

Setup an Email Rule for CAPS Notifications

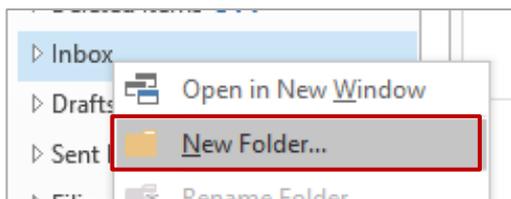
Introduction

CAPS generates many email notifications for different tasks within the casual engagement and payment process. To assist managing these notifications an email rule can be created in Microsoft Outlook. This can be done through either the installed version of outlook on your computer, or via Outlook Web Application.

Procedure

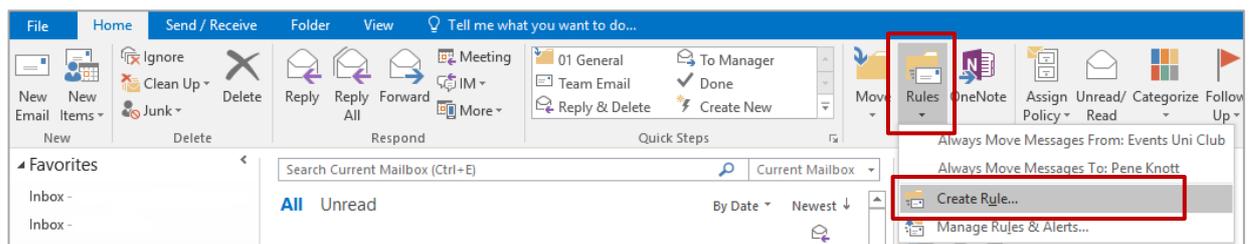
Outlook desktop

1. Open Outlook.
2. Create a new folder by right clicking the current folder and selecting **New Folder**. Choose a useful name for this folder (e.g. CAPS emails).

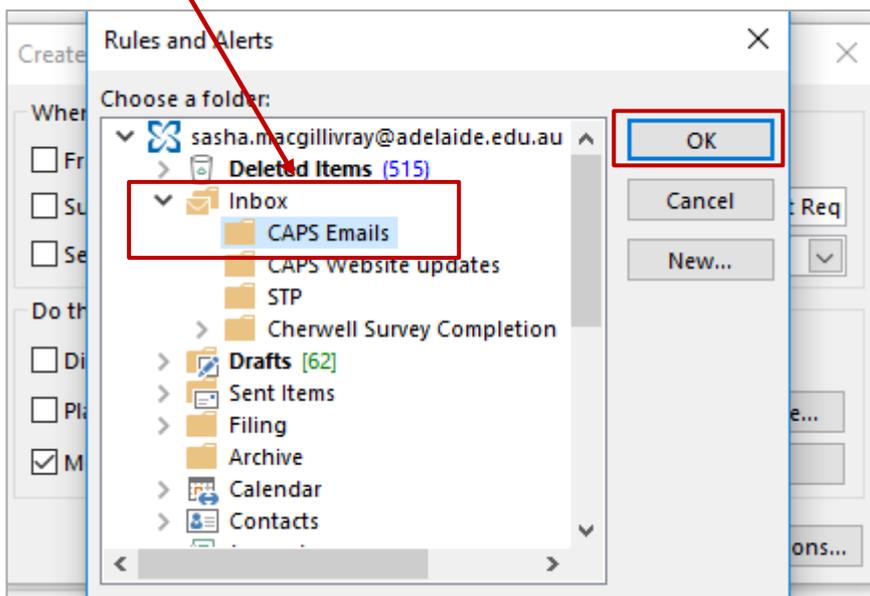
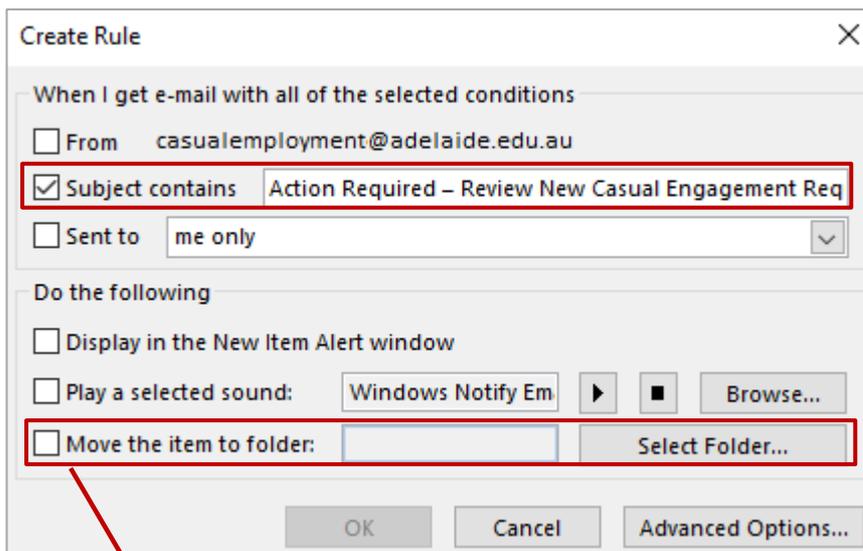


3. Select the email that you would like a rule setup for. Then Select **Rules > Create Rule** in the Home Menu.

Note: By selecting the email, this will auto fill the rule details.



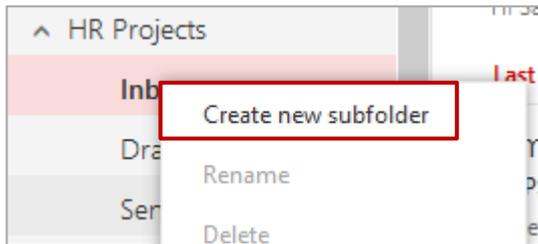
4. Select **Subject Contains**. This should auto populate from the subject of the email. Change if required. Then select **Move item to folder** then select the folder that you previously created.



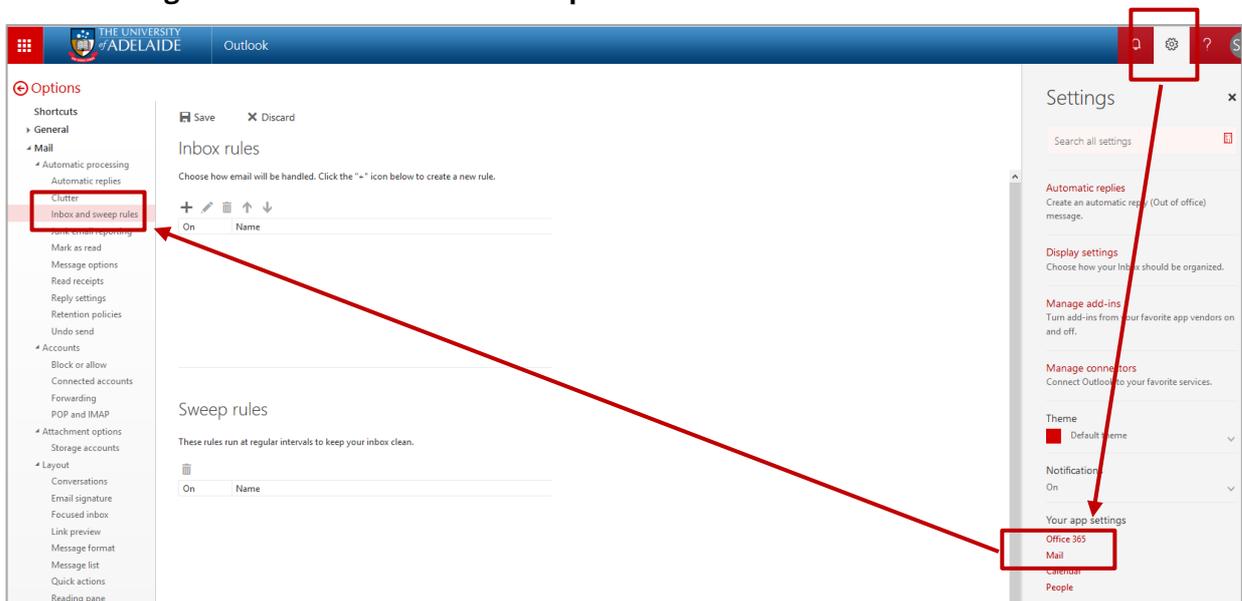
5. Click **OK**
This should then move any future emails with the same subject line to this folder before they reach the inbox.

Outlook Web Application (OWA)

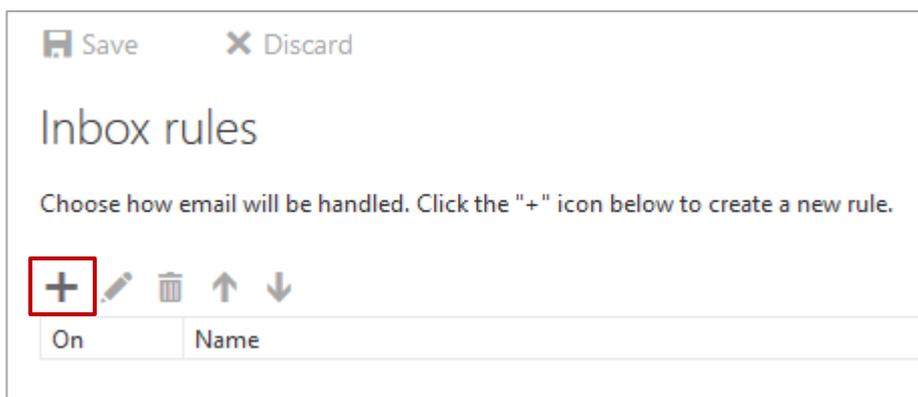
1. Sign into <http://owa.adelaide.edu.au>
2. Create a new folder by right clicking the current folder and selecting **Create New Subfolder**. Choose a useful name for this folder (e.g. CAPS emails).



3. Select **Setting Icon > Mail > Inbox and Sweep Rules**



4. Select **+** symbol under Inbox Rules section



5. Add details to **New Inbox Rule** as follows:

The screenshot shows the 'New inbox rule' dialog box with the following settings and annotations:

- Name:** CAPS Notification. Annotation: Use a useful Name (e.g. CAPS Notification)
- When the message arrives, and it matches all of these conditions:** It includes these words in the subject... Annotation: Action Required – Review New Casual Engagement Request
- Do all of the following:** Move the message to folder... Annotation: CAPS
- Except if it matches any of these conditions:** (Empty)
- Stop processing more rules:** (What does this mean?)

Additional annotations:

- Annotation: Select **It Includes these words in the subject**. Enter the Subject line of the emails you would like moved.
- Annotation: Select **Move the message to folder**. Select the new folder created earlier

6. Click **OK**

This should then move any future emails with the same subject line to this folder before they reach the inbox.

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au