



Outlook on the Web

Configuring and Managing Mailbox Rules for a Departmental Mailbox

Table of Contents

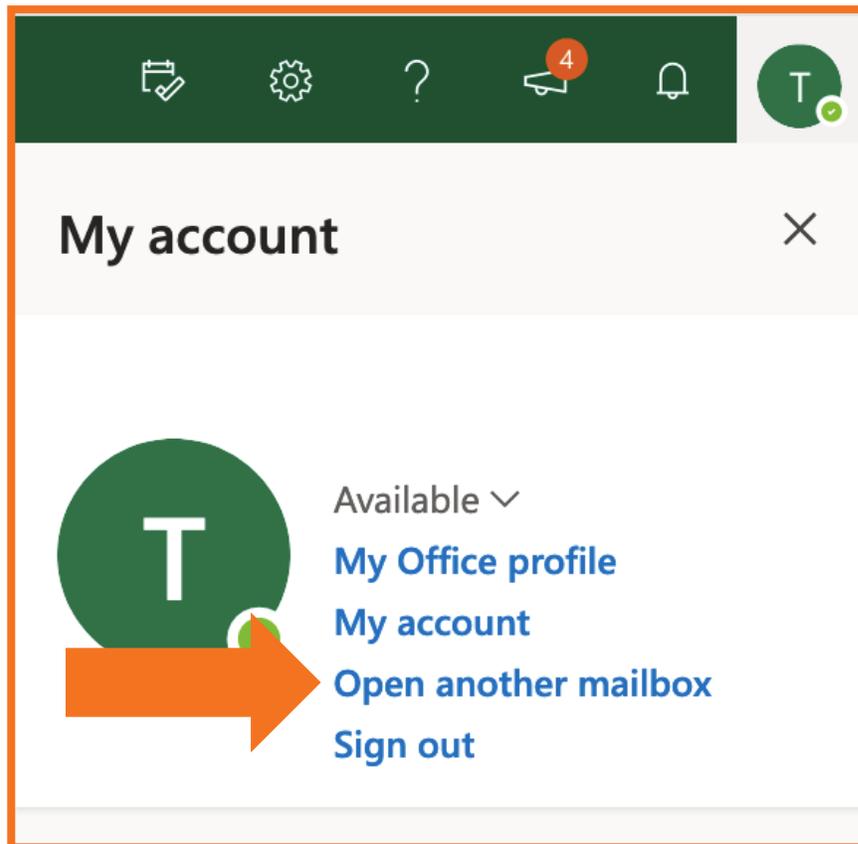
Configure and Manage Mailbox Rules	3
Create a Rule	3
Edit a Rule	8
Disable or Delete a Rule	9
Disable/Reenable	9
Delete.....	10
Configure an Out of Office Message on a Dept. Mailbox.....	11
Configure Out of Office Message.....	11
Edit an Out of Office Message.....	15
Turn Off Out of Office Message.....	16

Configure and Manage Mailbox Rules

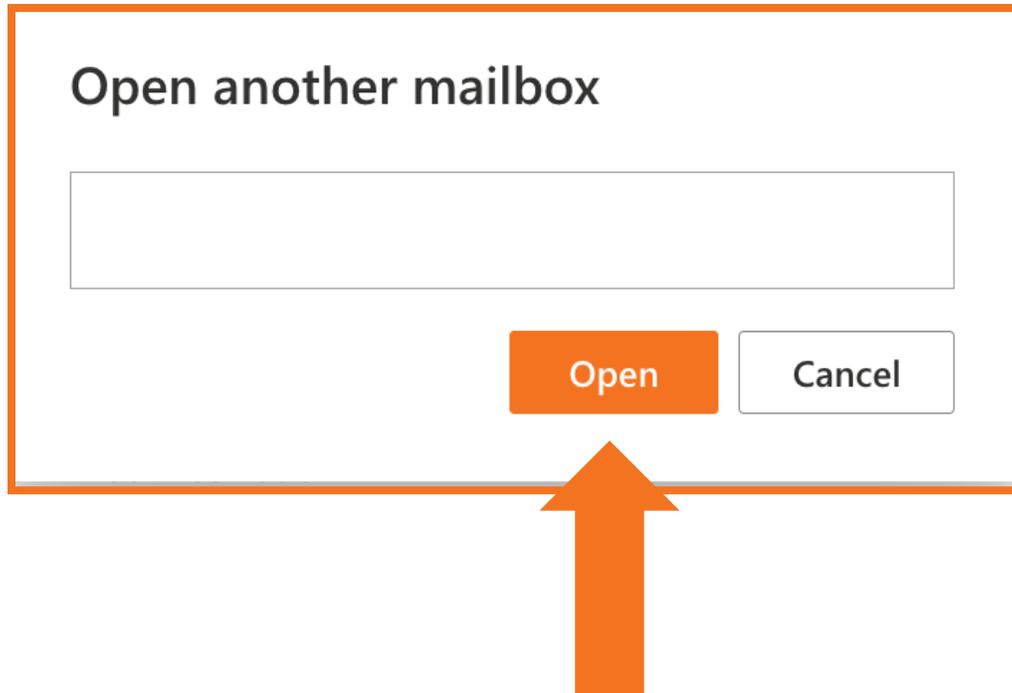
It is recommended you use the webmail to create mailboxes rule on a departmental mailbox. To access the mailbox on the webmail, you need to have full access to the mailbox. Full access is only granted by IT. If you are not sure what level of access you have, please contact the Service Desk at 305-284-6565.

Create a Rule

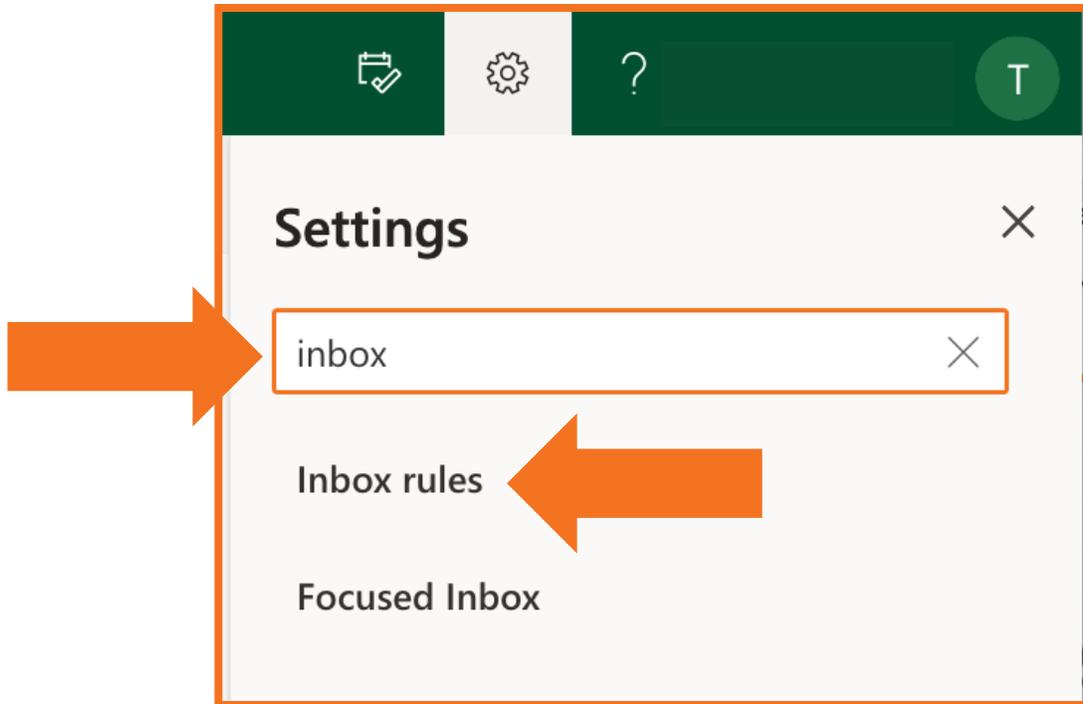
1. In a web browser, log in to <http://email.miami.edu> using your caneID and password.
2. Click your picture or initials in the upper right corner and select **Open another mailbox**.



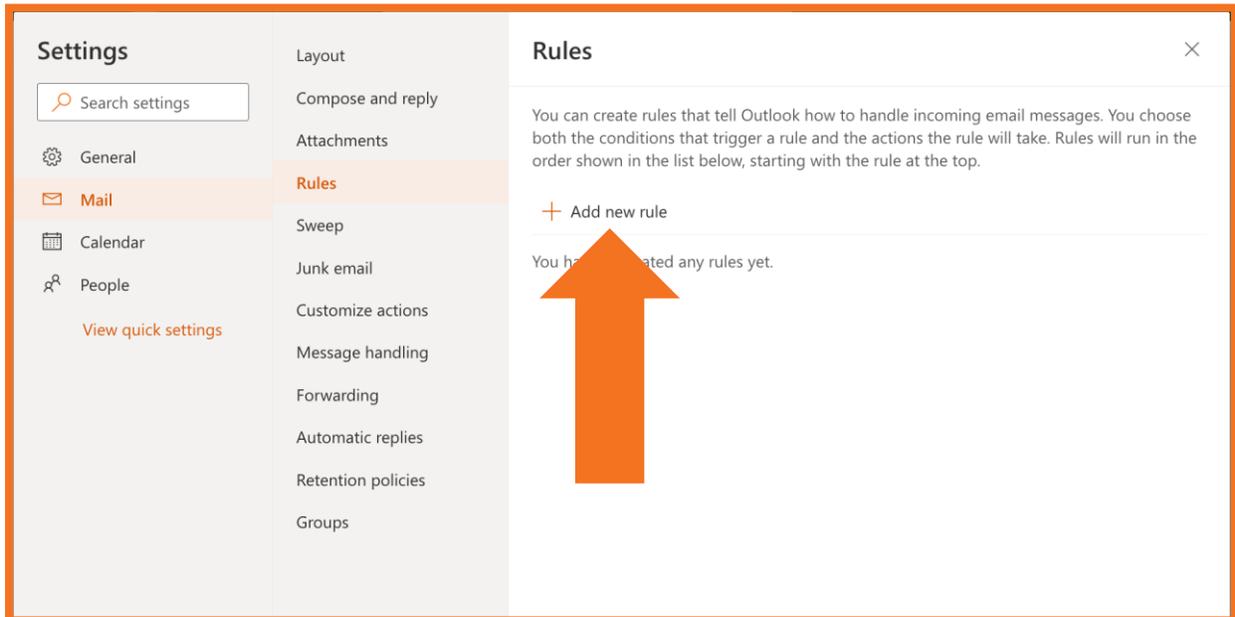
3. Type in the name of the mailbox and press the Enter key on your keyboard.
4. The name should resolve. Click **Open**.
5. The mailbox will appear in a new window or tab.



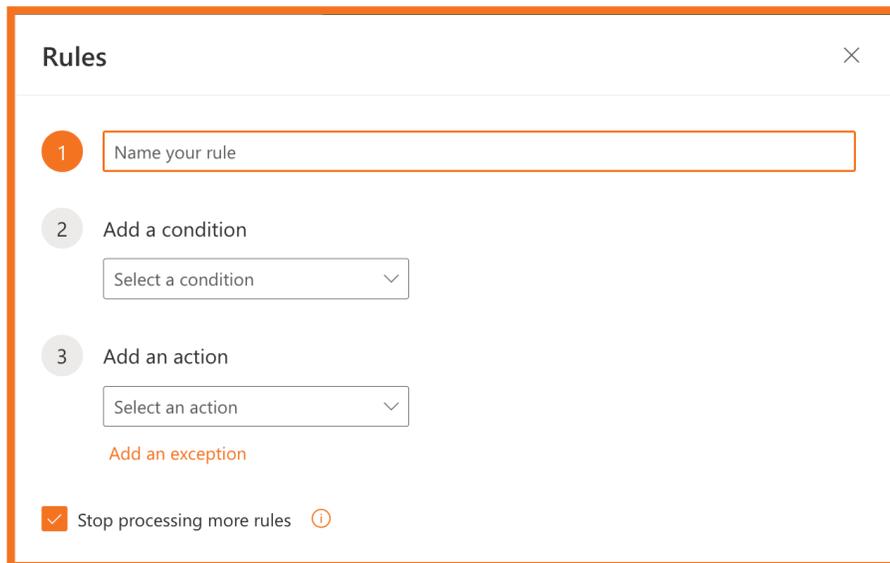
6. At the top right of the page, select the **gear icon**, and type "Inbox Rules" in the search filed that appears.
7. Select **Inbox rules** from the search results. You will be taken to rules for that mailbox.



8. In the Rules window, click **Add new rule** to create a new rule.



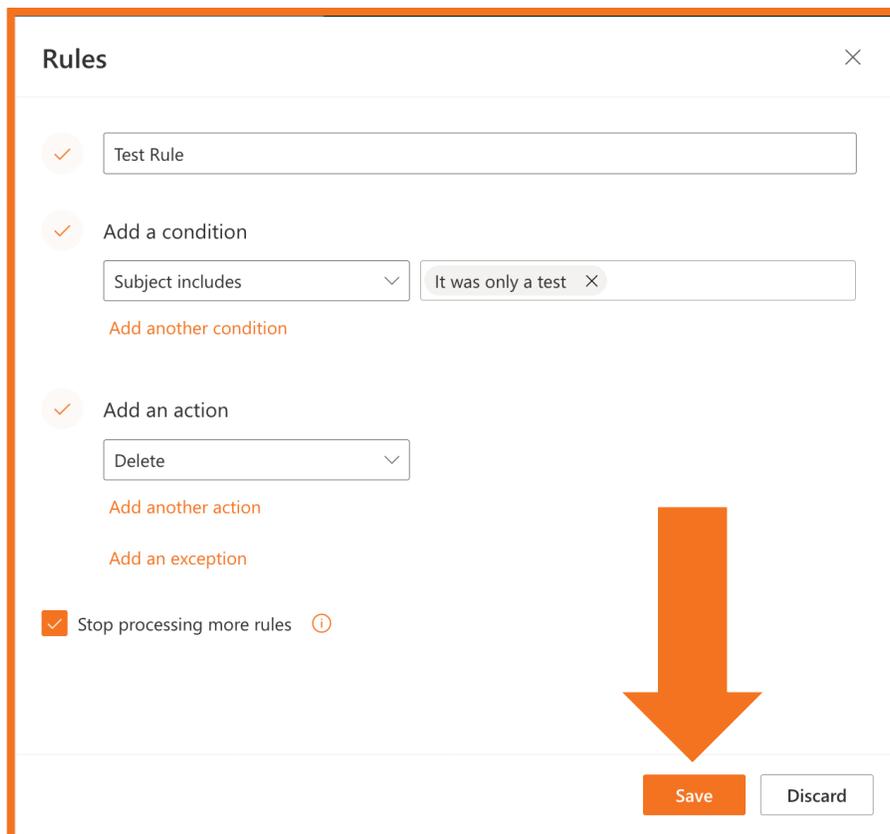
9. Configure the rule.
10. Click **Save** to save the rule.



The screenshot shows the 'Rules' configuration dialog box with a close button (X) in the top right corner. It contains three numbered steps:

- 1** Name your rule: A text input field with the placeholder text 'Name your rule'.
- 2** Add a condition: A dropdown menu with the text 'Select a condition' and a downward arrow.
- 3** Add an action: A dropdown menu with the text 'Select an action' and a downward arrow.

Below the action dropdown is a link that says 'Add an exception'. At the bottom, there is a checked checkbox labeled 'Stop processing more rules' followed by an information icon (i).



The screenshot shows the 'Rules' configuration dialog box with a close button (X) in the top right corner. It contains three numbered steps, each with a checkmark:

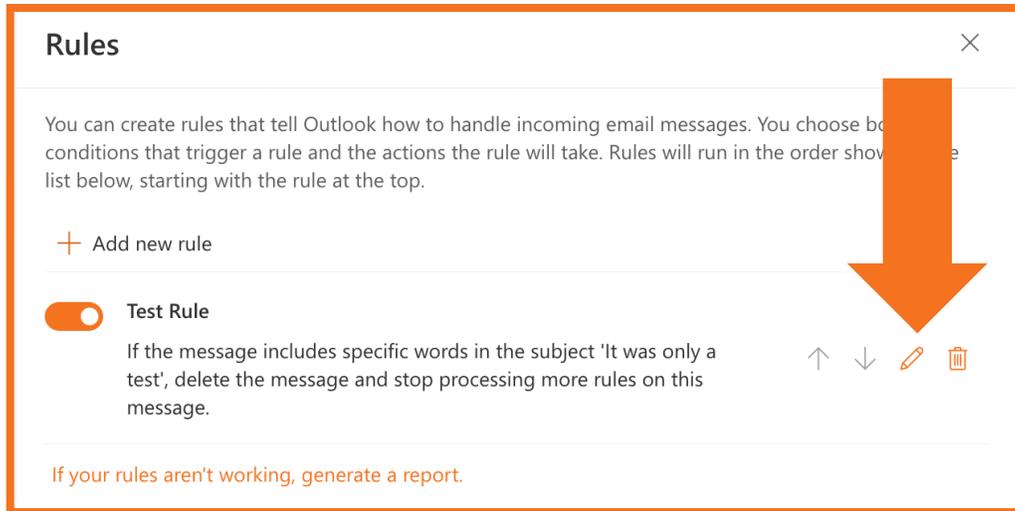
- ✓** Test Rule: A text input field containing 'Test Rule'.
- ✓** Add a condition: A dropdown menu with 'Subject includes' and a downward arrow, followed by a text input field containing 'It was only a test' with a close button (X). Below this is a link that says 'Add another condition'.
- ✓** Add an action: A dropdown menu with 'Delete' and a downward arrow. Below this are links for 'Add another action' and 'Add an exception'.

At the bottom, there is a checked checkbox labeled 'Stop processing more rules' followed by an information icon (i). A large orange arrow points down towards the 'Save' button.

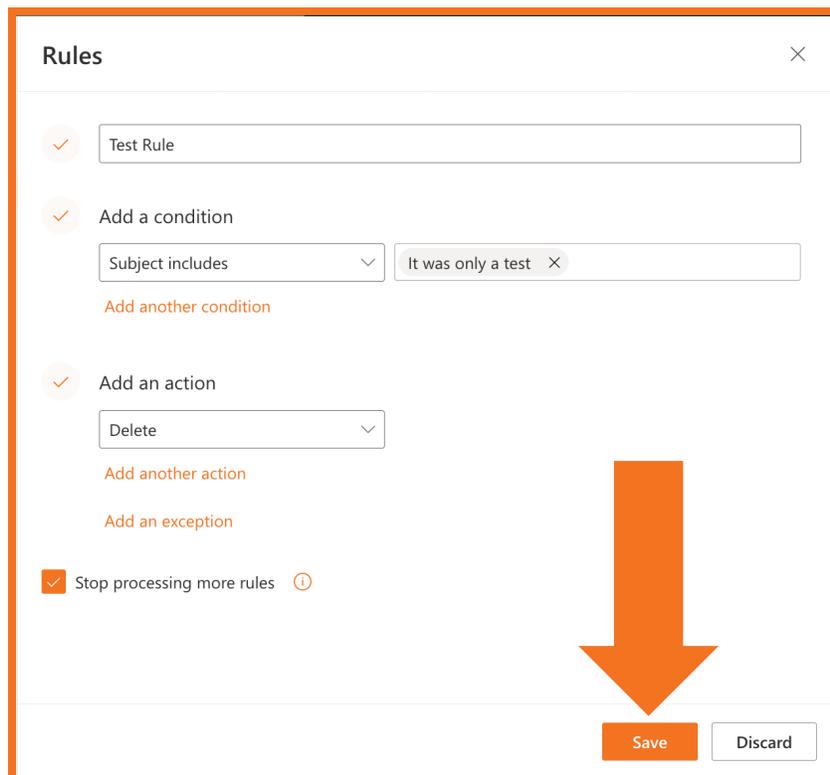
At the bottom right, there are two buttons: 'Save' (highlighted in orange) and 'Discard'.

Edit a Rule

1. In the rules window, click the **pencil icon** at the top of the list and make your desired changes.



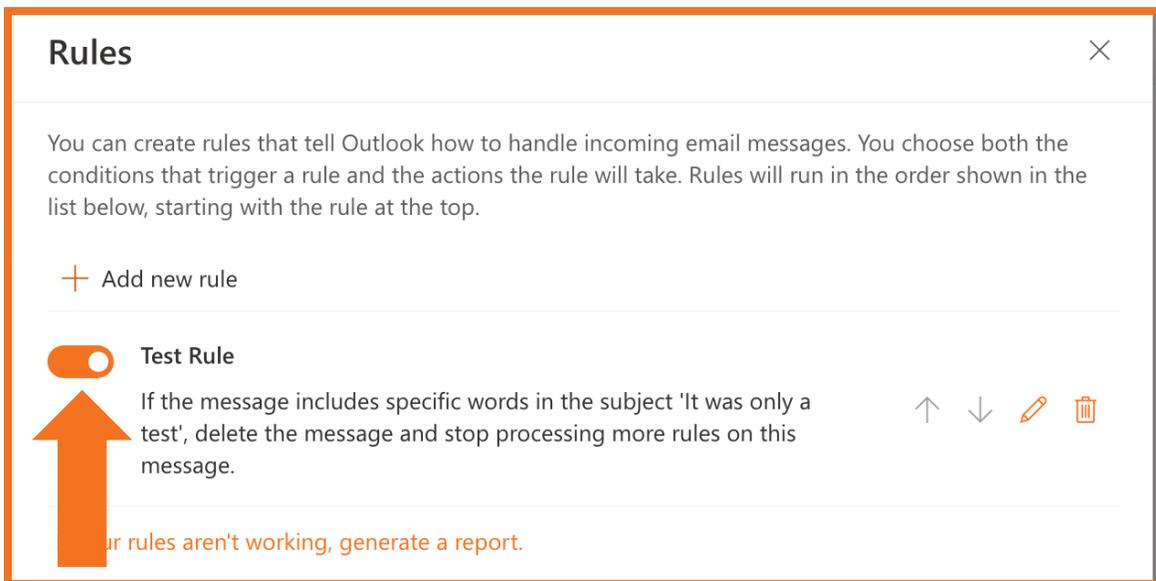
2. Click **Save** when done.



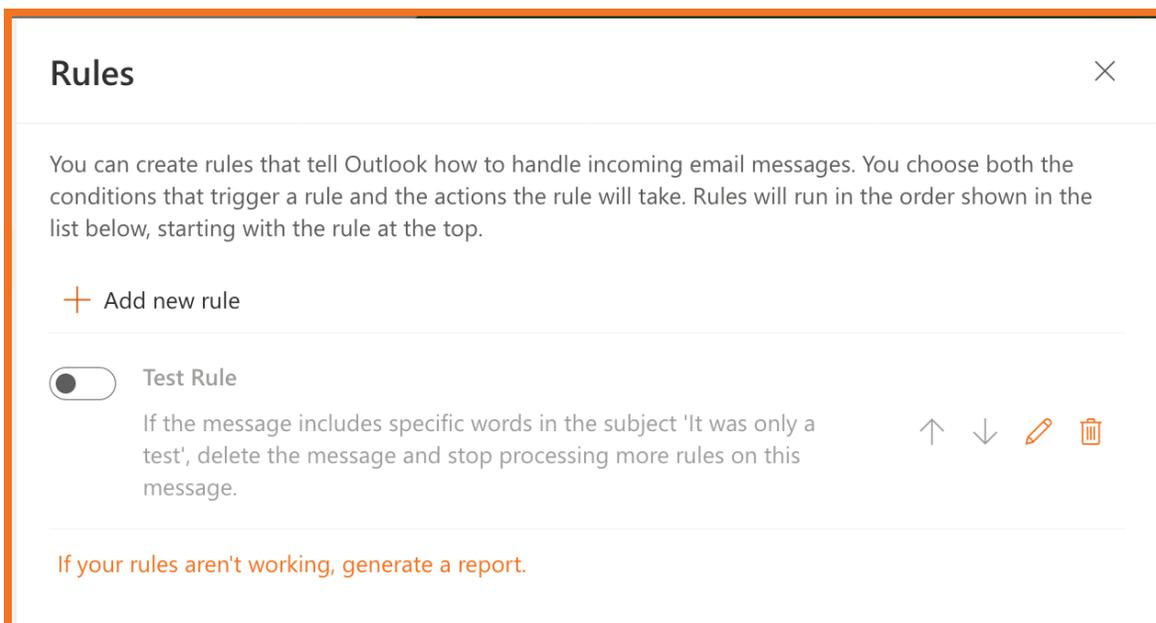
Disable or Delete a Rule

Disable/Reenable

1. In the rules window, if you just want to disable the rule but not delete it, click the **toggle** to the left of the rule name.
2. The toggle will flip to the left and the text will appear greyed out.
3. To reenable the rule, click the toggle and it will flip to the right and the text will no longer appear greyed out.



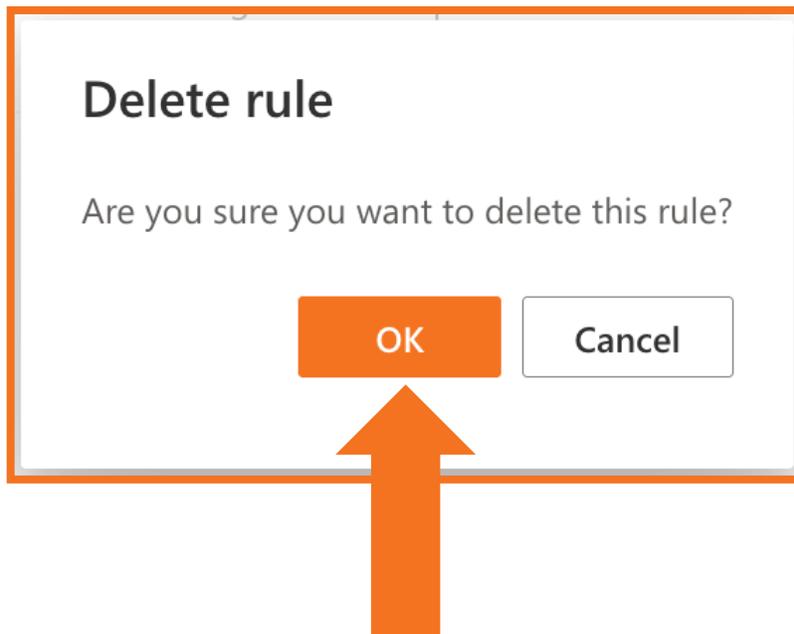
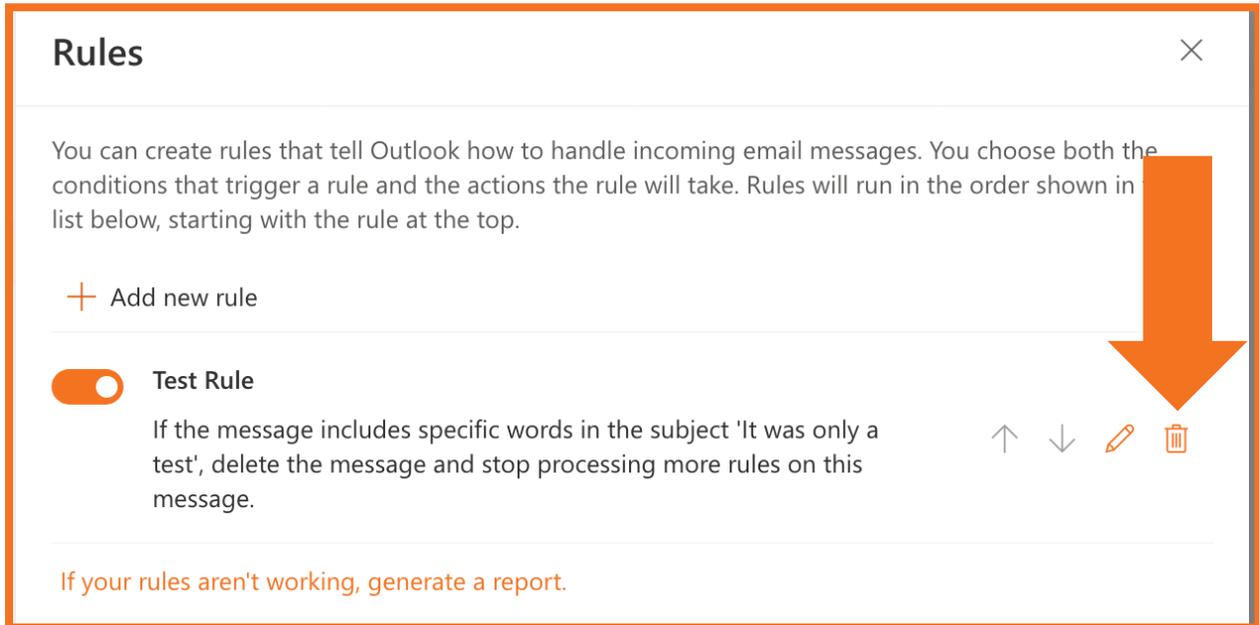
The screenshot shows the 'Rules' window in Outlook. At the top, there is a close button (X). Below the title, there is an introductory paragraph: 'You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.' Below this is a '+ Add new rule' button. The main list contains one rule: 'Test Rule'. To the left of the rule name is a toggle switch that is currently turned on (to the right). A large orange arrow points to this toggle switch. To the right of the rule name is the text: 'If the message includes specific words in the subject 'It was only a test', delete the message and stop processing more rules on this message.' To the right of this text are four icons: an up arrow, a down arrow, a pencil, and a trash can. At the bottom of the window, there is a link: 'If your rules aren't working, generate a report.'



The screenshot shows the 'Rules' window in Outlook, identical to the one above, but with the 'Test Rule' toggle switch turned off (to the left). The text 'If the message includes specific words in the subject 'It was only a test', delete the message and stop processing more rules on this message.' is now greyed out. The rest of the interface, including the '+ Add new rule' button and the bottom link 'If your rules aren't working, generate a report.', remains the same.

Delete

1. In the rules window, click the **trashcan icon** at the top of the list to delete the rule.
2. Click **OK** in the window that appears.

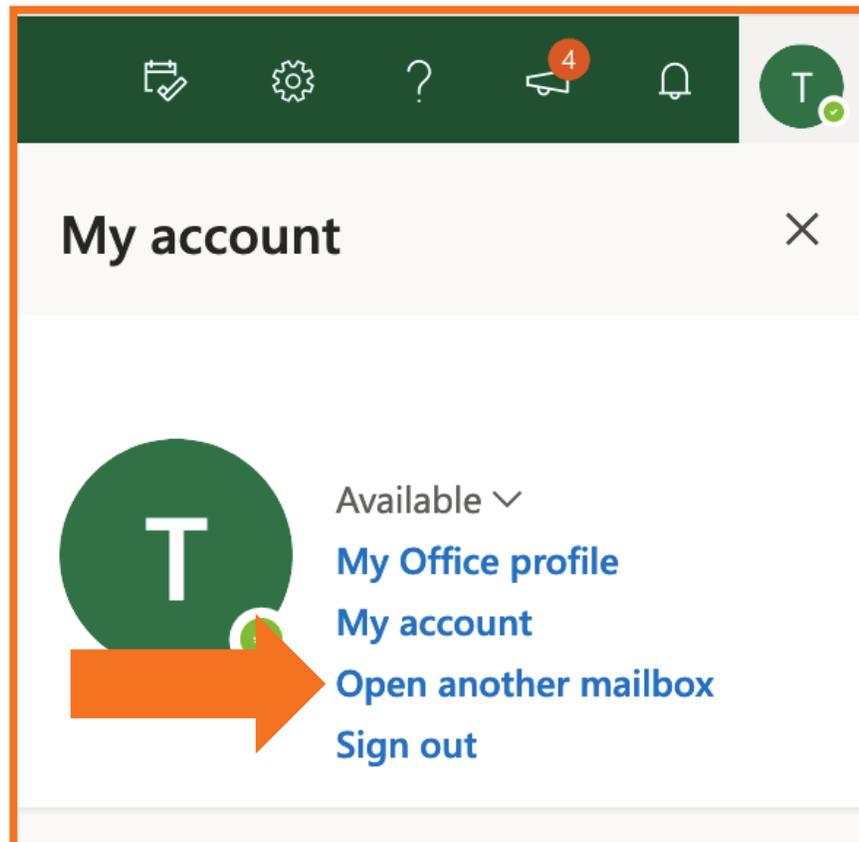


Configure an Out of Office Message on a Dept. Mailbox

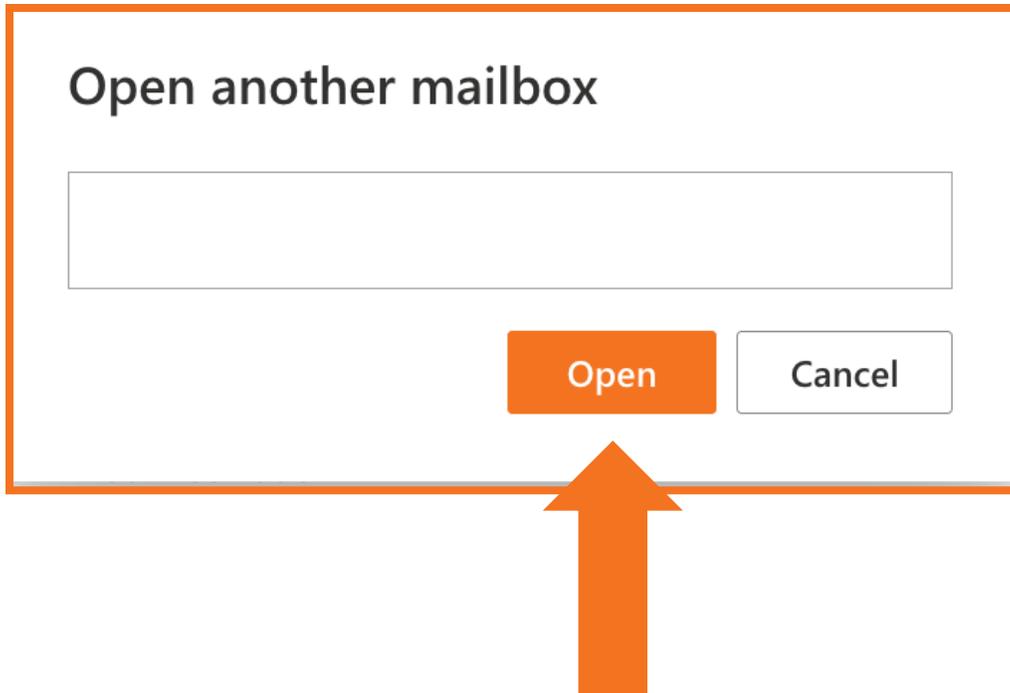
Webmail is the recommended method for configuring an Out of Office message on a departmental mailbox. Each correspondent will only receive your out of office response once per day.

Configure Out of Office Message

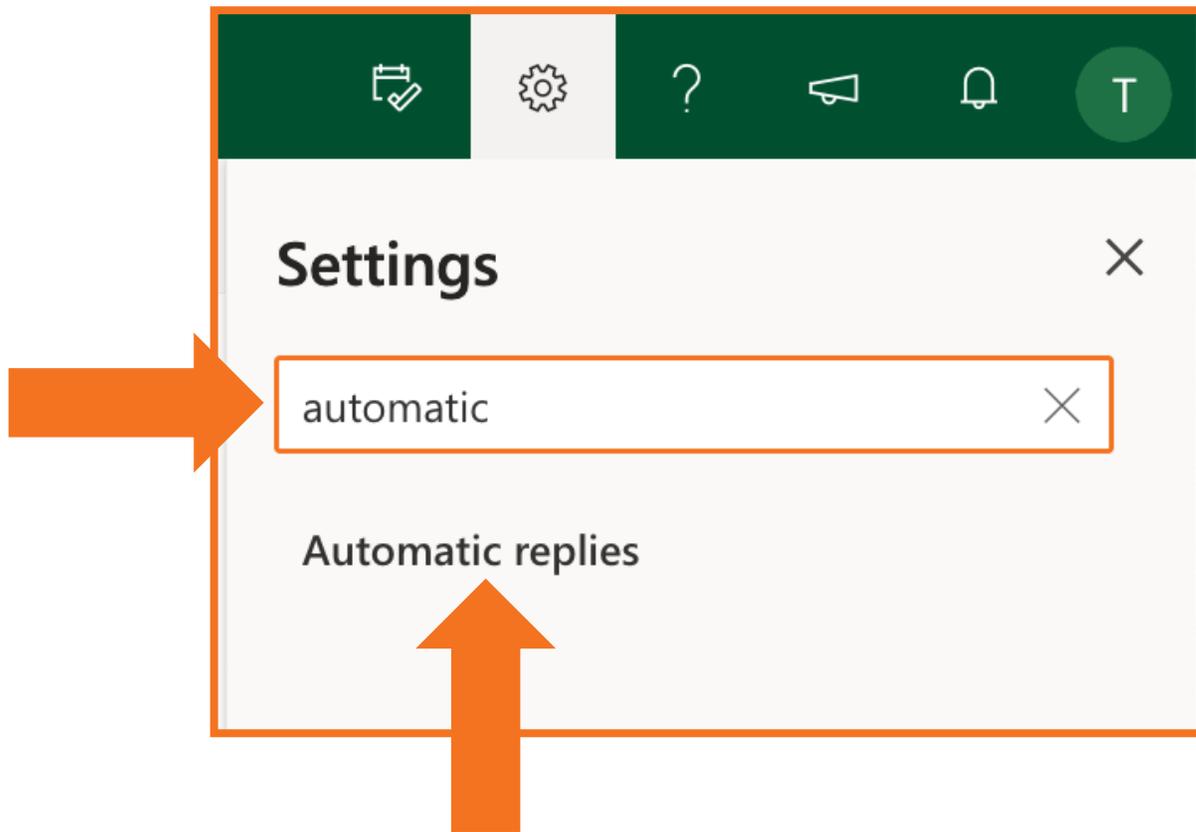
1. In a web browser, log in to <http://email.miami.edu> using your caneID and password.
2. Click your picture or initials in the upper right corner and select **Open another mailbox**.



3. Type in the name of the mailbox and press the Enter key on your keyboard.
4. The name should resolve. Click **Open**.
5. The mailbox will appear in a new window or tab.



- At the top right of the page, select the **gear icon**, and click **Automatic replies** from the list that appears.



7. At the top of the screen, click **the toggle** next to **Turn on automatic replies** so it flips to the right.
 - a. If needed, set the start and end time for automatic replies to be sent by ticking the box next to **Send replies only during this time period box and filling in the dates and times of your choice** and provide the appropriate dates and times.
 - b. Unless you have set an end time, your out of office message will be sent indefinitely until you turn it off.
8. Enter your message in the “Send a reply once to each sender inside my organization with the following message” box.
9. The box next to **“Send replies outside your organization”** is checked by default. Enter your desired message in the “Send a reply once to each sender outside my organization with the following message” box.
10. When you have finished, click **Save**.

The screenshot shows the 'Automatic replies' configuration window. It includes a toggle for 'Automatic replies on', a checkbox for 'Send replies only during a time period' with associated start and end time fields, two text input areas for messages (one for 'inside your organization' and one for 'outside your organization'), and 'Save' and 'Discard' buttons at the bottom. Orange arrows point to the 'Automatic replies on' toggle, the 'Send replies only during a time period' checkbox, the message input area for 'inside your organization', the message input area for 'outside your organization', and the 'Save' button.

Edit an Out of Office Message

1. On the Automatic replies page, click inside the message you would like to change.
2. Enter your desired changes.
3. Click **Save** when done.

Automatic replies ✕

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

Automatic replies on

Send replies only during a time period

Start time 11:00 AM ▼

End time 11:00 AM ▼

Send automatic replies inside your organization



This is an automatic reply.

Send replies outside your organization

Send replies only to contacts

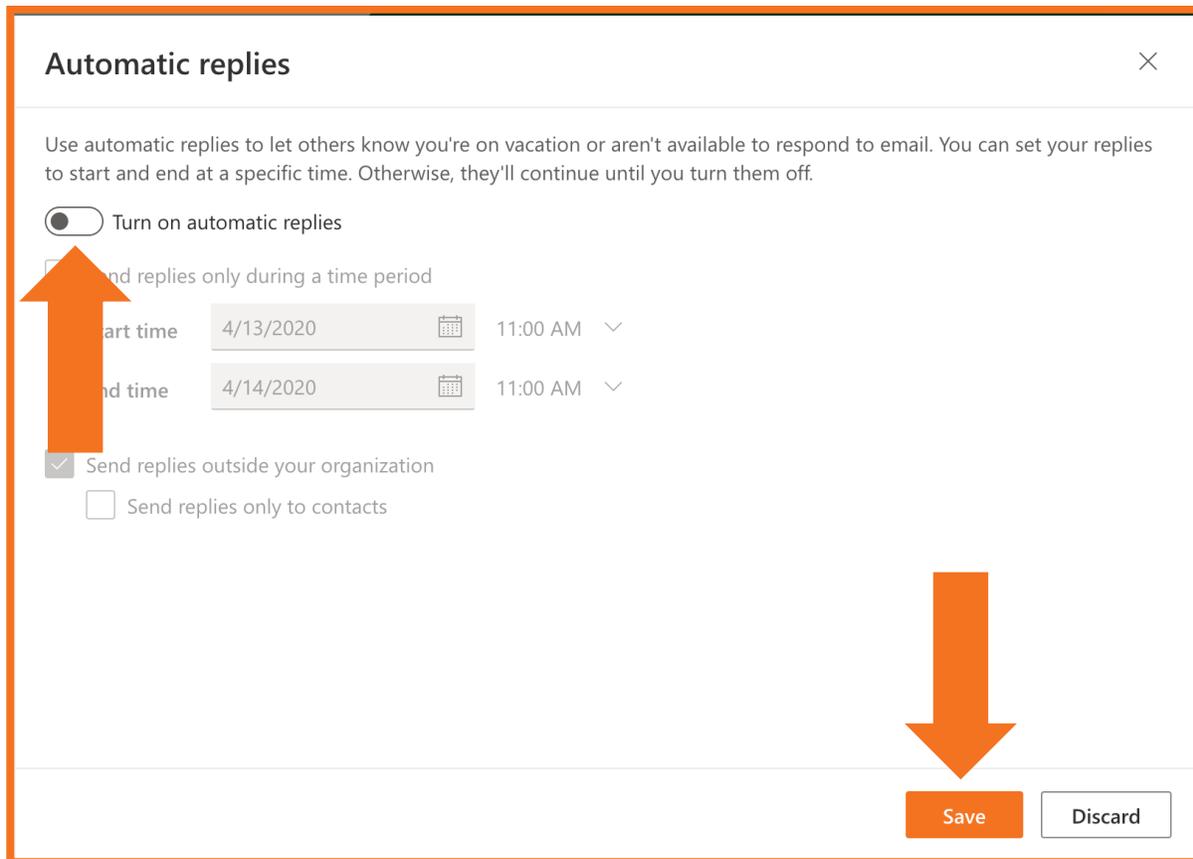


Add a message here

Save

Turn Off Out of Office Message

1. On the Out of Office page, click **the toggle** next to **Automatic replies on** so it flips to the left.
2. Click **Save** when done.



Automatic replies ×

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

Turn on automatic replies

Send replies only during a time period

Start time 4/13/2020 11:00 AM ▼

End time 4/14/2020 11:00 AM ▼

Send replies outside your organization

Send replies only to contacts

Save **Discard**