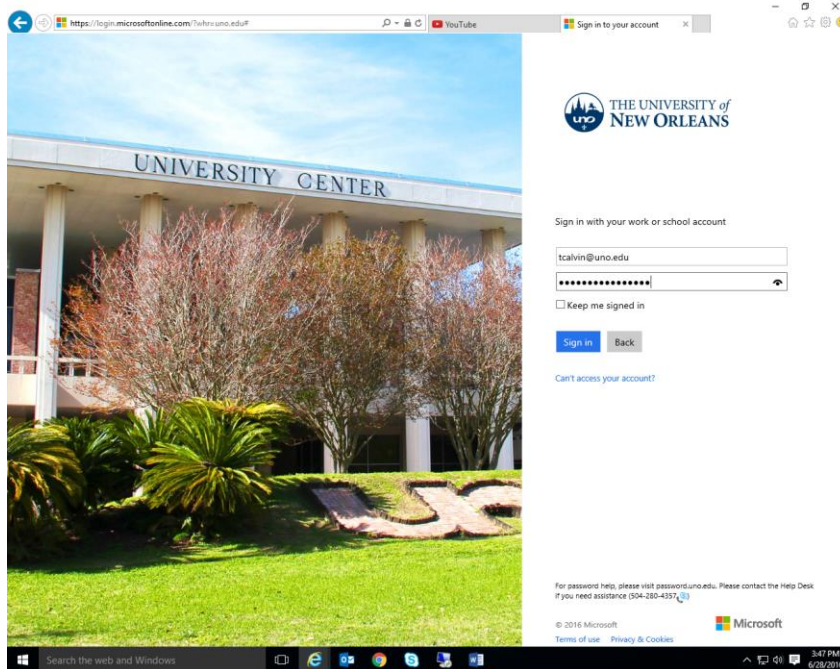
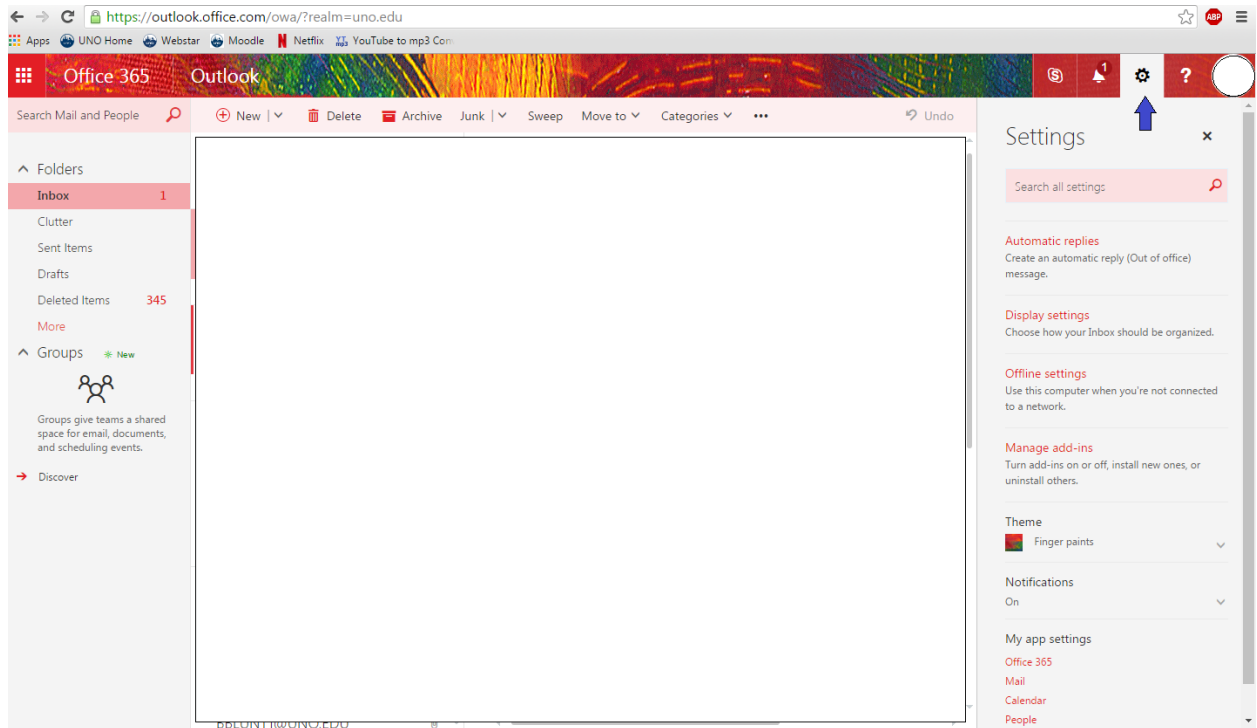


How to Set an Inbox/Sweep Rule for your Email

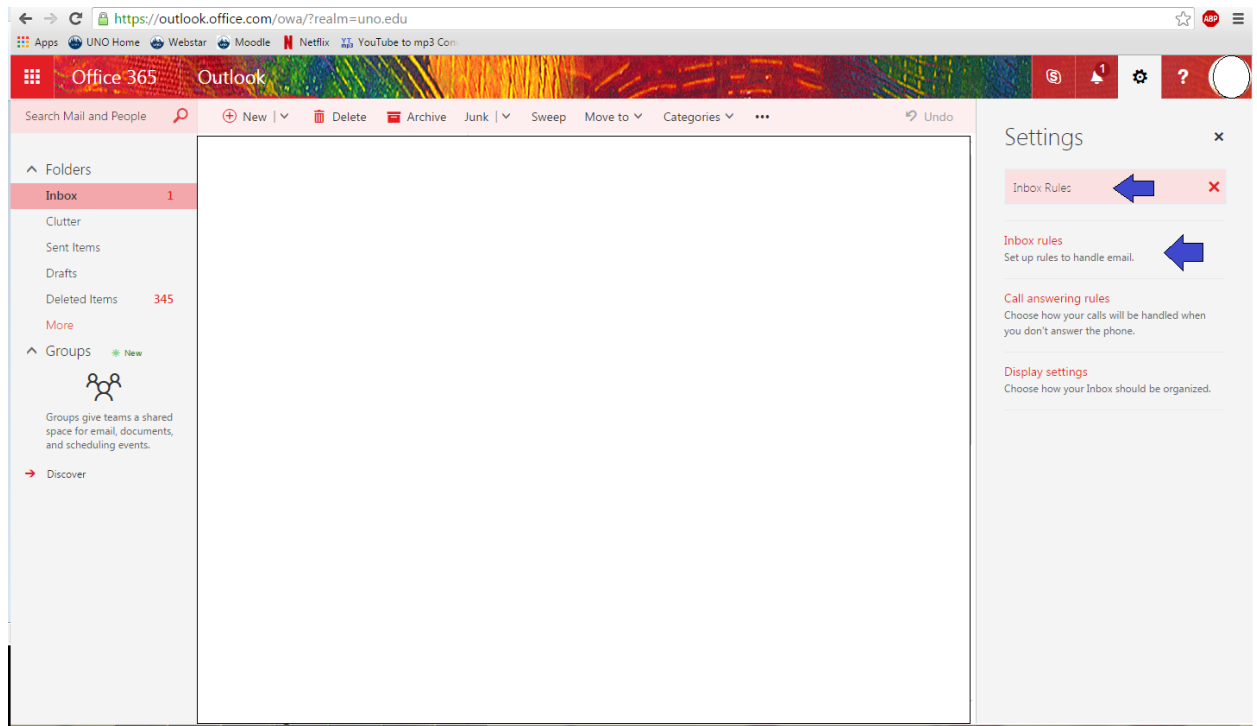
1. Go to office.uno.edu to login with your UNO Credentials.



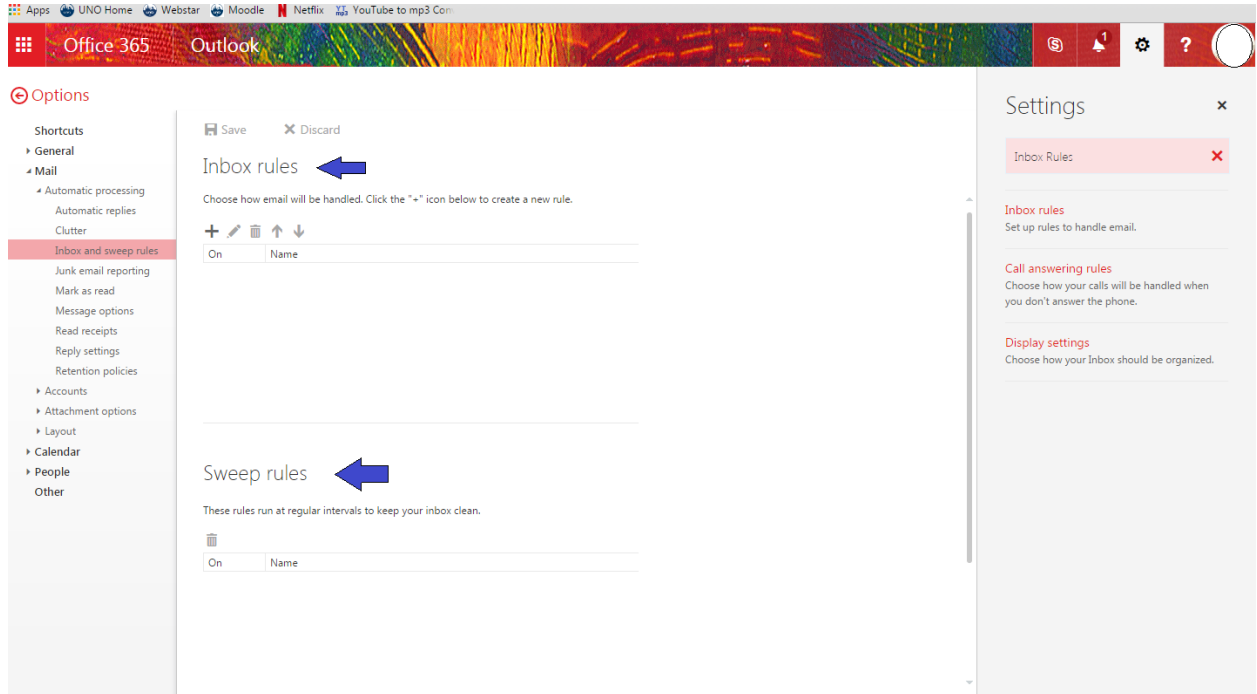
2. Once you’ve gained access, click on the tool-wheel in the top right corner (indicated by the blue arrow). It will open your “Settings.”



3. In the search bar, type “Inbox Rules” and click on the corresponding result below.



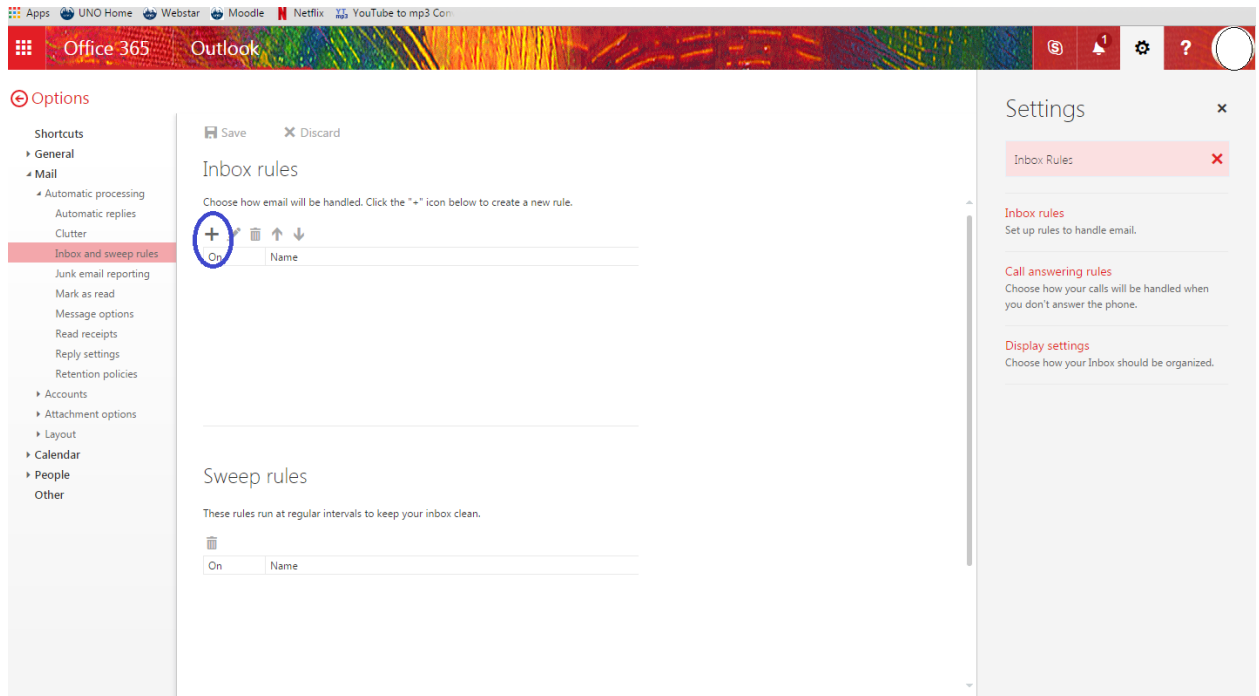
4. You should now be able to add an Inbox/Sweep Rule. ***Sweep Rules are just rules to automatically delete certain emails: from a sender, with a specific subject, etc.***



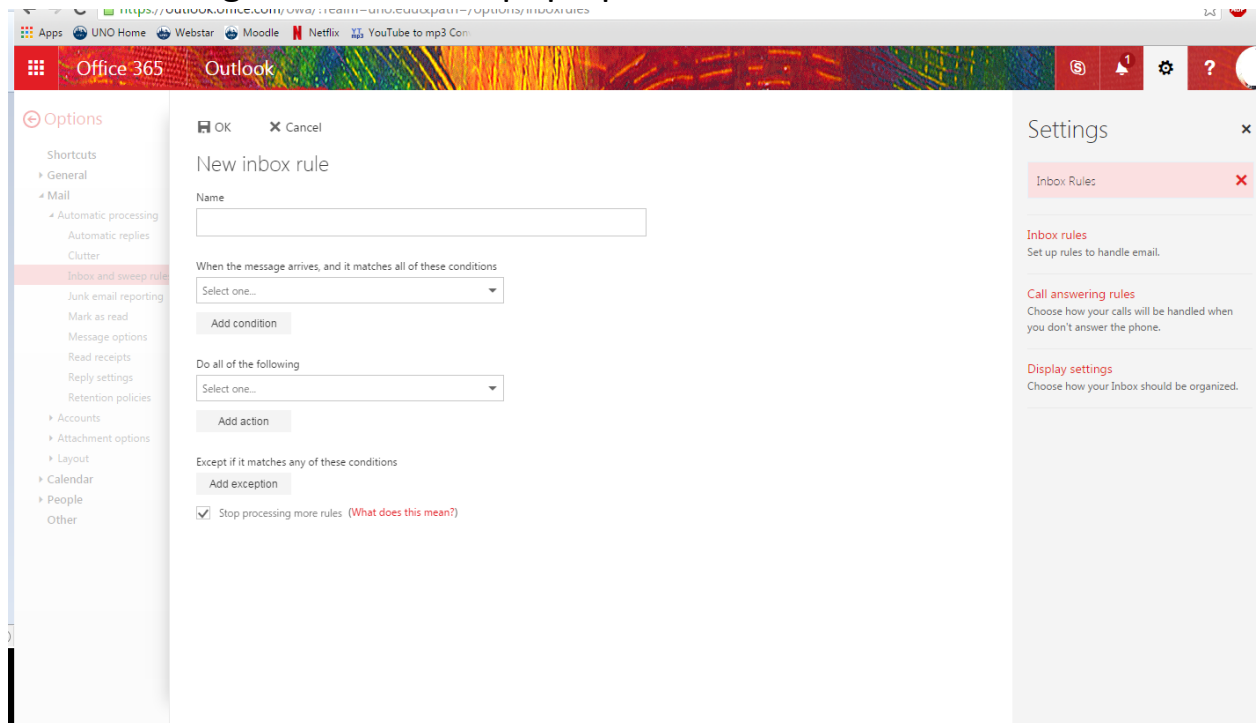
The screenshot shows the Outlook web interface. On the left, the 'Options' menu is open, with 'Mail' selected and 'Inbox and sweep rules' highlighted. The main area is divided into two sections: 'Inbox rules' and 'Sweep rules'. Both sections have a blue arrow pointing to the right, indicating where to click to add a new rule. The 'Inbox rules' section includes a '+ Save' button and a 'Discard' button. Below the title, there is a description: 'Choose how email will be handled. Click the "+" icon below to create a new rule.' There is a '+ / - / up / down' icon set and a table with columns 'On' and 'Name'. The 'Sweep rules' section has a description: 'These rules run at regular intervals to keep your inbox clean.' and a table with columns 'On' and 'Name'. On the right, the 'Settings' pane is open, showing 'Inbox Rules' with a red 'X' icon, and sections for 'Inbox rules', 'Call answering rules', and 'Display settings'.

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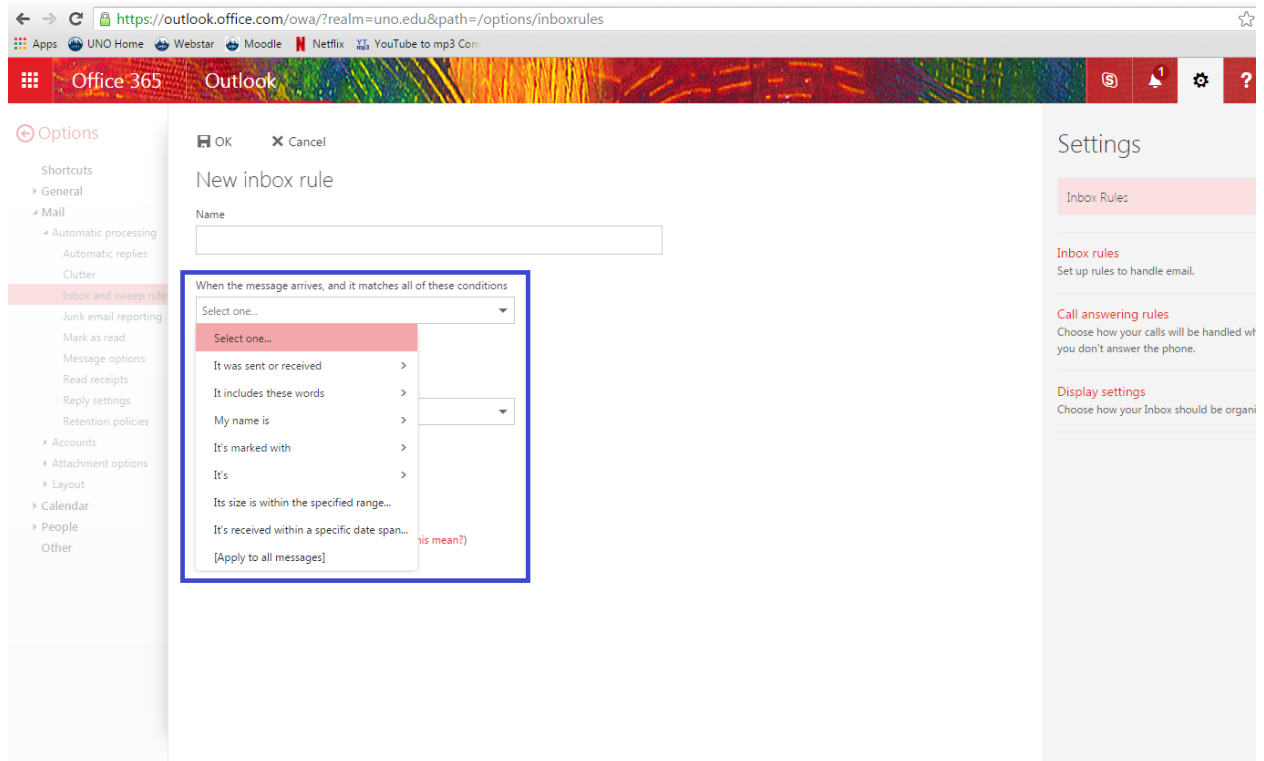
5. Click on the + symbol to add a new rule, and give it a name of your choosing.



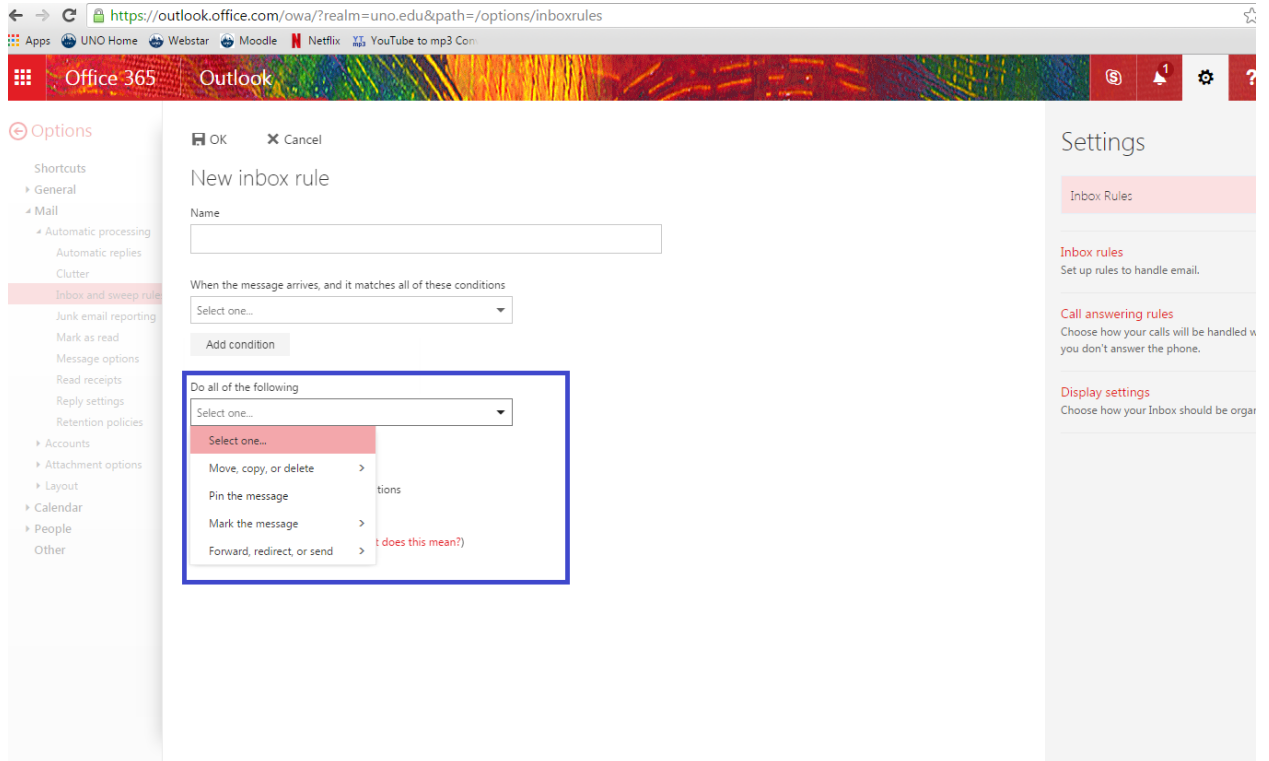
6. The following screen should pop up.



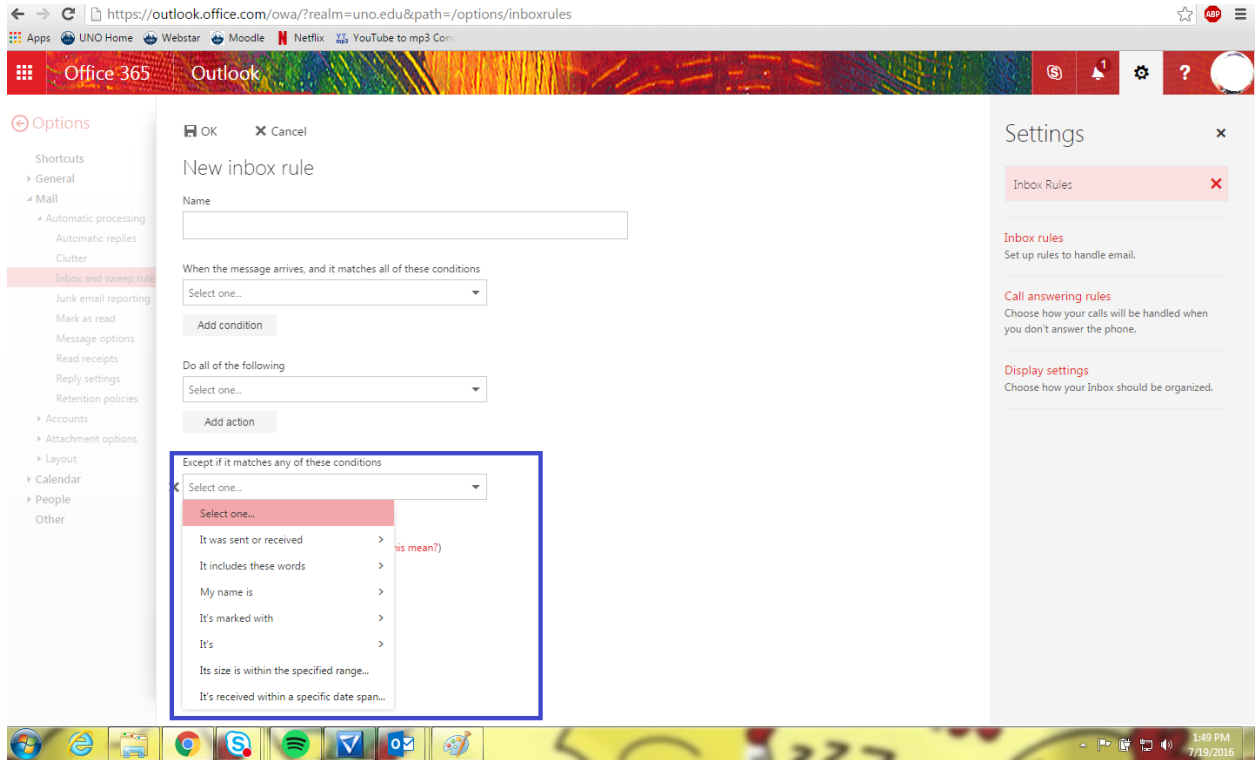
7. Select a condition of the email that you would like the rule to follow from the drop-down menu in the section: “When the message arrives, and it matches all of these conditions.” You can add multiple conditions to make your rule more efficient.



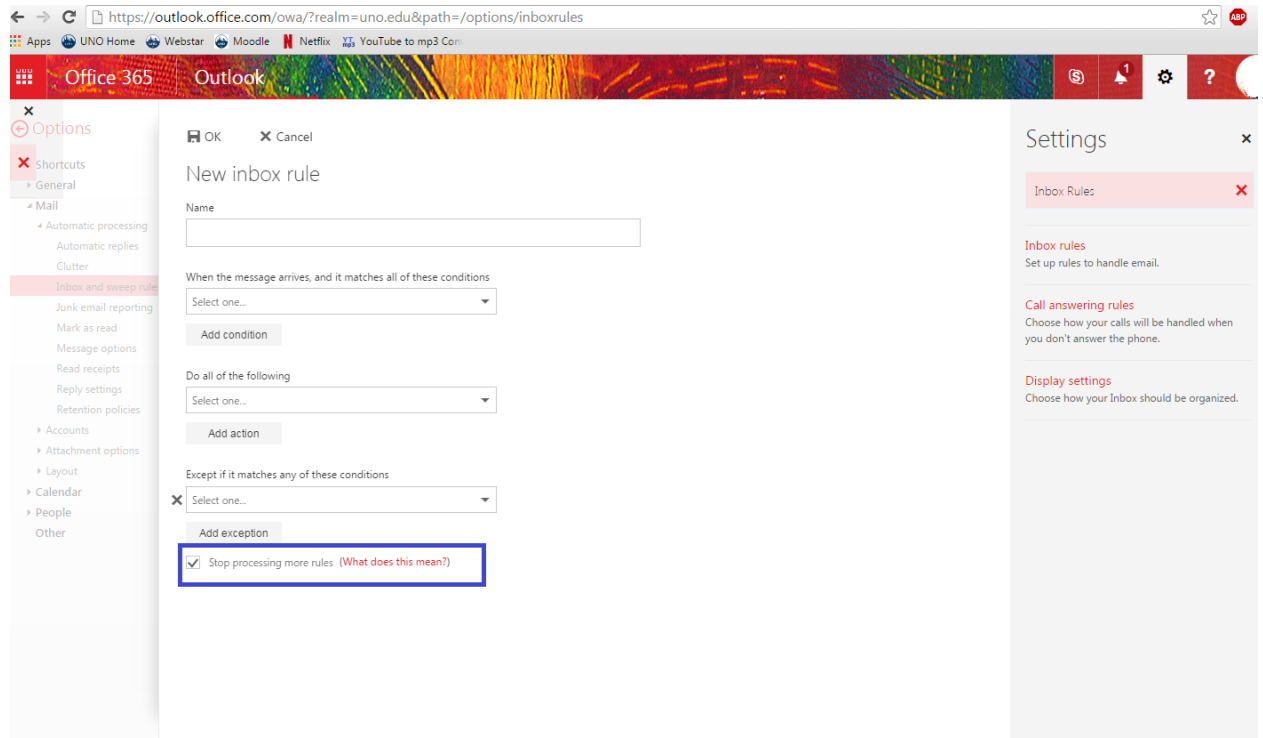
- Select what you would like to be done with the applicable emails from the drop-down menu in the section: “Do all of the following.” You can add multiple actions to make your rule more efficient.



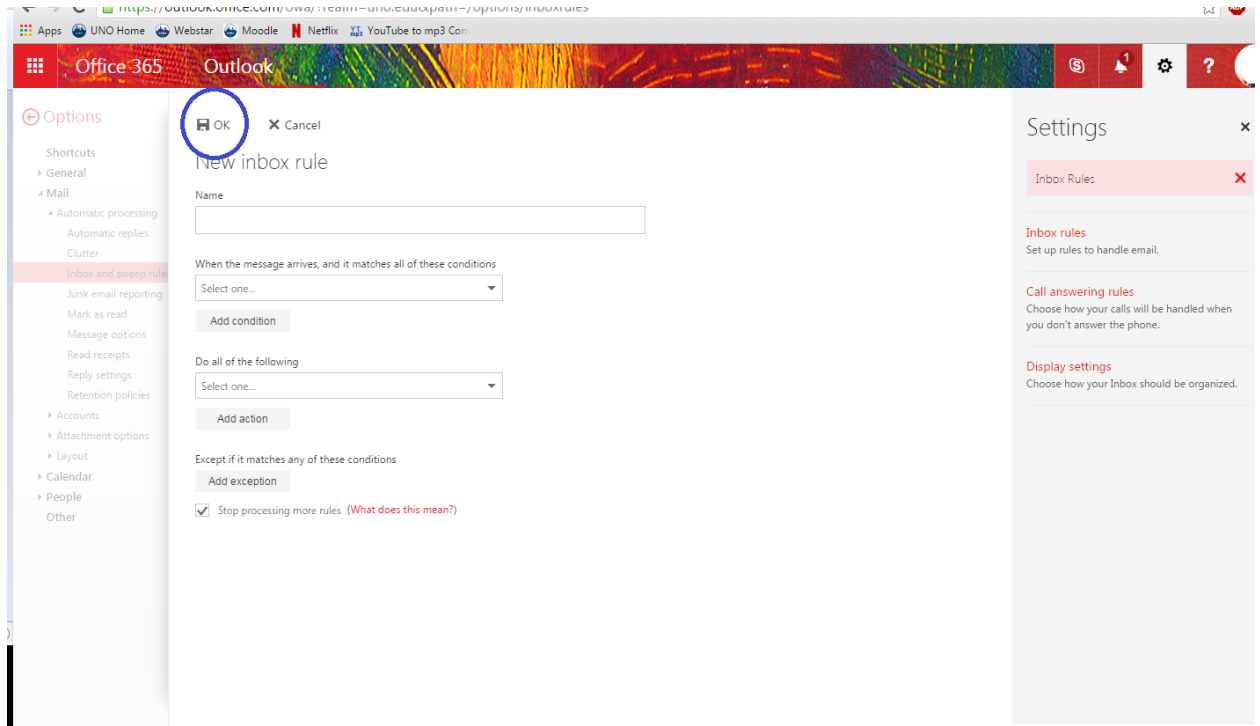
9. Select which exceptions you would like your rule to follow in the drop-down menu in the section: “Except if it matches any of these conditions.”



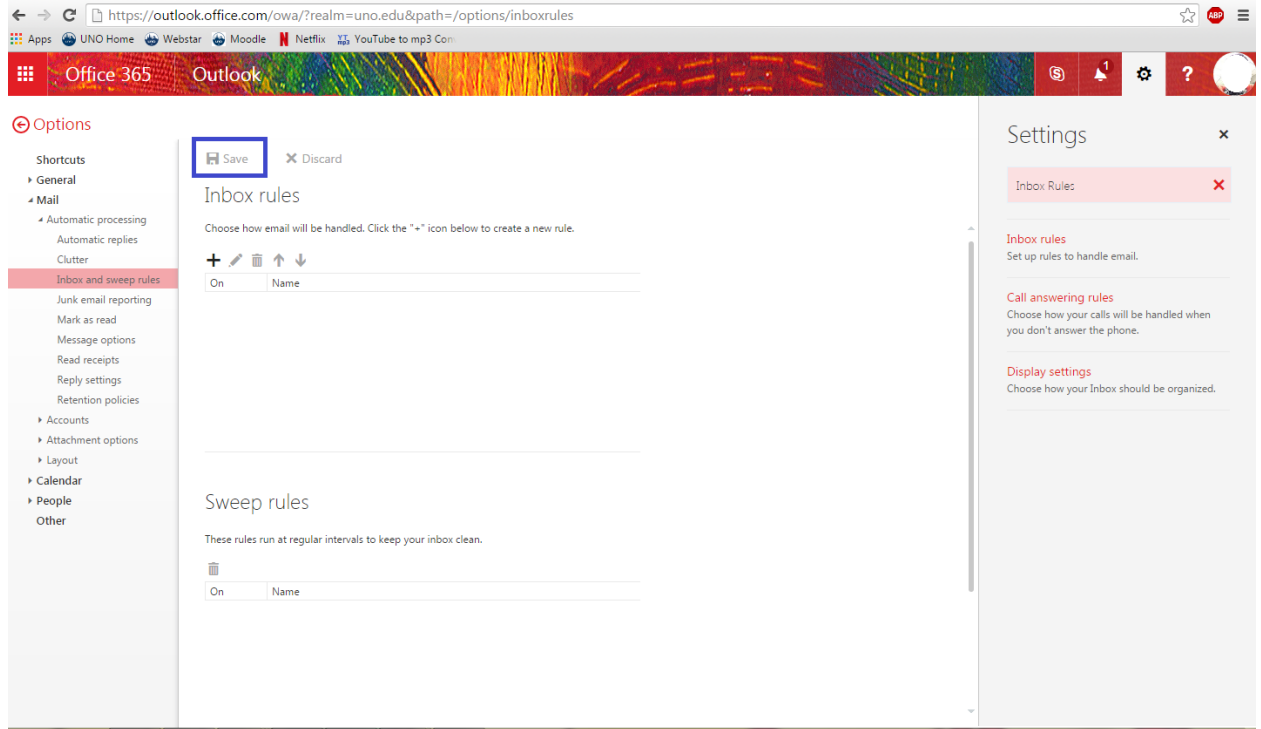
10. Checking, “Stop processing more rules” means that this rule will take place over another rule that possibly meets the same criteria.



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!