Creating Email Rules
Jefferson Exchange Online MAPI Email & Office 2011 for Mac

Once your JeffMail has been migrated to Microsoft Exchange Online, you will need to recreate your email rules in your Outlook 2011 email client.

1. Open Outlook 2011 for Mac

2. Select the *Tools* from the Menu at the top of the screen.

3. Then select *Rules...* from the drop-down menu.

4. The *Rules* window will open. Select *Jefferson* under the *Exchange Server* (as shown below) and click the + button at the bottom of the window to create a new mail rule.
5. A rule configuration screen will be presented. Configure the rule according to the email that needs to be filtered. Ensure that the *Enabled* checkbox is checked and click **OK**. The content filter rule is now created. The rules are applied in a top down order.
Here is a sample rule of what you can create.

When a new message arrives that meets all these conditions:
- From: jeff@jefferson.edu
- Priority: High

Do the following:
- Do not apply other rules to messages that meet the same conditions

When an e-mail comes in from jeffit@jefferson.edu it will prioritize the email with an “!” you can create rules to move e-mail to a specific folder, flag mail, auto delete or many other options. They are listed in the drop down menu under “Do the following;” in the window above. When you are done creating your rule click the OK button.

This is what you will see when you go back to the “Rules” window. Here is where you can check the box to enable or disable the rules you have created. If you have a rule selected and hit the “-” button at the bottom you will delete that rule so be careful. You will be given a “are you sure you want to delete this rule box when you do this”

You can close this window when you are done managing your mail rules on the server.