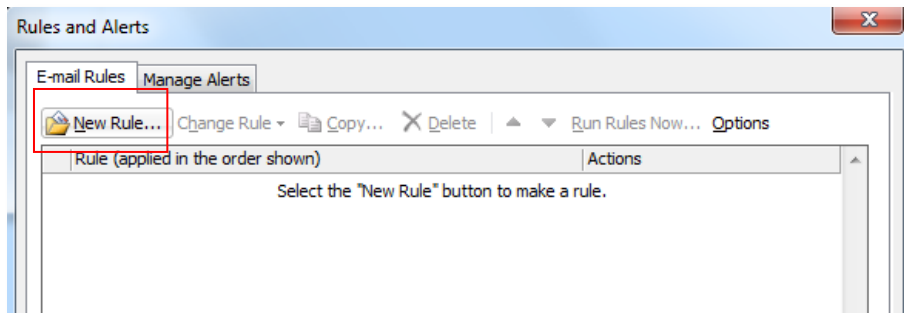


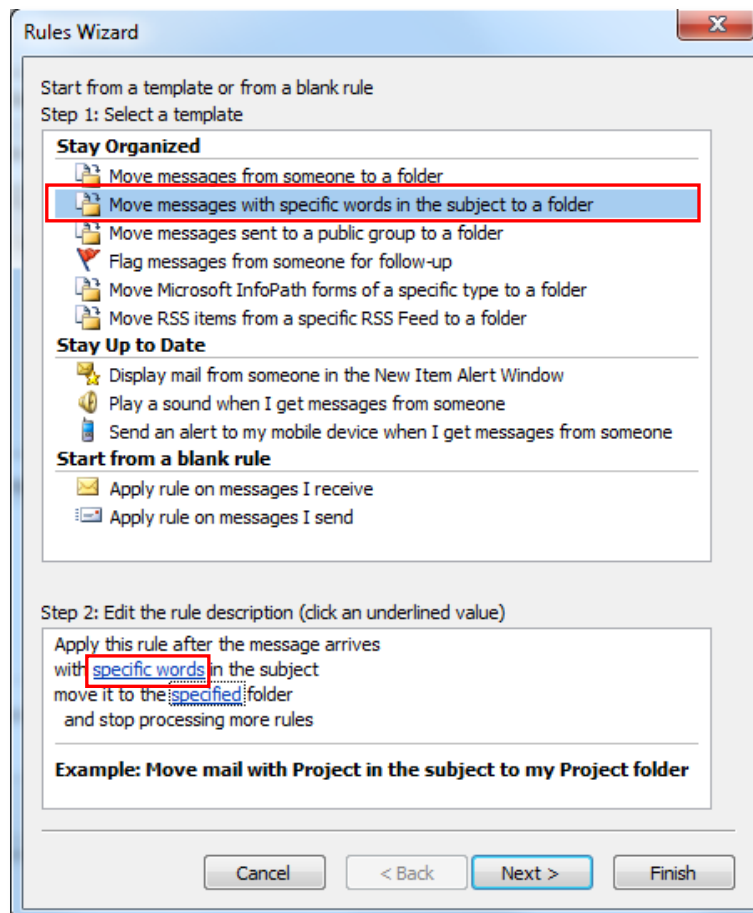
NAV2 – Creating rules in Outlook to manage notifications

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...



1. Click on **New Rule** to open the **Rules Wizard**:

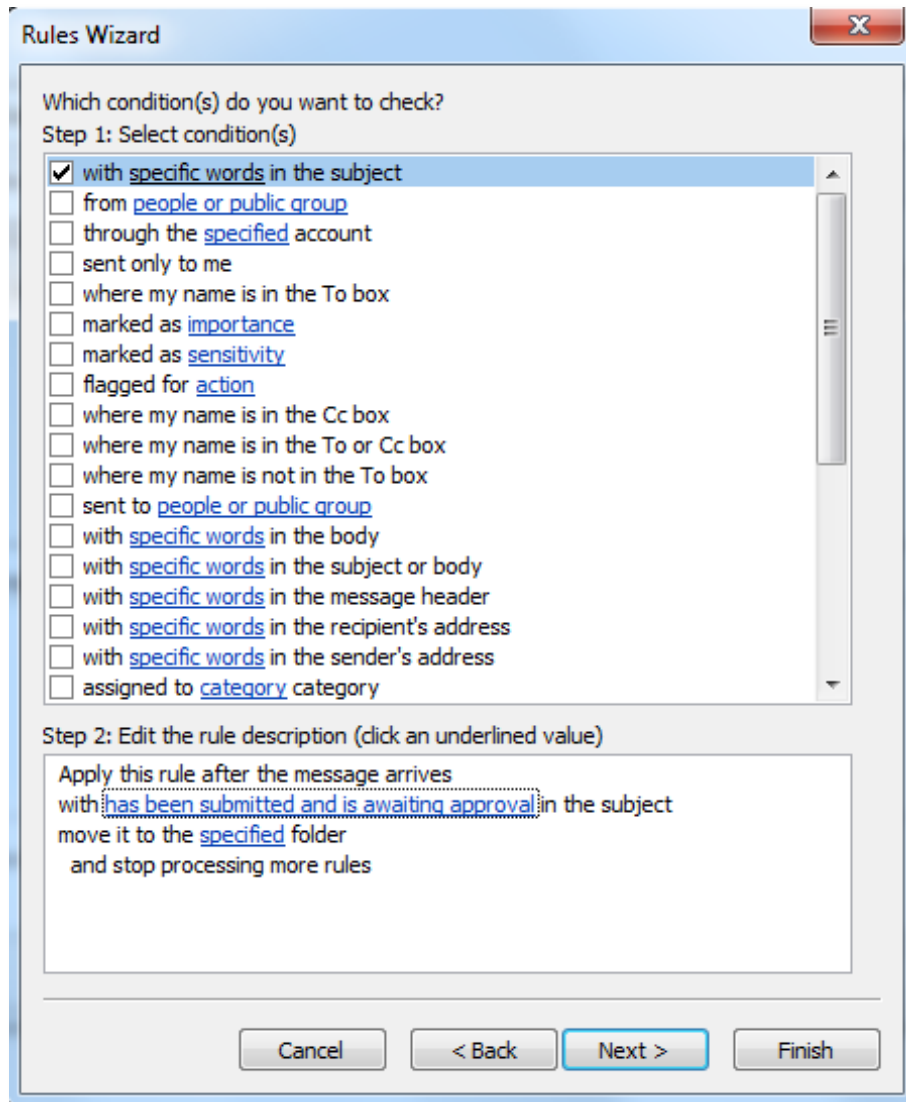


2. Select **Move messages with specific words in subject to a folder**.

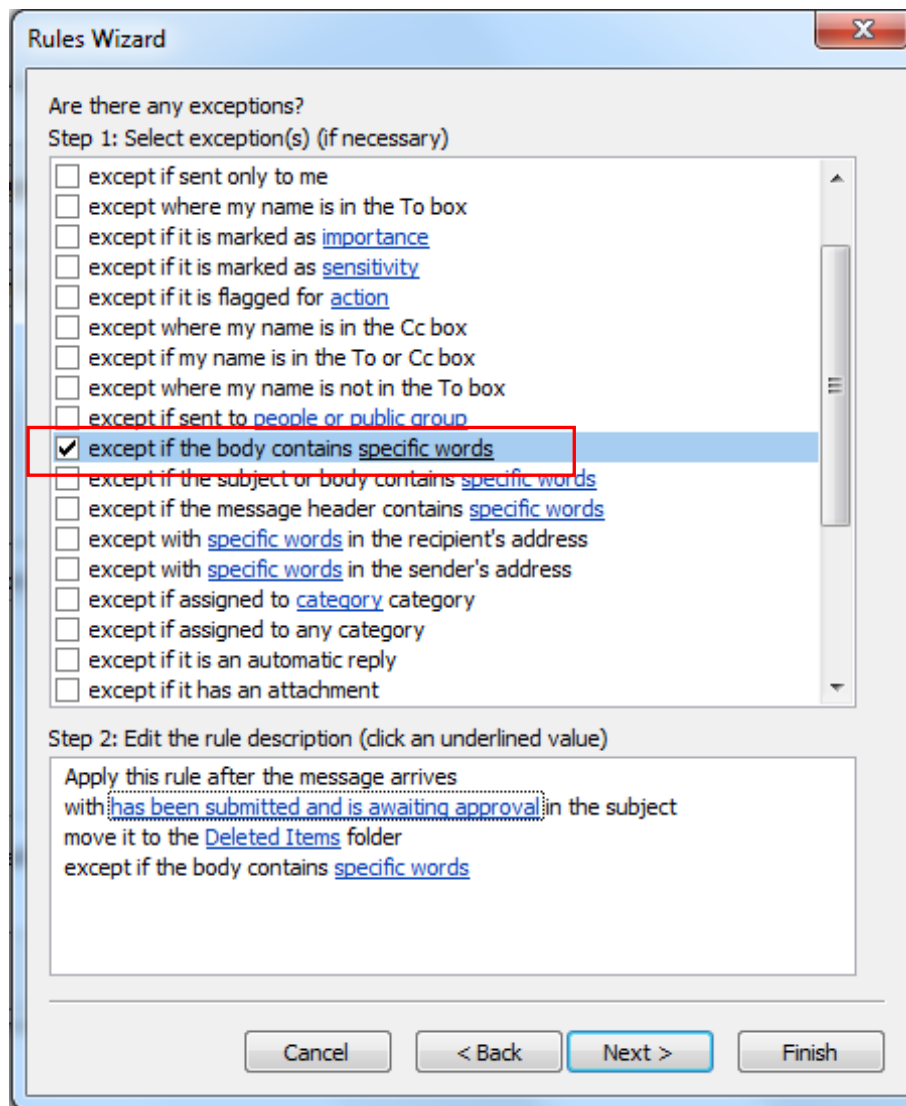
3. Click on specific words.

NAV2 – Creating rules in Outlook to manage notifications

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



5. Click .
6. Click on specified folder.
7. Select the folder to move the items to e.g. Deleted Items. Click .
8. Click .
9. Select 'move it to the specified folder'.
10. Click .



11. Select 'except if the body contains specific words'.

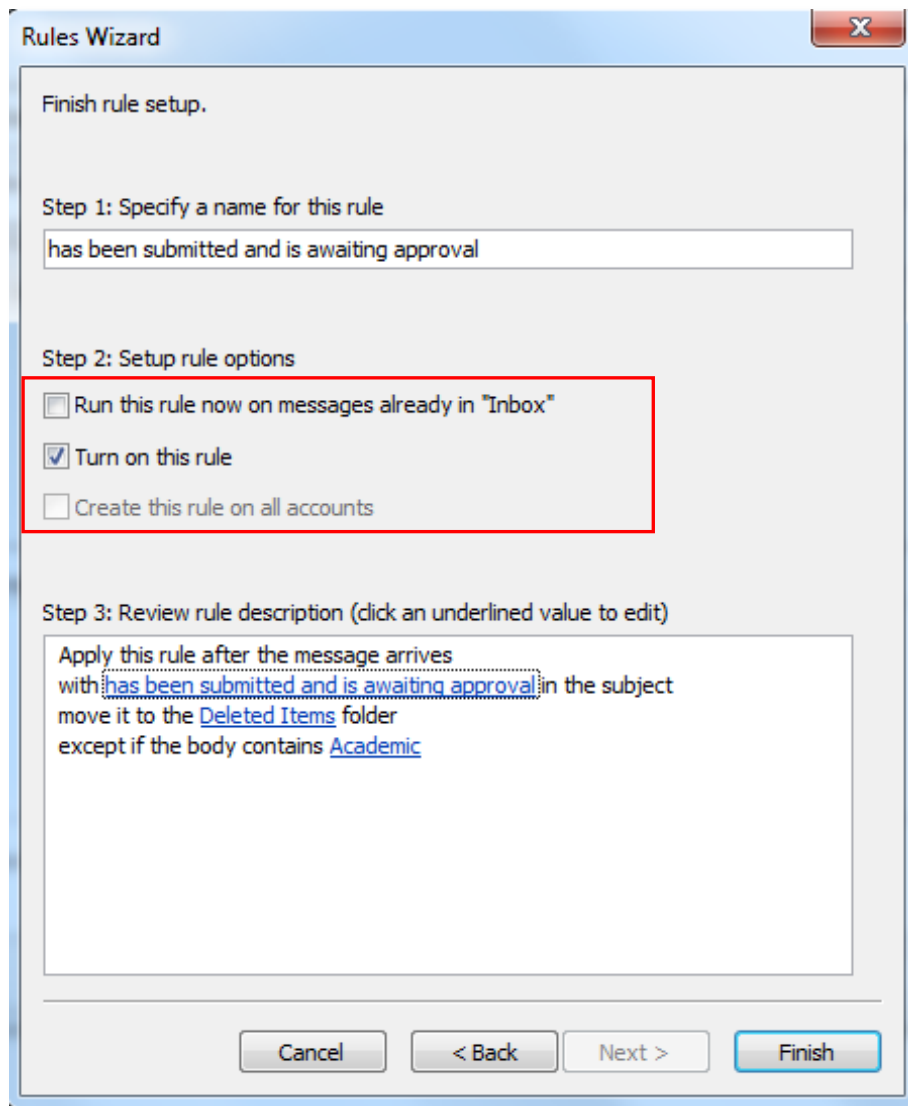
12. Click on specific words.

13. Set the specific words as required e.g., your name, 'Academic' etc.

14. Click after each word/set of words, then when your exception list is complete.

15. Click :

NAV2 – Creating rules in Outlook to manage notifications



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

17. Click .