

Filtering News Emails to Folder

When you send a news@list.missouriwestern.edu email, it comes to the Public Relations Office first for approval. We will change the Subject Line on the email so employees may have the option of automatically sending the email to a folder or deleting it. Each “news” email will include one of the following key words in its subject line:

- a. **W-Advisory** – holiday mail instructions, purchasing instructions regarding year end, CPDS courier schedule, surveys, etc. These emails may require action on the part of employees.
- b. **W-Academics** – course offerings, advisor information, etc.
- c. **W-Athletics** – information from the athletic dept. This email will include upcoming athletic events.
- d. **W-Event** – coming events or activities except athletics.
- e. **W-News** - department newsletters, miscellaneous news, etc.
- f. **W-Family** – family updates

Even if you don't want to create email folders, our use of consistent subject lines will help you determine if the email is relevant or not.

Remember, these changes only apply to the news@list.missouriwestern.edu emails, not the admininfo@missouriwestern.edu emails. (The admininfos include messages from top administrators, human resources information about benefits, etc.)

FOLDER INSTRUCTIONS

To have the email automatically go to a folder:

1. Get into email through desktop icon – Novell Groupwise.
2. Right click on “(your name) – Home” on the left. Click on New Folder.
3. “Personal Folder” is the default. Click Next.
4. Type in a name for the folder from the above subject line list. Click on Next.
5. Click Finish.
6. You can drag the folder wherever you want it in the list, or place it in the cabinet.
7. In the email center, click on “Tools.”
8. Click on “Rules.”
9. Click on “New.”
10. Type in Rule Name – it can be anything.
11. Check the “Received” box.
12. Check the “Mail” box.
13. Click on “Define Conditions” and choose “Subject” from the drop down menu. Type in the text from the above subject line list (W-Event, etc.)
14. Click on “Add Action” and click on “Move to folder” from the drop down menu. The folder you created in Steps 1-5 should show up as one of your options. Check the box next to it and click on “Move.”
15. Close out box.

To have the email automatically deleted:

Start at step 7 above. When you click on “Add Action,” choose “Delete/Decline” from the drop down menu.