

## 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.

Send / Receive Home Q Tell me what you want to d fight lgnore 📁 01 General 🕒 To Manager 📴 Meeting . X N. 🍋 Clean Up 🝷 रई IM -🖃 Team Email 🗸 Done Reply Reply Forward New Delete Assign Unread/ Categorize New Mc neNote Follo Email Items - 🎝 Junk -🗣 Reply & Delete ℁ Create Nev Policy - Read Up Quick Steps 5 Delete Respond New ays Move Messages From: Events Uni Club Favorites Always Move Messages To: Pene Kn Search Current Mailbox (Ctrl+E) 🔎 Current Mailbox 👻 Inbox Create R<u>u</u>le... All Unread 4 By Date ▼ Newest ↓ Inbox 2

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

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.

Create Rule	×		
When I get e-mail with all of the selected condition	IS		
From casualemployment@adelaide.edu.au			
Subject contains Action Required – Review New Casual Engagement Req			
Sent to me only	~		
Do the following			
Display in the New Item Alert window			
Play a selected sound: Windows Notify Em	Browse		
Move the item to folder:	Select Folder		
	Scietteroidenii		
OK Cancel	Advanced Options		
Rules and Alerts	×		
Create	X		
Wher       Choose a folder:         Fr       Sasha.macgillivray@adelaide.edu.au         St       Deleted Items (515)         St       CAPS Emails         CAPS Website updates       STP         Do th       Cherwell Survey Completion         Di       Pla         Set       Filing         Archive       Archive	<ul> <li>∧ OK</li> <li>Cancel</li> <li>t Req</li> <li>New</li> <li>e</li> </ul>		
> Calendar > L Contacts	v		

### 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:

	Use a useful I	Name (e.g.	
Name		CAPS Notification)	
uired – Review New Ca	sual Engagement Re	quest	
	Select <b>It Incl</b> u	udes these	
	words in the	subject	
Move the message to folder CAPS		Enter the Subject line of the emails you would like moved	
Select <b>Move t</b>	ne message		
to folder			
Select the new folder created earlier			
	Select Move the to folder Select the new created earlier	Use a useful I CAPS Notifica uired – Review New Casual Engagement Re Select It Inclu words in the Enter the Sub emails you w 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