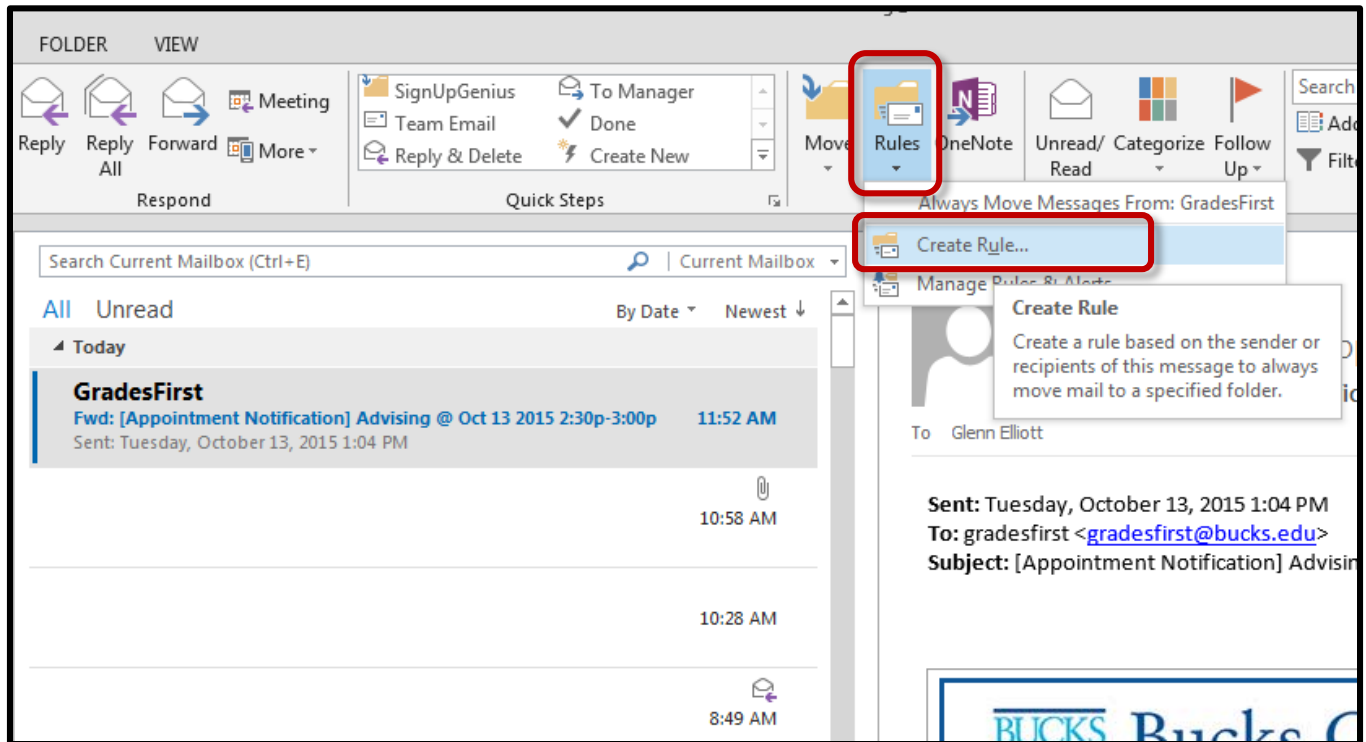


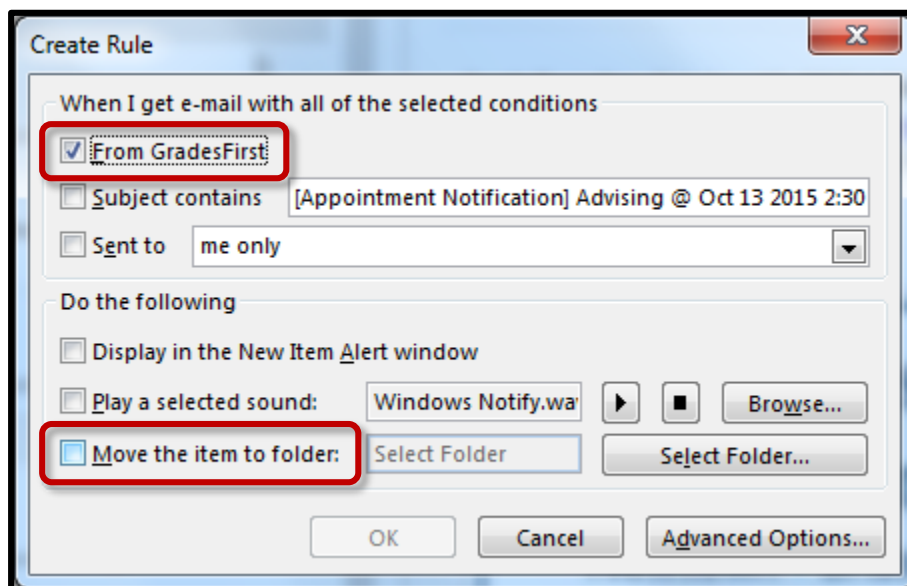
GradesFirst – Creating an Outlook Rule to Filter Email into a Folder

As an advisor, you will receive email notifications from GradesFirst that can clutter up your inbox. Follow this tutorial to better organize emails regarding GradesFirst.

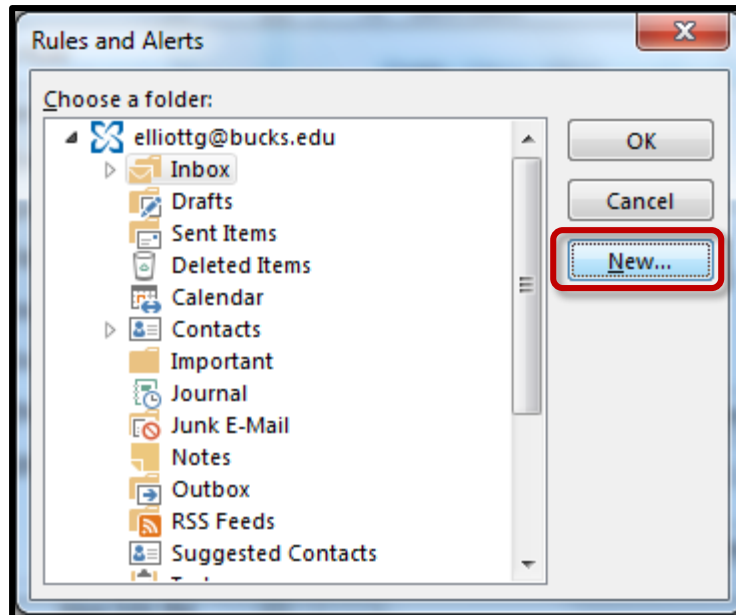
1. Open Outlook. Select an email that was received from GradesFirst. In the home ribbon, click **Rules** then click **Create Rule...**



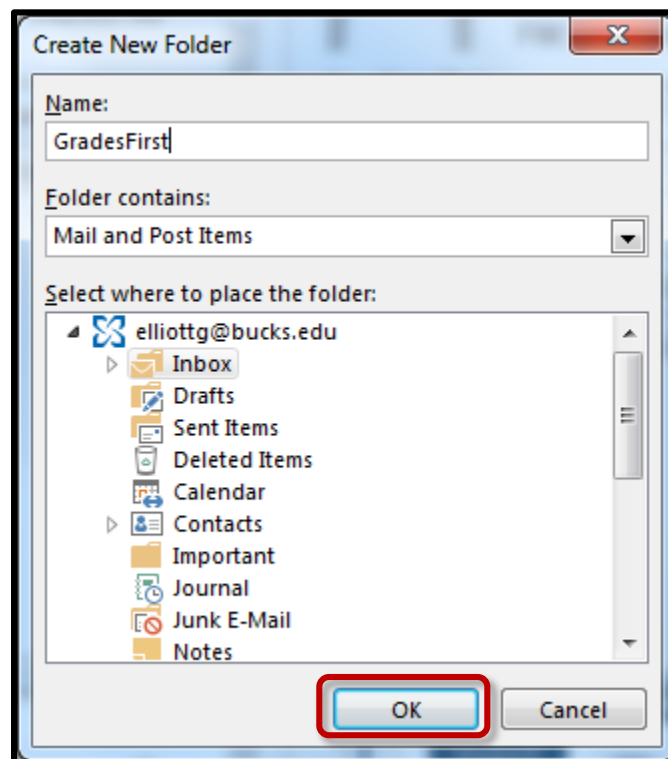
2. Select the “**From**” option. Select the “**Move the item to folder:**” option.



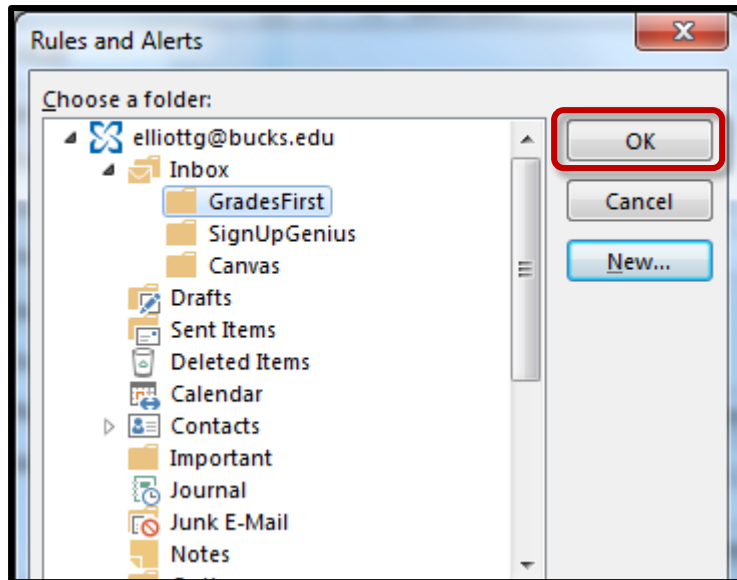
3. Click the **New...** button to create a new folder.



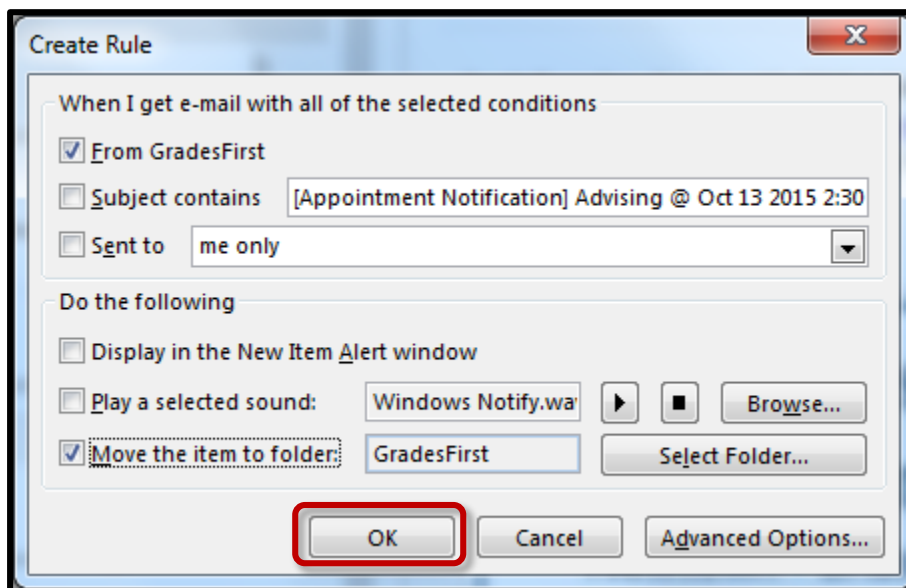
4. Give the new folder a name (such as GradesFirst) and click **OK**.



5. You will now see the new folder in your mail structure. Click **OK** again.



6. The rule is now complete. Click **OK** again.



7. You will receive a success window. Click the box to run the rule now to move any current messages from GradesFirst into the new folder. The rule will automatically apply to any new messages. Click **OK** to return to Outlook.

