Routing BuyWays Email to an Outlook Folder

Job Aid

Overview

You may find that your Outlook mailbox is filling up with system-generated BuyWays messages. If this is the case, you can route these messages to a specific folder to better organize your inbox.

Begin by creating a new folder to organize messages from a specific email address. Then use Outlook Rules Wizard to create a new rule. A rule is an action that Outlook automatically performs on sent or received email messages, and is based on conditions that you specify.

This job aid describes the procedures for directing your BuyWays messages to a BuyWays folder and includes the following:

- Creating a New Folder
- Creating a New Rule.

Creating a New Folder

1. Navigate to the Folder tab on the Outlook ribbon and select the New Folder icon.
2. In the Create New Folder box, in the Name field, enter a name for the new folder – in this case, enter BuyWays.
   
   **Note:** The Folder contains field should be set to Mail and Post Items.

3. In the Select where to place the folder list, click the location for the new folder. The new folder will become a sub folder of the folder you select.
4. Click OK.
   
   In this example, Inbox was selected as the location for the new BuyWays folder.
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Creating a New Rule

1. On your Outlook Inbox, highlight an email that you want to redirect to your new BuyWays folder.

2. On the Home tab, click Rules.

3. Click Create Rule.

4. On the Create Rule box, select the From support@sciquest.com checkbox.

5. Select the Move the item to folder checkbox.

6. On the Rules and Alerts box, click the arrow next to the folder where your new BuyWays folder is located (in this case, Inbox).

7. Then, select the BuyWays folder and click OK.

8. On the Create Rule box, verify that the correct folder displays in the Move the item to folder field and click OK.

9. The Success message displays.

You have the option of running the rule on messages already in your Inbox.