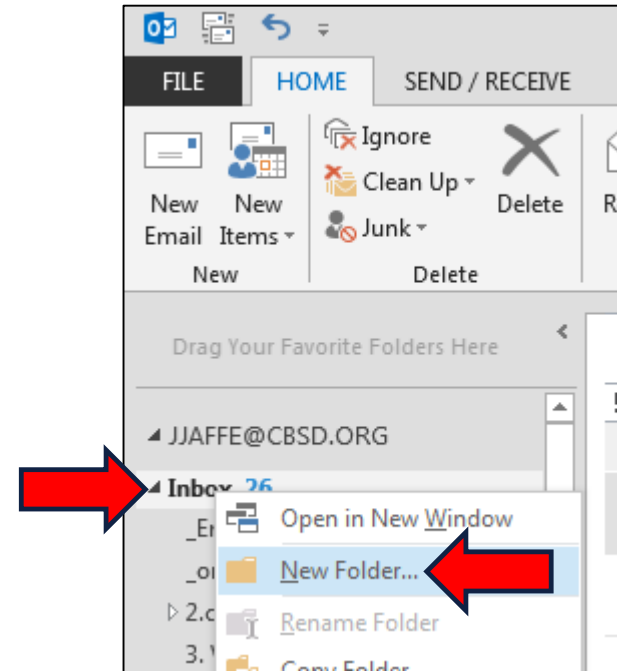


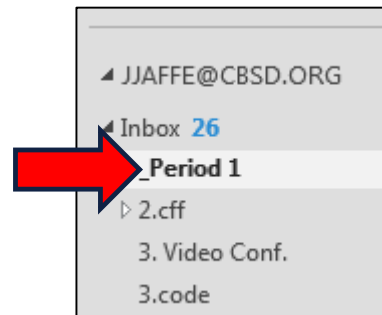
SETTING-UP FOLDERS AND RULES

1. Open the full version of Outlook(not web mail).

2. Right click on the **Inbox** and select **New Folder**.

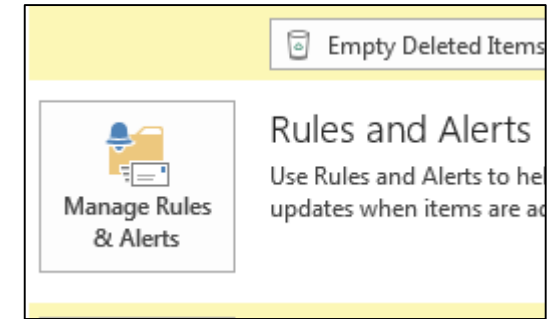


3. Title the folder “Period 1”.

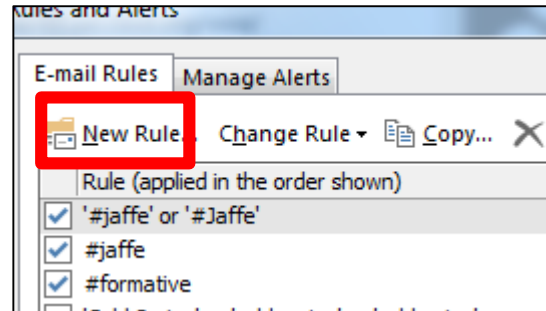


SETTING-UP FOLDERS AND RULES

1. In Outlook, click on File, then Manage Rules & Alerts.



2. Select *New Rule*.



3. Select *Move message with specific words in the subject to a folder*.

