

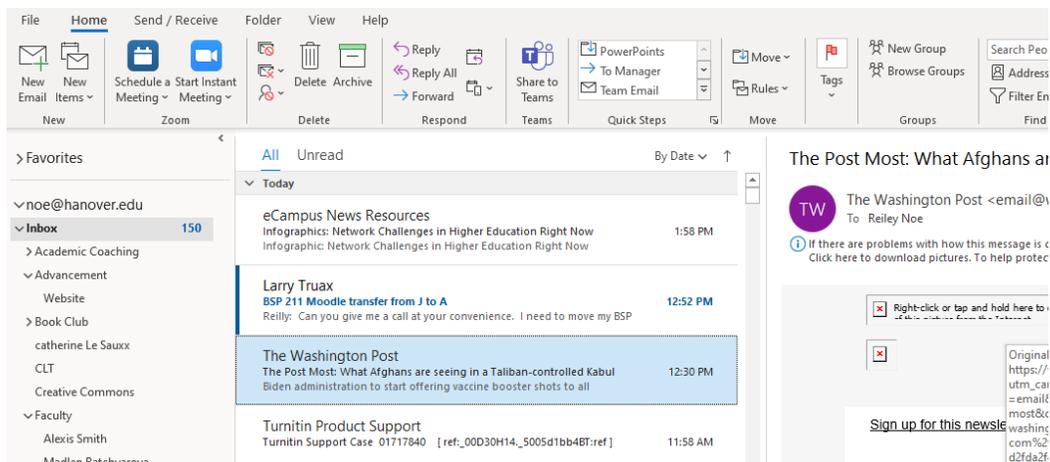
Folders and Rules

One way to organize your inbox is by creating folders for common people and groups that send you e-mails. Once you have a folder, you can create a rule that sends all emails from that person or group to the folder that you've created from them. You can make this rule also send all past emails sent from that person or group to populate the folder.

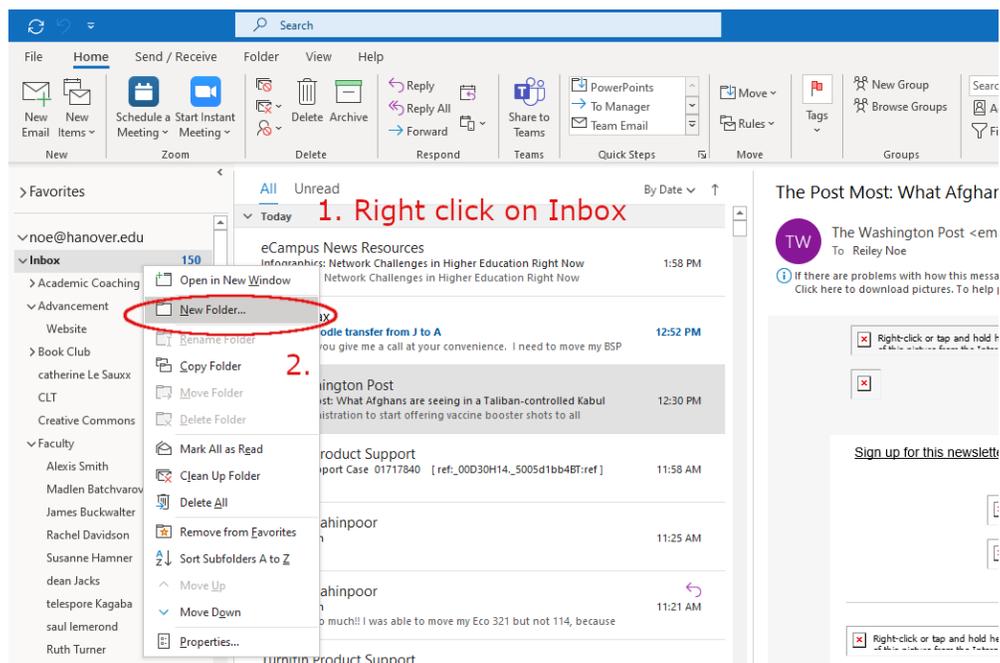
One advantage to doing this is that you can easily triage your inbox. You can easily identify and move first to people have important issues that you want to get to immediately. You also have a folder full of past emails from that person or group to you.

Folders and rules are particularly great for email listservs. If you belong to professional email lists that discuss your particular part of the higher education ecosystem, you can use folders and rules to segregate these emails in one place so that they don't clutter your inbox.

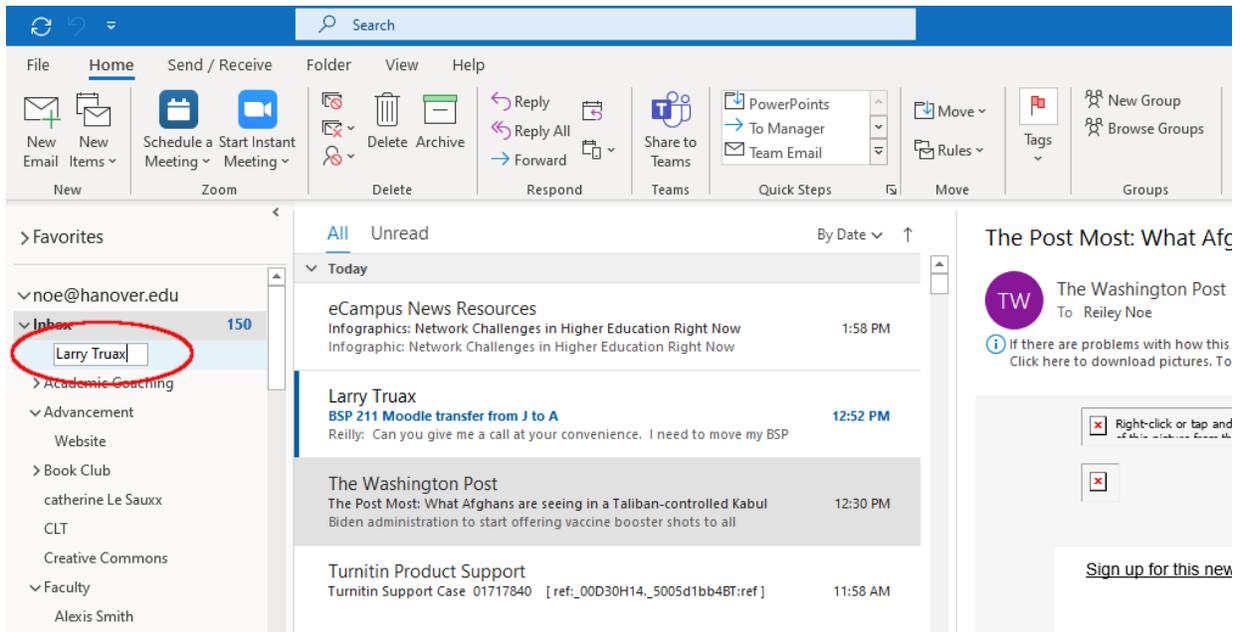
1. I'm going to make a folder and a rule for Larry Truax, one of the BSP Instructors. Note that I haven't read his latest message. I'll get to it in a minute, Larry, but first, you'll be our example.



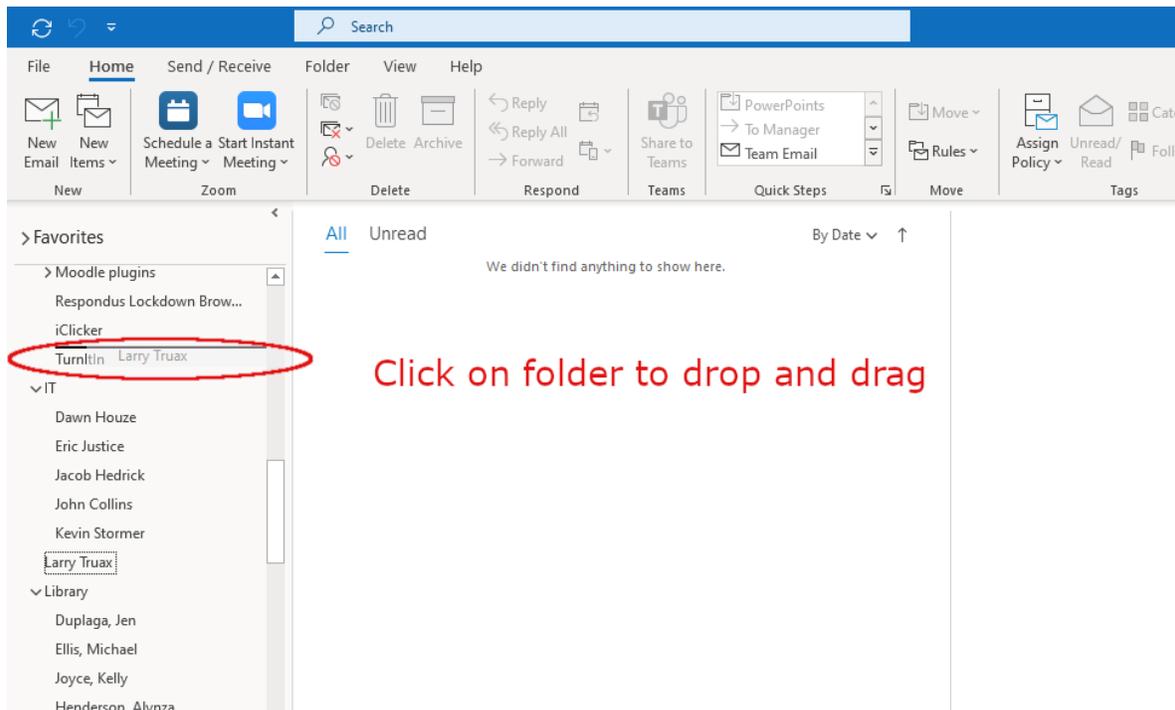
2. Right click on the inbox line. On the menu that populates, click on New Folder



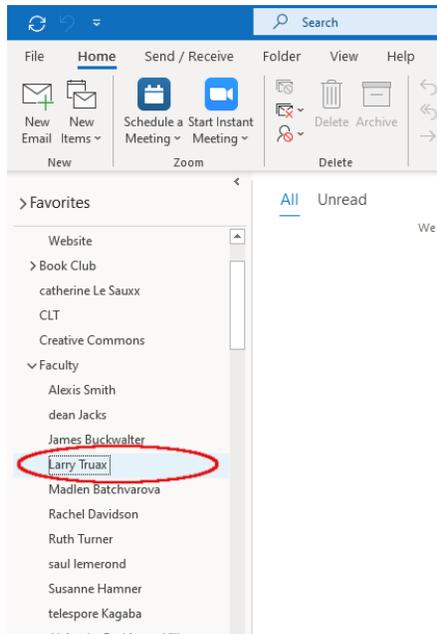
3. A space appears and fill it in with the name of the person or group that you're making a folder for. Larry, this one is you. We'll add his name to the box to make the folder Larry Truax.



4. This will flow alphabetically down your list. You can create folders and subfolders, too. We'll move Larry up into my Faculty subfolder so I know where his messages are. You can click on the folder to drag and drop it in your list of folders.

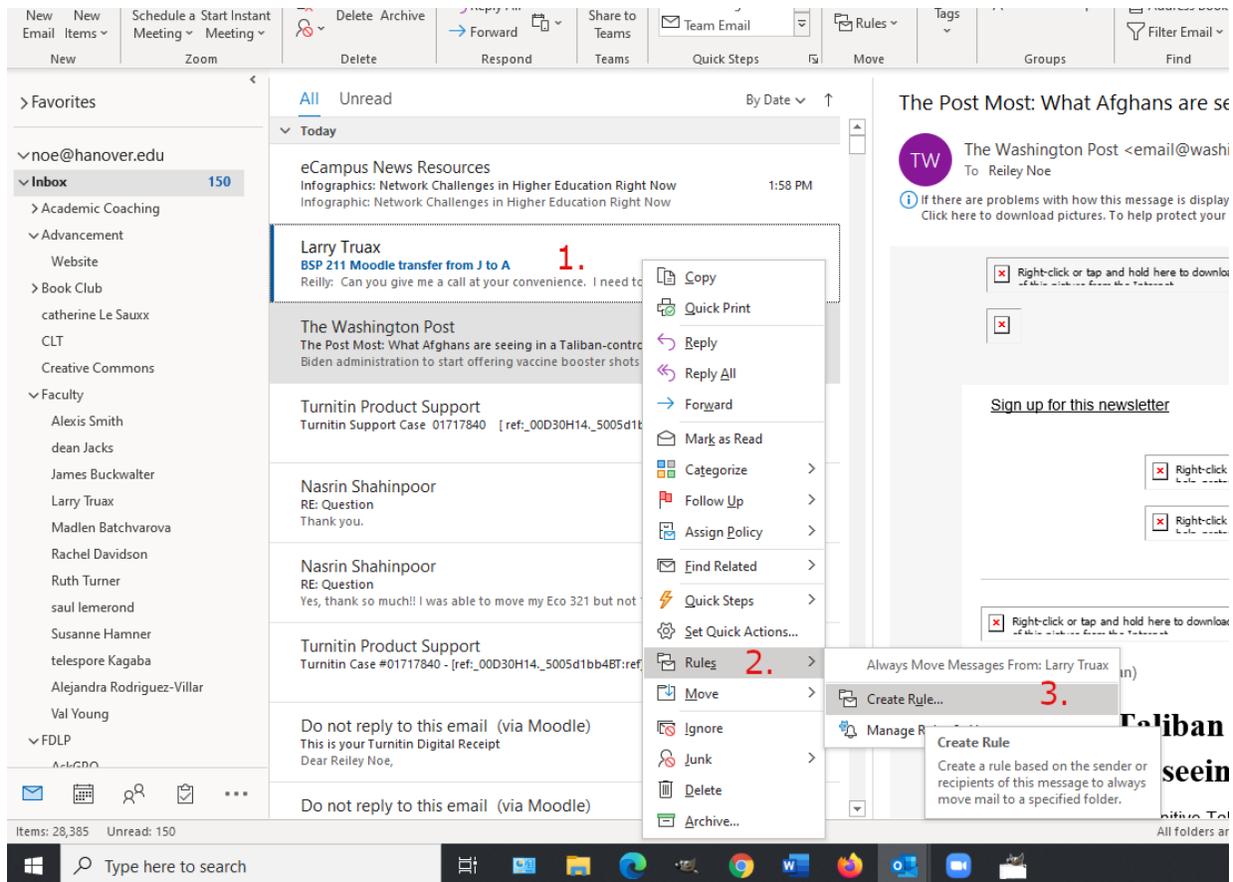


5. We'll move the Folder to the place that I want it.



6. So we've made the folder. Now let's make the rule that will send new messages – and old ones – into this folder in Outlook.

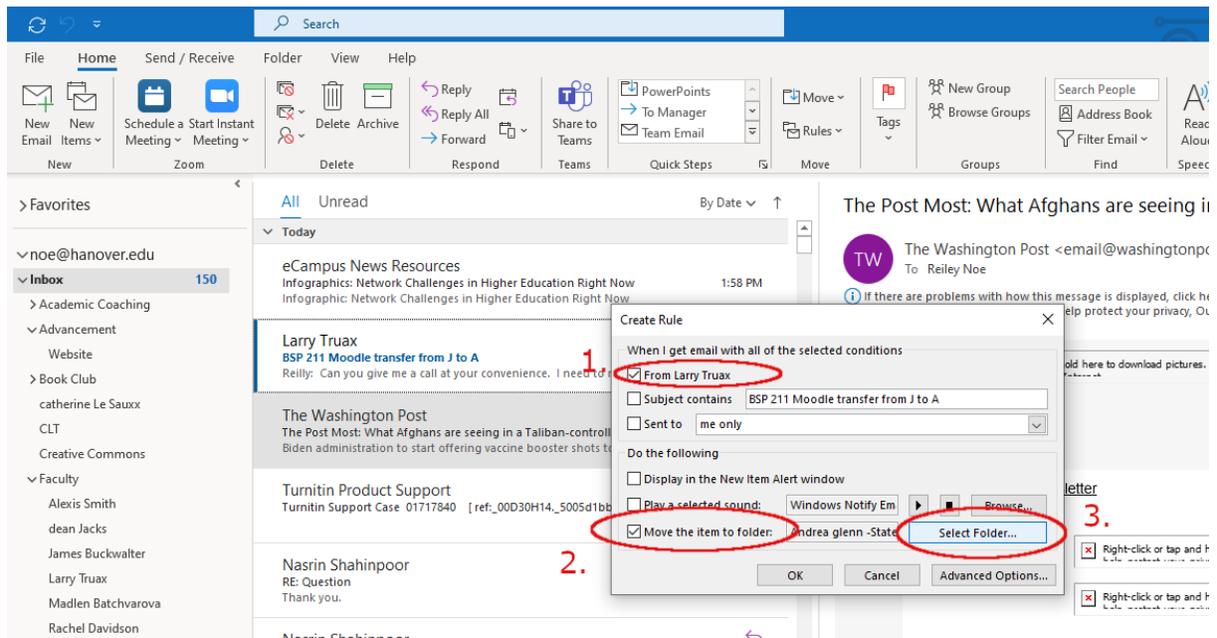
I'll right click on the message from the person or group that you are making the folder for – in this case, Larry - and this long menu appears. Go to Rules and the Create Rule.



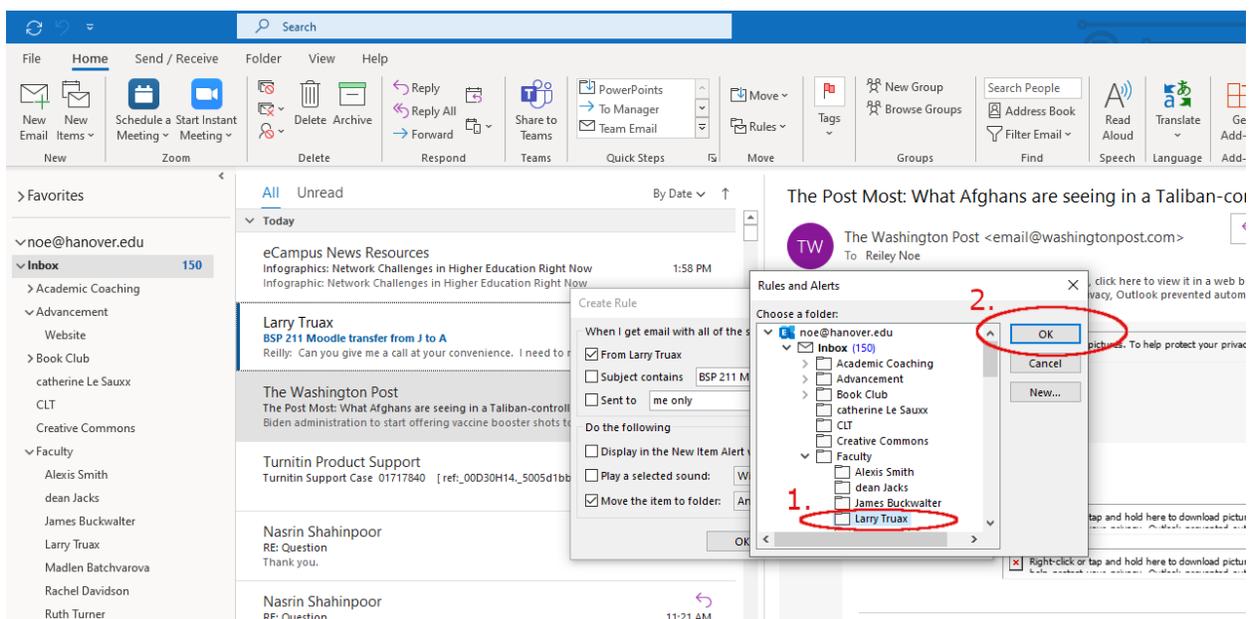
7. On the dialog box that appears, we want to make sure that the check marks are on the correct person or group that it is from (in this case, Larry) and at the bottom of the dialog box, you'll see **Move the Item to Folder** and then in the box is the name of a folder.

If that box does not show the correct name, click on Select Folder.

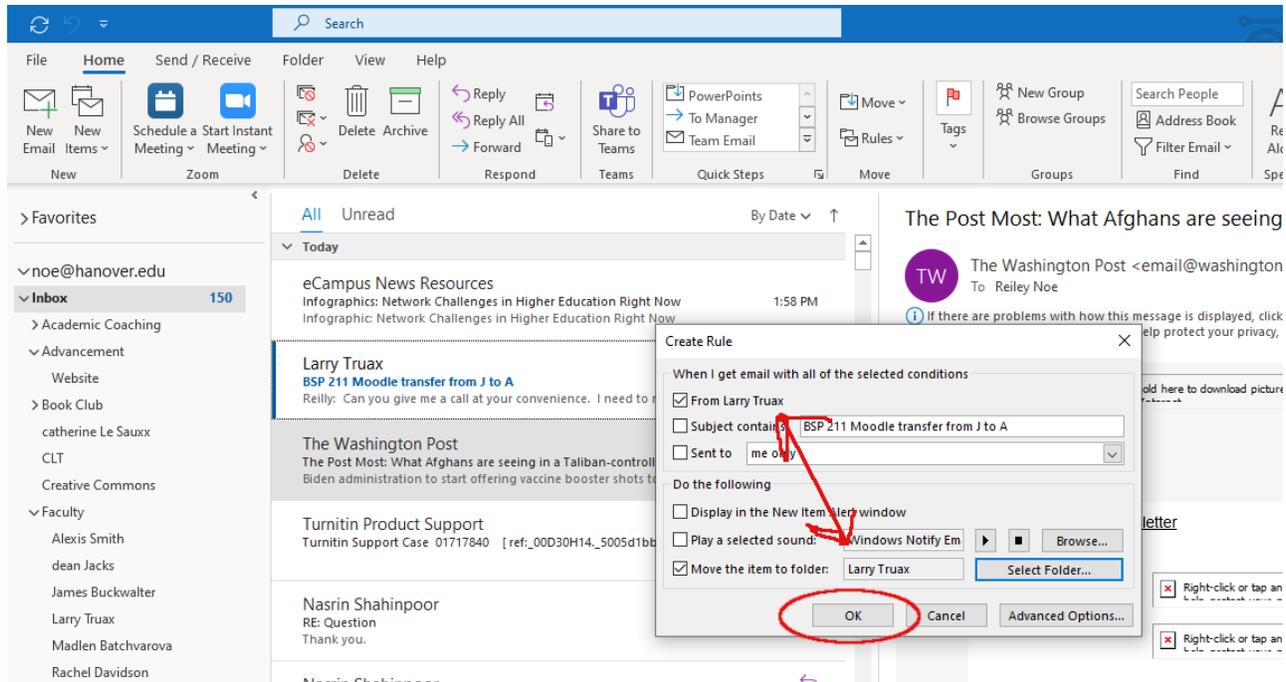
We are doing it here because the name on the folder that this will move to is Andrea Glenn, not Larry Truax.



8. Now you'll see a dialog box with folders that have been created by you for Outlook. I've created many, yours will probably have very few. Click on the folder that you want the rule to be made for (in this case Larry Truax), and then click OK.

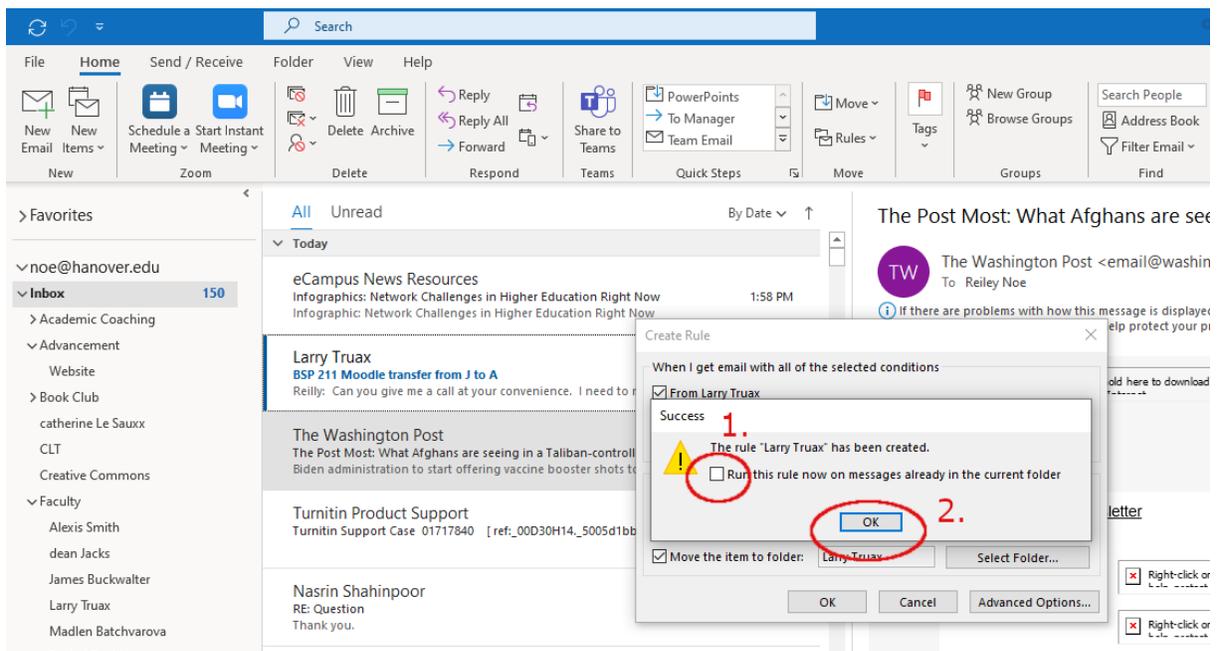


9. So you should see the name next to the checked **From** box match the name in the **Move the Item To** box. If it does, click OK. If not, click on Select Folder and try again.

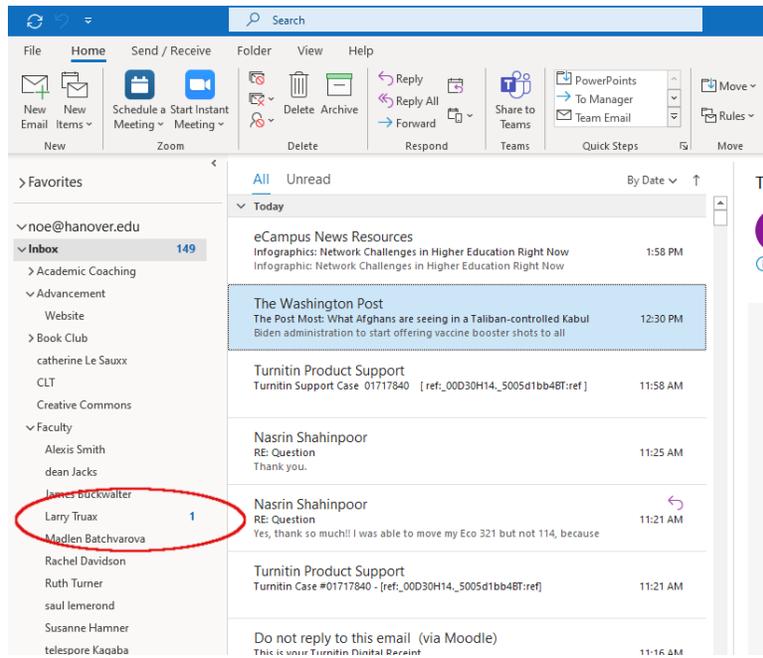


10. Here's the final step – you'll want to get ALL their emails in this box, so you can find them better. Make sure to check on the tick box next to **Run this rule on the messages already in the current folder**. This will move everything in your Inbox from this person or group into the folder.

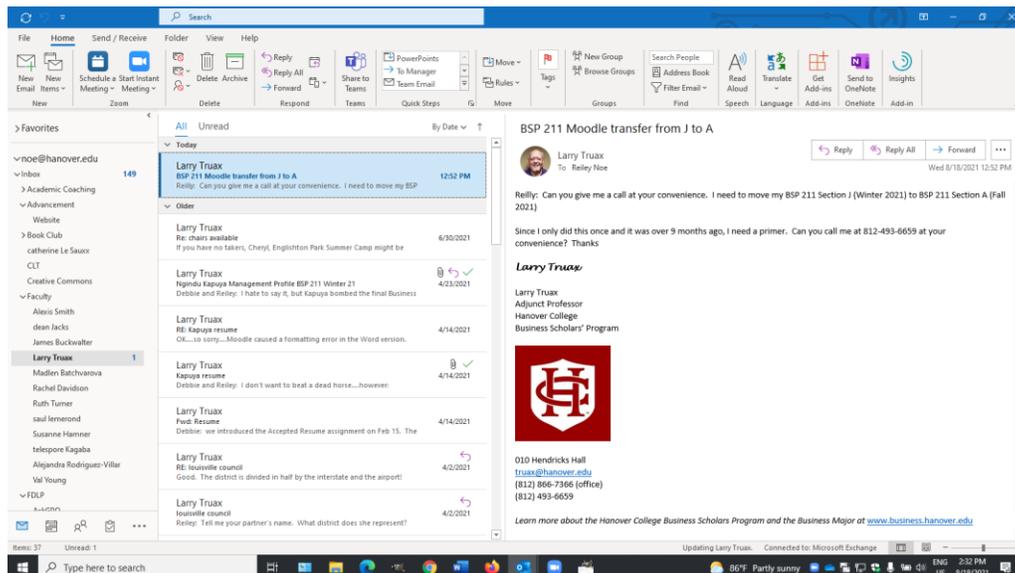
By doing this you don't just get new emails going into the folder, but also all past emails.



11. You'll see Larry Truax's folder enabled, and you'll see a blue number to signify unread messages just like in an inbox. If he sent me 3 unread messages, that blue 1 would be a blue 3.



12. If I click on the folder, I'll see Larry's emails arranged chronologically with the unread ones in the Blue bolded type in the list, along with the message in the activated pane to the right. If Larry had sent me three messages that I had not read yet, the first three e-mails arranged vertically would have blue bolded type.



13. This is what a folder for an email listerv might look like. This is from an email list related to Open Educational Resources that I belong to. I search it for relevant e-mails when I need to and skip the ones that I can come back to when I need them.

The screenshot shows an email client interface. On the left is a sidebar with folders: Favorites, Library (Kevin Stormer, Duplaga, Jen, Ellis, Michael, Joyce, Kelly, Henderson, Alynza, Lawrence, Patricia, Loehr, Heather, Moore, Robert), Listservs (ALI-Info-Lit, ALI-Tech, Educause TL, Educause LIBIT, STS-L, Buslib-l: 16, Ili-L: 2, Instech - PALNI, dss-dh_dg (ALA), DH-Now, Educause SmallCol-L, **LIBOER-I: 676**, Educause INSTECH: 346, LITA-Insttechig). The main pane shows a list of emails sorted by date. The selected email is from Amy Hofer, dated 1:27 PM, with the subject 'Re: [LibOER] Canvas Commons Module on OER?'. The body text reads: 'Hi Nicole, here is the current self-paced grant training course used by'. Below it are other emails from Adriana Poo (12:24 PM), Cindy Gruwell (9:48 AM), Amy Hofer (Tue 8:34 PM), Amy Hofer (Tue 8:33 PM), Heather Ross (Tue 1:09 PM), Sarah Bosler (Tue 12:35 PM), and Nicole Arnold (Tue 11:33 AM).

The right pane shows the details of the selected email:

Re: [LibOER] Canvas Commons Module on

AH liboer@sparcopen.org on behalf of Amy Hof
 To: Nicole Arnold
 Cc: liboer@sparcopen.org

Hi Nicole, here is the current self-paced grant training course
 Resources: <https://lor.instructure.com/resources/b32a9ddce>

FYI,
 Amy

On Tue, Aug 17, 2021 at 8:32 AM Nicole Arnold <nsarnold@u>

HI OER'ers,

Are any of you aware of a Canvas Commons module set ge

I was at a conference recently where I *thought* something

Thank you for any tips!

Nicole

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