Taming the Email Monster

How to filter message in MS Outlook by Neil Watkins and Thierry Brusselle
Creating Folders & Filters via Outlook Online (mail.chaffey.edu)
Viewing all folders to see all email messages.

Click on the + sign to see all folders.
All New Filtered Messages now available in their respective folder
So how do we create a new folder and a new filter?
Right-click on Inbox folder and select “New Folder”
Name New File
New Folder has been Created
Now, let’s create a filter. First, find the email for which you are creating a new rule.
Right-Click on the subject line and select “create rule”
Now give it a rule name and select to “move to specified folder” and select your new “Campus Spray” folder and OK and Save.
Some additional notes…

- If this email is to get bounced around campus (like the Evolution Discussion did at 80 messages), you may want to only keep the Subject as a rule and nothing else.
- Then you’ll end up with this…
Hi Steve, et al,

Thank you so much for the email below. I would love to indulge me in a few more.

1. The treasure that lives in my psyche consists of the assurance that the conviction of the program is the cherished belief of the academy: in its libraries, its critical importance. But we who are privileged to engage in such discussions as this.

2. I therefore hope that everyone who, in writing, can't find a...
...and more importantly, you’ll also end up with this...
Hi Steve, et al.

Thank you so much for the email below. Let me indulge me in a few things...

1. The treasurer’s report is a crucial part of the meeting and is of utmost importance to keep the organization running smoothly.
2. I therefore believe that everyone who attends the meetings should be encouraged to write one report each meeting.

Best regards,

Robin Ikeda
Questions?
Thank you everyone and
Thank You Neil and Eva!!!! ☺