Automatically Transfer Chalk & Wire System-Generated E-Mails to a Separate Folder in Outlook

1. From the “Mail” view in Outlook, under “Mail Folders,” right-click on your main Outlook mailbox, then click on “New Folder.”

2. In the “Create New Folder” dialog box, give the new folder a name, leave the “Folder contains” section set to “Mail and Post Items” and leave the “Select where to place the folder” set to your main Outlook mailbox, then click “OK.”
3. In the “Inbox,” find a system-generated Chalk & Wire e-mail and double-click it to open it.

4. With the message open, click on the “Create Rule” button in the toolbar at the top.
5. In the “Create Rule” dialog box, check the first three checkboxes to apply the rule to messages (1) From Chalk & Wire Portfolio Assessment, (2) with the subject “Work to assess,” that have been sent (3) only to you. Also click on the “Move the item to folder” check box, which will open another dialog box.

6. In the “Rules and Alerts” dialog box, click on the folder you created in step 2, then click “OK.”

7. When you are returned to the “Create Rule” dialog box, click “OK.”
8. You should get a “Success” dialog box that tells you your rule has been created. In this box, click the checkbox to run the rule for other messages in the folder, then click “OK.”

![Success dialog box]

9. When you return to your Inbox, you should see that there are no longer any Chalk & Wire messages in your Inbox. When you click on the folder you created in step 2, you will be able to access all of the Chalk & Wire messages.

![Folder contents]

10. You will also be able to access these messages online. Go to [http://exchange.semo.edu](http://exchange.semo.edu), enter your SE Key and password, then click “Log On.”

![Log On dialog box]
11. When your Inbox loads, click on “Folders” in the left menu bar.

12. When the “Folders” screen loads, click on the folder you created in step 2.

13. You should be able to view and work with the messages in the folder.