

To alert users and approvers to various activities, the CorePersonnel system generates various notifications. For some departments/individuals these may not all be useful. We recommend you set up an Outlook rule to delete or move notification alerts you are not interested in.

In OUTLOOK Navigate to: File > Info > Rules and Alerts...

F	Rules and Alerts				
	E	mail Rules Manage Alerts			
		New Rule] Change Rule 🗸 🖹 Copy 🗙 Delete 🛛 🔺 💌 Run Rules Now Options			
	ľ	Rule (applied in the order shown) Actions	*		
		Select the "New Rule" button to make a rule.			
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1. Click on New Rule to open the Rules Wizard:

Rules Wizard
Start from a template or from a blank rule Step 1: Select a template
Stay Organized
Move messages from someone to a folder
Move messages with specific words in the subject to a folder
Move messages sent to a public group to a folder
Y Flag messages from someone for follow-up
Move Microsoft InfoPath forms of a specific type to a folder
Move RSS items from a specific RSS Feed to a folder
Stay Up to Date
Not the New Item Alert Window Tem Alert Window
Play a sound when I get messages from someone
Send an alert to my mobile device when I get messages from someone
Start from a blank rule
Apply rule on messages I receive
E Apply rule on messages I send
Step 2: Edit the rule description (dick an underlined value) Apply this rule after the message arrives
with specific words in the subject
move it to the specified folder and stop processing more rules
Example: Move mail with Project in the subject to my Project folder
Cancel < Back Next > Finish

- 2. Select Move messages with specific words in subject to a folder.
- 3. Click on specific words.



4. Set the specific words to be "*has been submitted and is awaiting approval*". Click Add then K.

Rules Wizard			
Which condition(s) do you want to check? Step 1: Select condition(s)			
 with <u>specific words</u> in the subject from <u>people or public group</u> through the <u>specified</u> account 			
sent only to me where my name is in the To box			
marked as <u>importance</u> marked as <u>sensitivity</u> flagged for <u>action</u>	E		
 where my name is in the Cc box where my name is in the To or Cc box where my name is not in the To box 			
sent to people or public group with <u>specific words</u> in the body			
 with <u>specific words</u> in the subject or body with <u>specific words</u> in the message header with <u>specific words</u> in the recipient's address 			
 with <u>specific words</u> in the sender's address assigned to <u>category</u> category 	-		
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with has been submitted and is awaiting approval in the subject move it to the <u>specified</u> folder and stop processing more rules			
Cancel < Back Next > Fin	nish		

- 5. Click Next > :
- **6.** Click on <u>specified</u> folder.
- **7.** Select the folder to move the items to e.g. Deleted Items. Click \bigcirc
- 8. Click Next >
- **9.** Select 'move it to the specified folder'.
- **10.** Click Next > :



Rules Wizard	x		
Are there any exceptions?			
Step 1: Select exception(s) (if necessary)			
except if sent only to me	•		
except where my name is in the To box			
except if it is marked as <u>importance</u>	_		
except if it is marked as <u>sensitivity</u>			
except if it is flagged for <u>action</u>			
except where my name is in the Cc box			
except if my name is in the To or Cc box			
except where my name is not in the To box	3		
except if sent to people or public aroup			
except if the body contains <u>specific words</u>			
except if the subject or body contains specific words			
except if the message header contains <u>specific words</u>			
except with <u>specific words</u> in the recipient's address			
except with <u>specific words</u> in the sender's address			
except if assigned to <u>category</u> category			
except if assigned to any category			
except if it is an automatic reply			
except if it has an attachment	-		
Step 2: Edit the rule description (click an underlined value)			
Apply this rule after the message arrives			
with has been submitted and is awaiting approval in the subject			
move it to the <u>Deleted Items</u> folder			
except if the body contains specific words			
Cancel < Back Next > Finish			

- 11.Select 'except if the body contains specific words'.
- 12. Click on specific words.
- **13.** Set the specific words as required e.g., your name, 'Academic' etc.
- **14.** Click Add after each word/set of words, then ok when your exception list is complete.





Rules Wizard
Finish rule setup.
Step 1: Specify a name for this rule
has been submitted and is awaiting approval
Step 2: Setup rule options
Run this rule now on messages already in "Inbox"
🕼 Turn on this rule
Create this rule on all accounts
Step 3: Review rule description (click an underlined value to edit)
Apply this rule after the message arrives
with has been submitted and is awaiting approval in the subject
move it to the <u>Deleted Items</u> folder
except if the body contains <u>Academic</u>
Cancel < Back Next > Finish

16. Select to turn on the rule and whether to run the rule on items in your in box already.

17. Click Finish