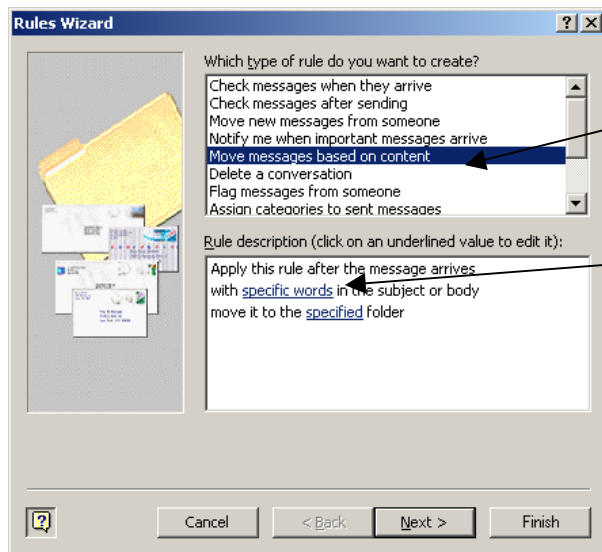


Outlook Mail

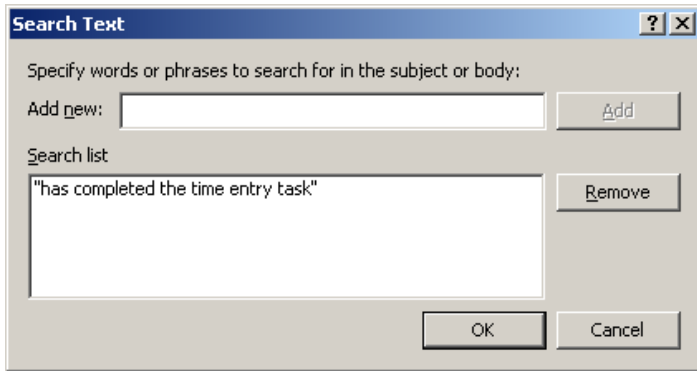
Creating a Rule to Move Time Card Approvals

1. With Outlook open, Click **Inbox**.
2. On the **Tools** menu, click **Rules Wizard**.
3. Click **New**.
4. These screenshots below demonstrate how to move a new mail message with the words, “has completed the time entry task” in the subject line to a newly created folder named “time card approval”. These instructions are specific to Outlook 2000. Other versions of Outlook may have different wording for the options, but the concept is the same.



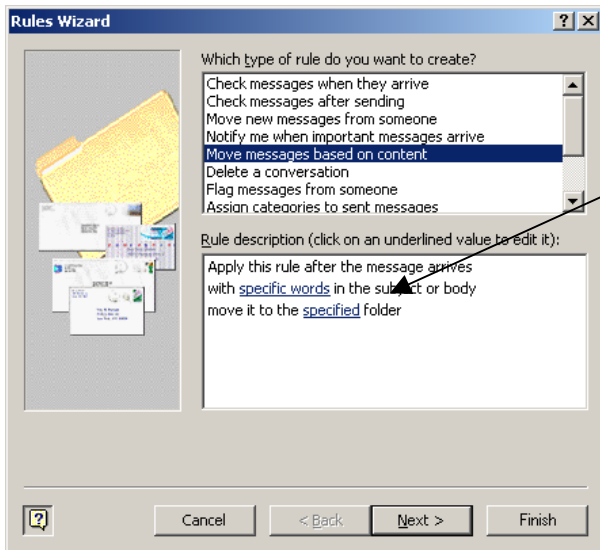
Select

Click on “specific words” and fill in the window with “has completed the time entry task”.

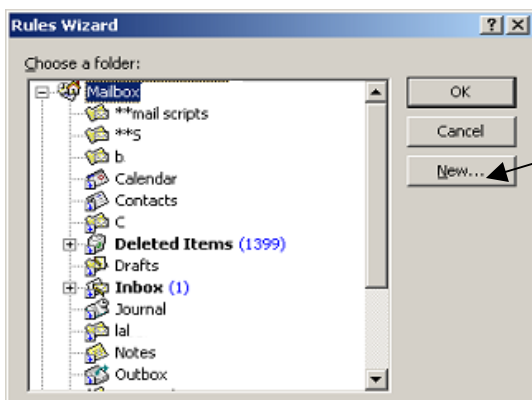


Be sure to select “Add”. The text will be added to the search list.

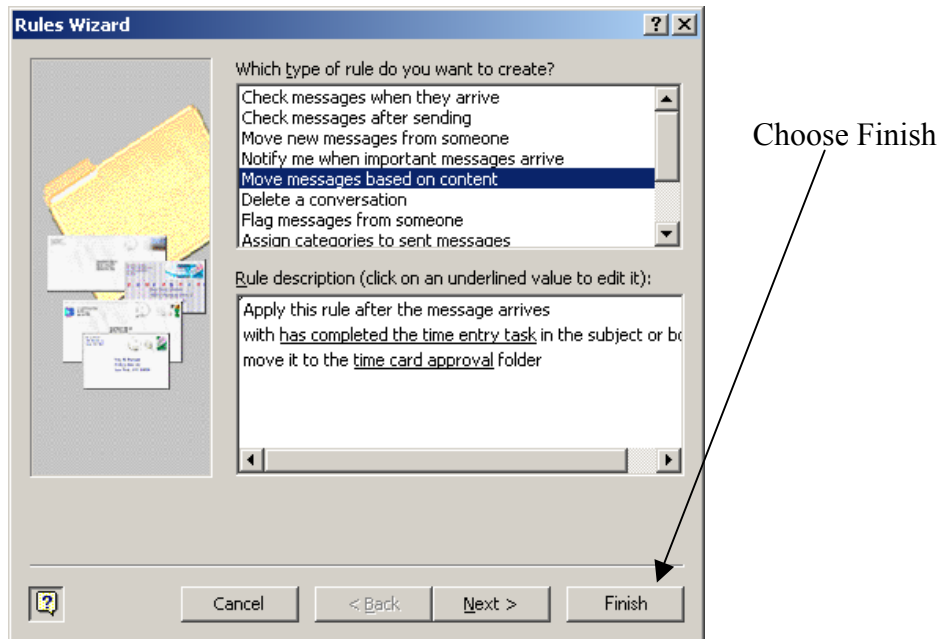
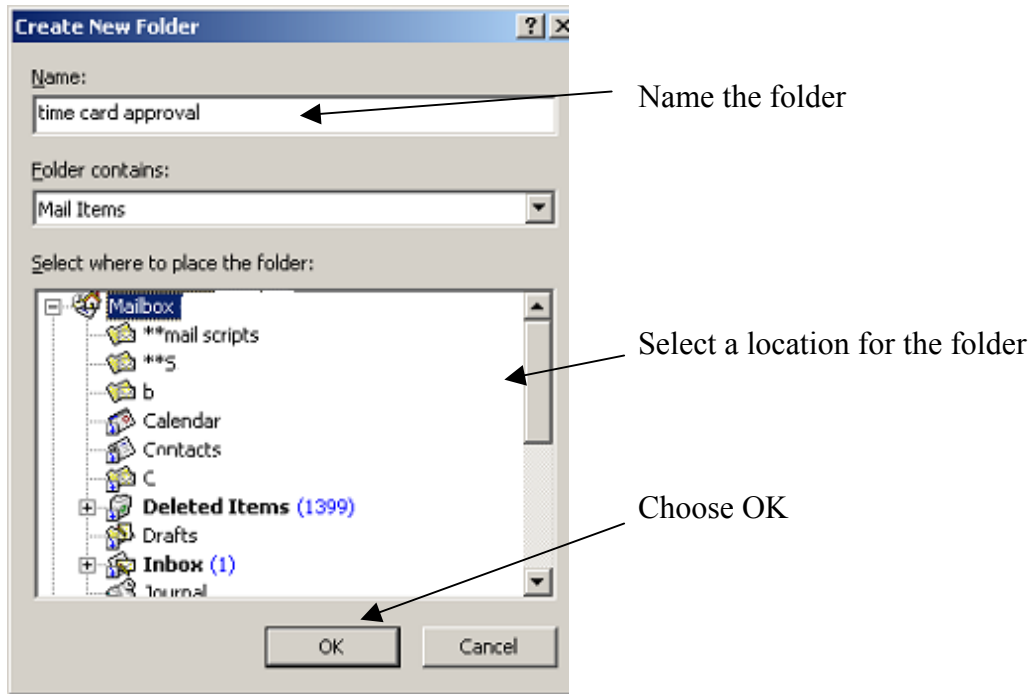
Choose OK.



Back on the Rule description box, select “specified”.



Select “New...” or choose an existing folder.



If you have any questions please contact the Lab Assistant on duty in Smyth Hall room 85 or call extension 2088. You may also call the User Support Line at extension 2111 on campus or dial 389-2111 from off campus.