Manual management PhD Portfolio notifications in MS Outlook 2010

1. Open MS Outlook 2010

2. Go in the ribbon to “Folder”

1) Click on the button “New Folder”.

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2) The window “Create New Folder” pops up.

3) **Create New Folder**

1) Fill in the name of the folder.

2) Select “Mail and Post Items”.

3) Select where you want to place the folder. In this case under the mailbox.

4) Click “OK”
4) Go in the ribbon to “Home”

1) Click on the button “Rules” and select “Manage Rules and Alerts…”

5) The folder is created. You can find it on the chosen place in the Navigation Pane. (alphabetically ordered)
Create a new rule.

1) The window “Rules and Alerts” pops up.

2) Click on the button “New Rule”.
3) The window “Rules Wizard” pops up.

4) Select under the group “Stay Organized” the template “Move messages with specific words in the subject to a folder”

5) Click on the hyperlink “specific words”.

6) The window “Search Text” pops up.

7) Fill in “PhD activity approval pending”.

8) Click on the button “Add”.
9) Click on the button “OK”.

10) Click on the hyperlink “specified”.
11) The window “Rules and Alerts” pops up.

12) Select the folder “PhD Portfolio Notifications” which you made previously.

13) Click on the button “OK”.

14) Click on the button “Finish”.

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15) The rule is added on top.

16) Click on the button “Apply”.

17) Click on the button “OK”.