System engineers are aware that some users are still getting important emails in their JUNK mail. If you receive this Tech Tip in your JUNK mail please contact mick.weiand@ops.org.

__Tech Tip:__ Rules can be created for common tasks in Outlook - Email. There are many rules that you can create. I will demonstrate how to make a rule to tell the system that any email that comes from a particular person or based on a particular subject will automatically go into a specific folder. If you saw my Tech Tip 4 it shows how to create folders.

To view the steps in a video click HERE or follow the steps below. The rule you create may be different, but this will at least get you started.

1. Open Outlook- Email and click on the Settings Gear and select OPTIONS.
2. Select **Organize Email**--**Inbox Rules**--use the + symbol--select **Create a new rule for arriving messages**.

3. Name the rule, Select **"It includes these words in the subject"**, when a window opens type in the words you would see in the typical subject (see second screenshot below), tell it to **"Move the message to folder"** and when the next window opens, select or create the folder. Press **SAVE!**
Example of typing in subject, you have to click the + button to make it go below.

**specify words or phrases**

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Office 365 Tip

Office 365 Tip

Thanks,

OPS Tech Training Team
Omaha Public Schools would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Omaha Public Schools directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: Unsubscribe

SchoolMessenger is a notification service used by the nation’s leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.

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