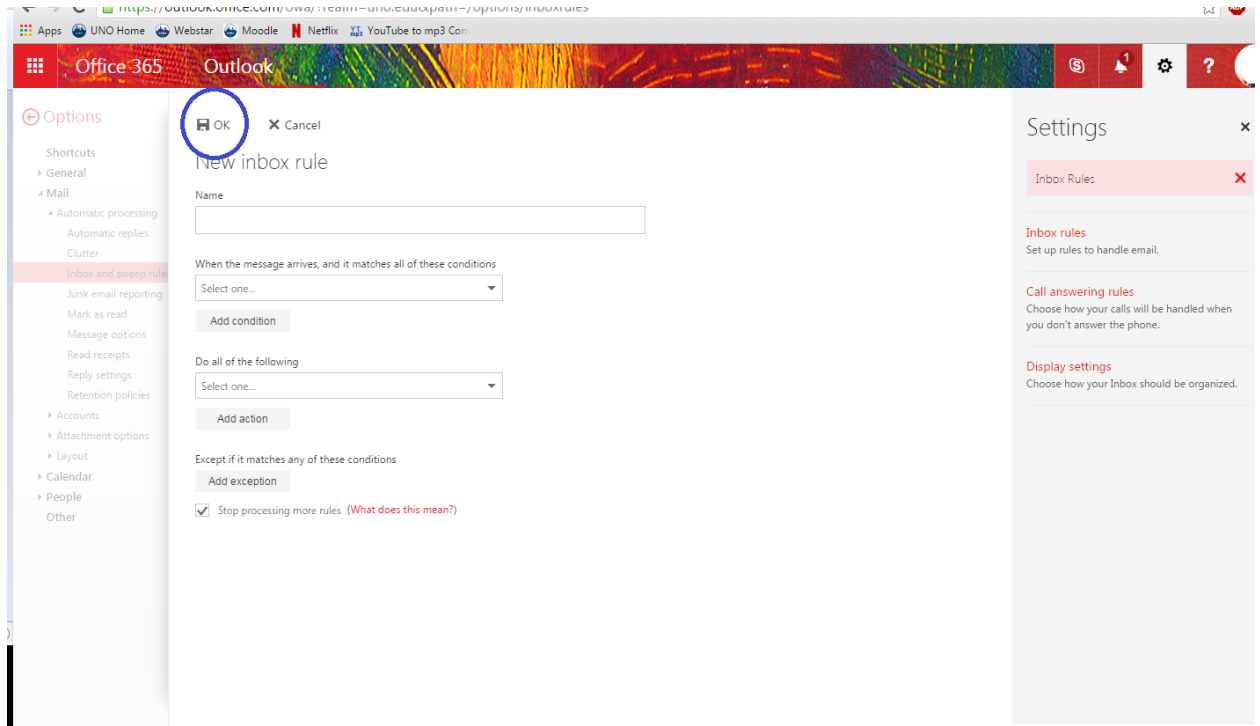
12.   On the next page make sure you click the "Save" button so your rule can be active.

13.   Congratulations, your rule is created and active!