

SET E-MAIL PRIORITY FOLDERS

Important Note: Software features and functions change with software releases. Check your user help file for appropriate features.

In your main INBOX add new folders to receive your e-mail based on your new prioritized criteria. So, for this example, add the following:

- One folder to receive e-mail directed to you from your important people called **IP to Me**
- One folder to receive e-mail copied to you from your important people called **IP Copy to Me**
- One folder to receive e-mail directed to you from your teachable people called **TP to Me**
- One folder to receive e-mail copied to you from your teachable people called **TP copy to Me**

You may also choose to set up a folder where you can place pending e-mail or e-mail that is awaiting action from others. Let us call this folder **“Pending.”**

This is the way to create a sub-folder in Microsoft Outlook:

1. Place your cursor on the folder that will hold the sub-folders you are going to create.
2. On the **File** menu, point to **Folder** and then click **New Folder**.
3. In the **Folder contains** box; click the type of item you want the folder to contain. Select **Mail Items**.
4. In the **Name** box, enter a name for the folder. First build **1 – Working** sub-folder. Click **OK**.
5. Repeat Points 2 and 3 above to create other sub-folders, IP to Me, IP Copy to Me, etc.
6. In the **Select where to place the folder** list, click the location where you want to place this new folder if it is different from the one you indicated in Item 1. Please note that later you can move these folders by dragging and dropping them if you wish.
7. If a box called **Add Shortcut to Outlook Bar?** appears automatically, click **No**.

SET UP YOUR AUTOMATIC RULE PROCESSES

Develop automatic rules to automatically process your incoming e-mail and place it into the priority-based folders you created:

- IP to Me**
- IP copy to Me**
- TP to Me**
- TP copy to Me**

ALL other mail will not be considered priority and remains in your general inbox and we will explain how you can deal with it later.

This is the way to create a new rule in Microsoft Outlook:

1. Click **Inbox**.
2. On the **Tools** menu, click **Rules Wizard**.
3. Click **New** and follow the instructions in the **Rules Wizard**.
4. New window appears with question, **Which type of rule do you want to create?**
 - a) Highlight **Check messages when they arrive** then click on **Next**
 - b) A new window appears - **Which condition(s) do you want to check?** Check **Where my name is in the To box**. Farther down on the same list check **from people or distribution list**.
 - c) Click on **from people or distribution list**. New window appears showing your Contacts list.
 - d) In the left window select your IP people and make sure they are added to the list on the right side of the window by clicking on **From**. / Then click on **OK**. **Note:** Some Outlook releases allow you to add only individual names, not Distribution Lists.
 - e) Click on **Next**. New window appears - **What do you want to do with the message?** Check **move it to the specified folder**.
 - f) In lower panel click on **specified folder**. New window appears. Click on the folder where message should go. (IP to Me folder). Click **OK**.
5. Click **Next**. New window appears, **Add any exceptions (if necessary)**. Nothing is needed here so then, click **Next**.
6. New window appears - **Please specify a name for this rule**. Type name, i.e., IP to me.
7. Check **Turn on this rule** and click **Finish**. Then click **OK**.

Repeat the steps above to create other rules for:

- IP copy to Me**
- TP to Me**
- TP copy to Me**

You may set up as many rules as you choose. But be sure that the rules you set are compatible with your roles and are supported by your important people.

Result:

As a result of the above rules, all your incoming mail will be placed in folders based on the priority based filtering system you assigned. All other mail will remain in your INBOX and is considered to be a lower priority.