

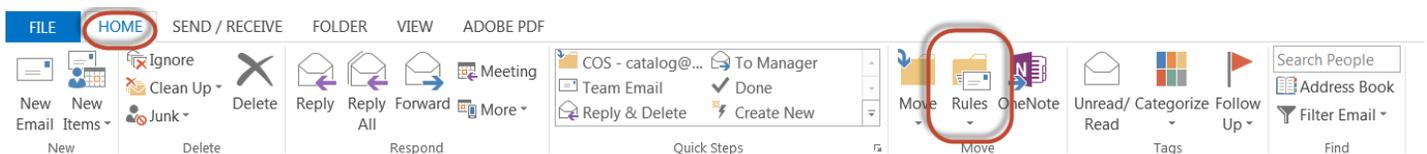
Creating a Filter for CIM emails in Outlook

If you find your personal GMU inbox inundated with notification emails, you may want to create a rule which automatically pushes these emails to a different email folder.

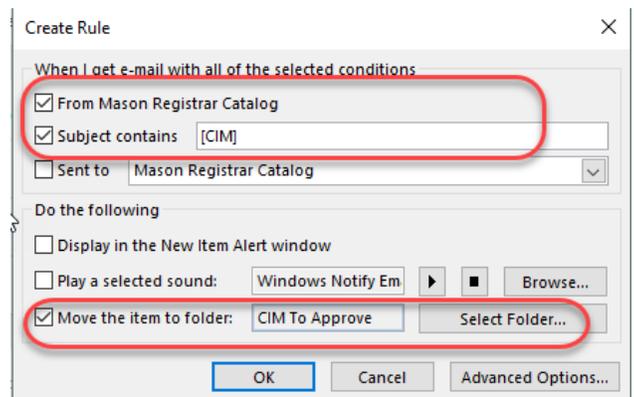
Note: you must still review each individual email and ensure you have approved all of your items in CIM.

Desktop App instructions

1. Create a new folder within your inbox. We suggest you title it 'CIM Notifications' or something similar.
 - a. Right-click on your inbox and select 'New Folder.'
2. Open the email from catalog@gmu.edu that links to your catalog pages.
3. From the top toolbar, select 'Rules' and then select 'Create rule...' from the drop-down menu.
 - a. Hint: ensure that you are in the 'Home' tab of Outlook.



4. Select the following conditions:
 - a. 'It was received from...': catalog@gmu.edu
 - i. Note: this area should be pre-populated per the example to the right if you followed the directions from step 2.
 - b. 'Includes the words in the subject': [CIM]
 - c. 'Move Item to Folder:'
 - i. Select the folder you created in step 1 from the drop-down menu
5. Click Ok to save your rule.
6. All emails sent from this point forward will automatically be pushed to your new email folder via the rule you just created.



Reminder: Please remember to check this folder often to see if any items need your approval.

Web App Instructions

For those accessing email via mail.gmu.edu (note: you do not need to create another rule if you were already able to do so in the desktop app instructions).

1. Create a new folder within your inbox. We suggest you title it 'CIM Notifications' or something similar.
 - a. Right-click on your inbox and select 'New Folder.'
2. Open the email from catalog@gmu.edu that links to your catalog pages.
3. From the top toolbar, select the '...' icon:



4. Select 'Create Rule...'
5. Fill out the fields as shown below. Some fields should already be populated if you started the process from step 2.
6. For 'Do All of the Following' select 'Move Message to Folder.' A pop-up menu will allow you to select the folder you created in step 1.
7. Select 'Ok' at the top.
8. All emails sent from this point forward will automatically be pushed to your new email folder via the rule you just created.

A screenshot of the 'New inbox rule' dialog box in Outlook. The dialog has 'OK' and 'Cancel' buttons at the top. The title is 'New inbox rule'. There are three main sections:

- Name:** A text box containing 'CIM Proposals to Approve'.
- When the message arrives, and it matches all of these conditions:** A section with three conditions, each with a red 'X' icon to its left:
 - 'It was received from...' with a dropdown menu showing 'Mason Registrar Catalog'.
 - 'and it was sent to...' with a dropdown menu showing 'Your name here'.
 - 'and it includes these words in the subject...' with a dropdown menu showing '[CIM]'.
- Do all of the following:** A section with a dropdown menu showing 'Move the message to folder...' and a 'Select one...' link to its right.

Reminder: Please remember to check this folder often to see if any items need your approval.