



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.

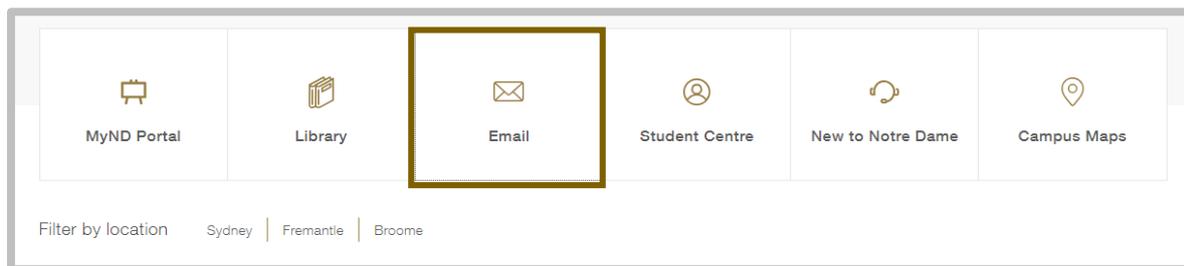
Each rule you create takes up space in a hidden section of your mailbox. This section is limited to 64 KB. If your rules exceed the limit, please follow the below steps

- 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:
<https://www.notredame.edu.au/current-students>
2. Click on **Email** under Quick Links

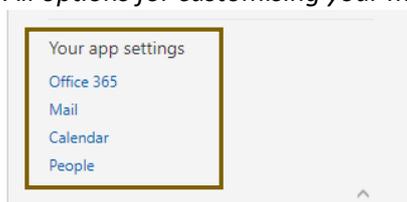


3. Enter your **Student ID** and password to access the portal.
Username: 32001234
Password: Nd01021994

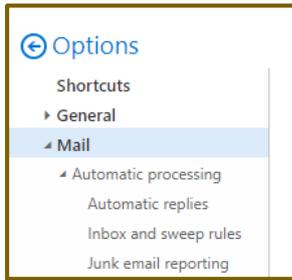
To access more options for your inbox click the **cog** icon



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



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



7. Click **Add** icon (+)
Located under **Inbox Rules** heading

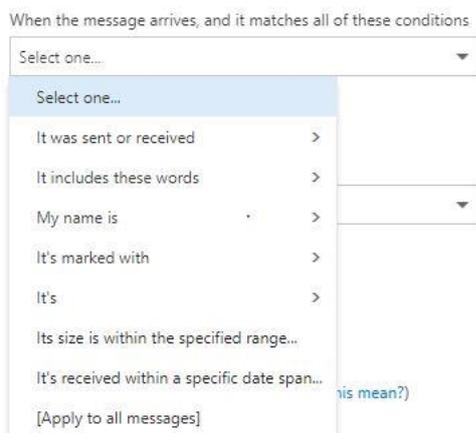


8. Type the name of your Rule

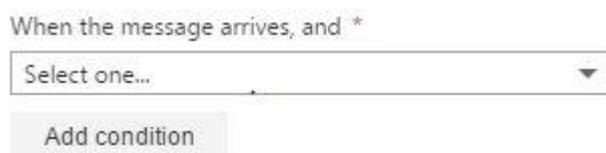
New inbox rule

Name

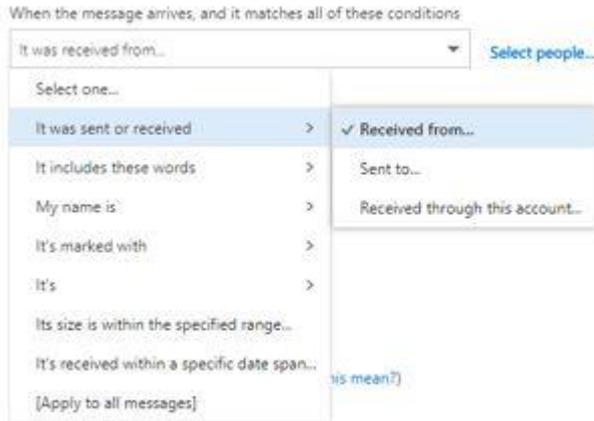
9. Select a condition from dropdown lists



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



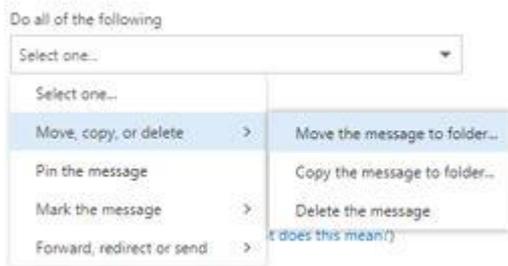
11. Select an action from dropdown lists



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



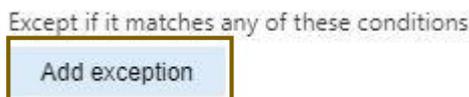
- 14. Select the actions from dropdown lists.



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



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



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



Except if

✕ 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

08 9433 0777
8am – 5pm WAST

fremantle.it@nd.edu.au

Sydney

02 8204 4444
8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632
8am – 4:30pm WAST

broome.it@nd.edu.au