

Some departments have designated Consideration Coordinators to assist with Academic Consideration volume. In these cases, students are often asked to fill in the Course Coordinator's contact information instead of the information of their direct teaching staff. However, student may not follow this process, resulting in misdirected communications. To alleviate this, we have prepared this guide to demonstrate how Outlook can be used to automate email volume and redirection.

1. Go to "Manage Rules and Alerts" in Outlook, which can be found on the "Info" tab. Click on "New Rule." A pop up will appear; select "Apply new rule on messages I receive." Click next.
2. A. The next screen will populate conditions for your rule. Select "with specific words in the subject." It will populate a new line in the bottom of the pop-up window.

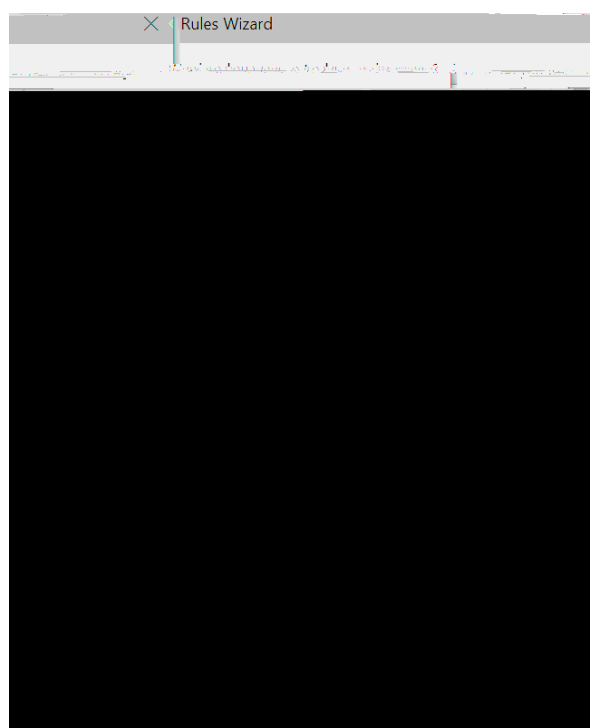
B. Click on the "specific words" prompt. This will allow you to enter the specific words you would like to automate in the subject line.



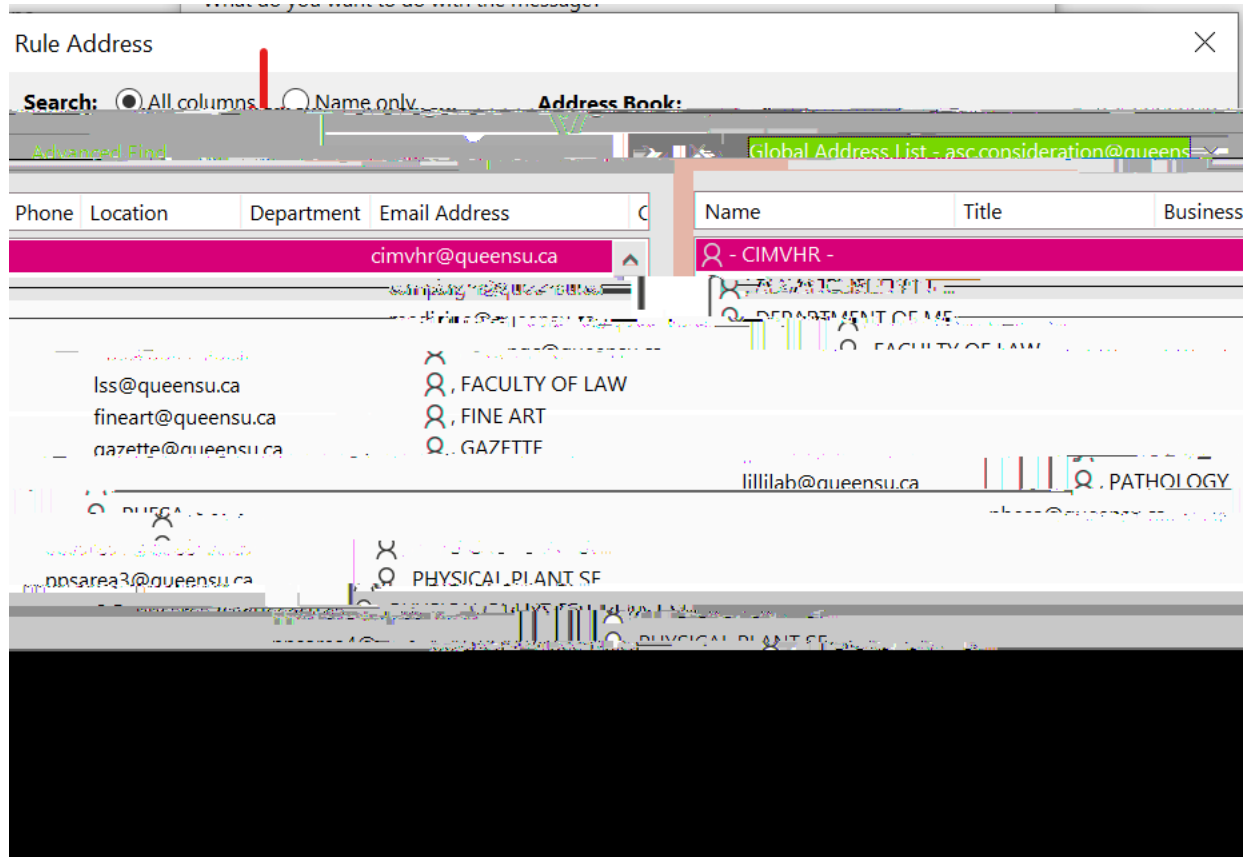
3. Once you click on the underlined “specific words” text, the following pop-up window will appear. Enter each phrase below individually and click “Add” after each new phrase. Once completed, select OK.
 1. Withdrawn: Request for Academic Consideration Student #
 2. Request for Academic Consideration: Student #
 3. Early Notification Request Submitted for Academic Consideration



4. Next, enter where you would like to forward these emails by selecting the action, “forward it to people or public group,” and click “people or public group” at the bottom of the pop-up window.



5. A new window will open; enter the email address of your department's Consideration Coordinator by searching the Global Address Book. Press OK.



6. We recommend also sorting these emails to a specific folder. To do this, you will first need to create an "Academic Consideration" folder in your inbox. If you haven't already created this, you may need to finish creating the rule without this functionality. You can always edit your rule to add this later.

Once the folder has been created, select the action "move it to the specified folder," which will populate a new line to your rule to select a "specified" folder.

7.

8. We also suggest selecting the actions “mark it as read” and “stop processing more rules” so it d

Rules Wizard

Finish rule setup.

Step 1: Specify a name

Forward to Consideration Coordinator

Step 2: Setup rule options

☐ Run this rule now on messages already in inbox

☒ Turn on this rule

☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after it is received with 'Withdrawn: Request for Academic Consideration' or 'Request for Academic Consideration' and forward it to Taylor Bailey-Hopkins and move it to the Testina folder and stop.

< >

Cancel < Back Next > Finish

10. Congrats! You've created your rule.