

Rules help reduce manually filing or taking the same action when a similar message arrives. Unlike Quick Steps, rules typically are always on and run automatically. For example, when a message is from a specified person, it's automatically moved to the folder that you designate.

Each rule you create takes up space in a hidden section of your mailbox. This section is limited to 64 KB. If your rules exceed the limit, please follow the below steps

- Delete rules you no longer need.
- Shorten the names of your rules.
- Combine one or more rules that do the same thing.
- Remove criteria from rules.

Please note IT does NOT support customisations to your mailbox as it may affect the delivery of mail. IT may remove customisations when troubleshooting issues.

To customise your mailbox review the steps below:

- 1. Access the **Students** page on the ND website: <u>https://www.notredame.edu.au/current-students</u>
- 2. Click on Email under Quick Links



 Enter your Student ID and password to access the portal. Username: 32001234 Password: Nd01021994

To access more options for your inbox click the cog icon



4. Click **Mail** under your *App Settings All options for customising your mailbox*

Your app settings	
Office 365	
Mail	
Calendar	
People	

- 5. Expand the **Layout** menu
- 6. Click Inbox and sweep rules under Automatic Processing





 Click Add icon (+) Located under Inbox Rules heading



8. Type the name of your Rule

New inbox rule

Name			
I.	242		

9. Select a condition from dropdown lists



10. If you would like to add more conditions, click Add Condition

When the message arrives, and *



Add condition

11. Select an action from dropdown lists

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When the message arrives, and it matches all of these conditions

It was received from		*	Select people
Select one			
It was sent or received	>	✓ Received from	
It includes these words	>	Sent to	
My name is	>	Received throug	h this account
It's marked with	>		
lt's	>		
Its size is within the specified r	ange		
It's received within a specific d	ate span	nis mean?)	
[Apply to all messages]		ADVINTERSE M. 1	

- 12. Add the condition of the rule, e.g. sender's email, keyword.
- 13. Click Save



× Discard

14. Select the actions from dropdown lists.

Select one		
Select one		
Move, copy, or delete	5	Move the message to folder
Pin the message		Copy the message to folder
Mark the message	>	Delete the message
Forward, redirect or send		t does this mean?)

15. If you would like to add more actions, click Add Action

	Do the following *	
×	Select one	•
	and	
×	Select one	
	Add action	

- 16. If you would like to include the exception, click Add Exception
- 17. **S**elect your desired Exception from dropdown lists. *Skip if you do not wish to add an exception*

Except if it matches any of these conditions



18. If you would like to add more exceptions, click Add Exception



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×	Select one	•
×	or Select one	•
	Add exception	

19. Click **OK**

Stop Processing More Rules is selected by default.

With this option on, when a message comes in that meets the criteria for more than one rule, only the first rule will be applied. Without this setting, all rules that the message meets the criteria for being applied.

Please kindly contact your campus Service Desk if you require assistance.

Fremantle

Sydney

02 8204 4444

08 9433 0777 8am – 5pm WAST

fremantle.it@nd.edu.au

8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632 8am – 4:30pm WAST

broome.it@nd.edu.au