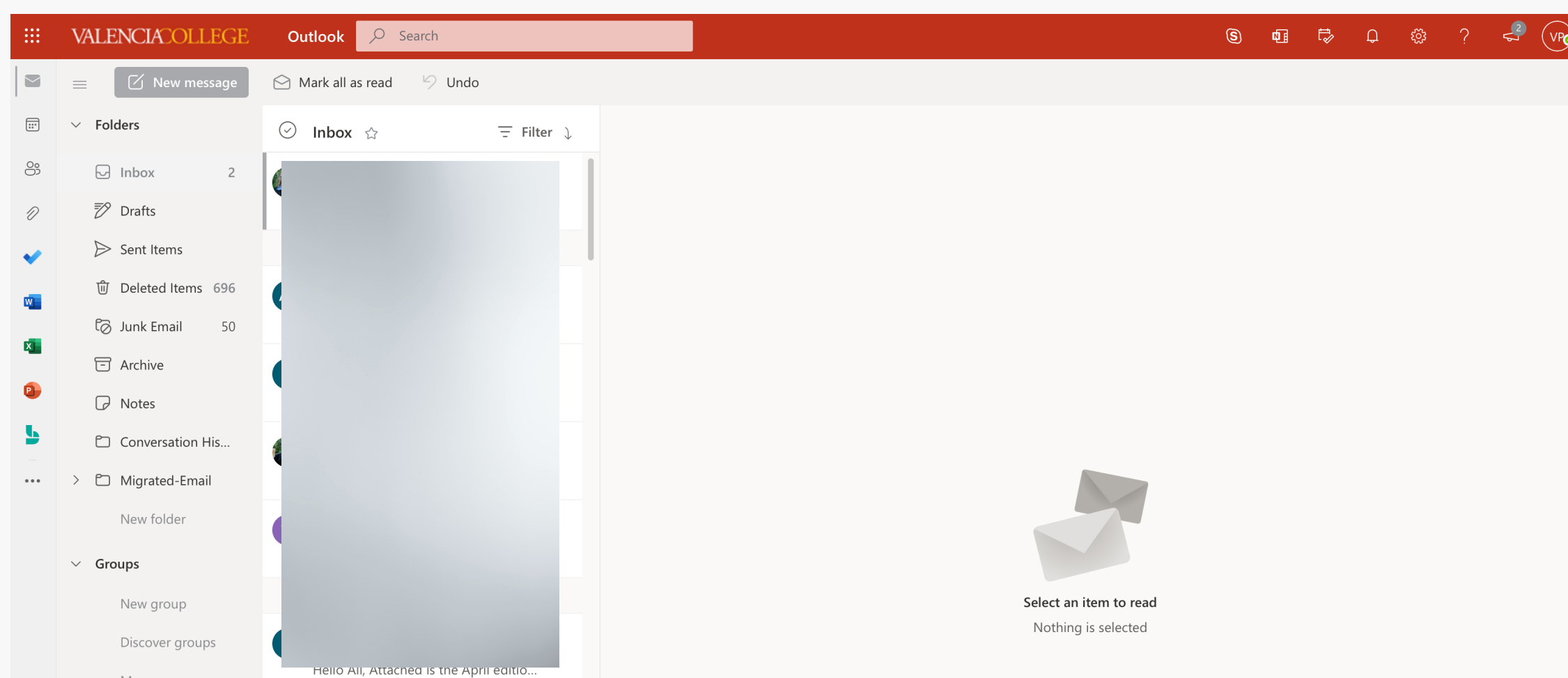




CANVAS EMAIL FORWARDING

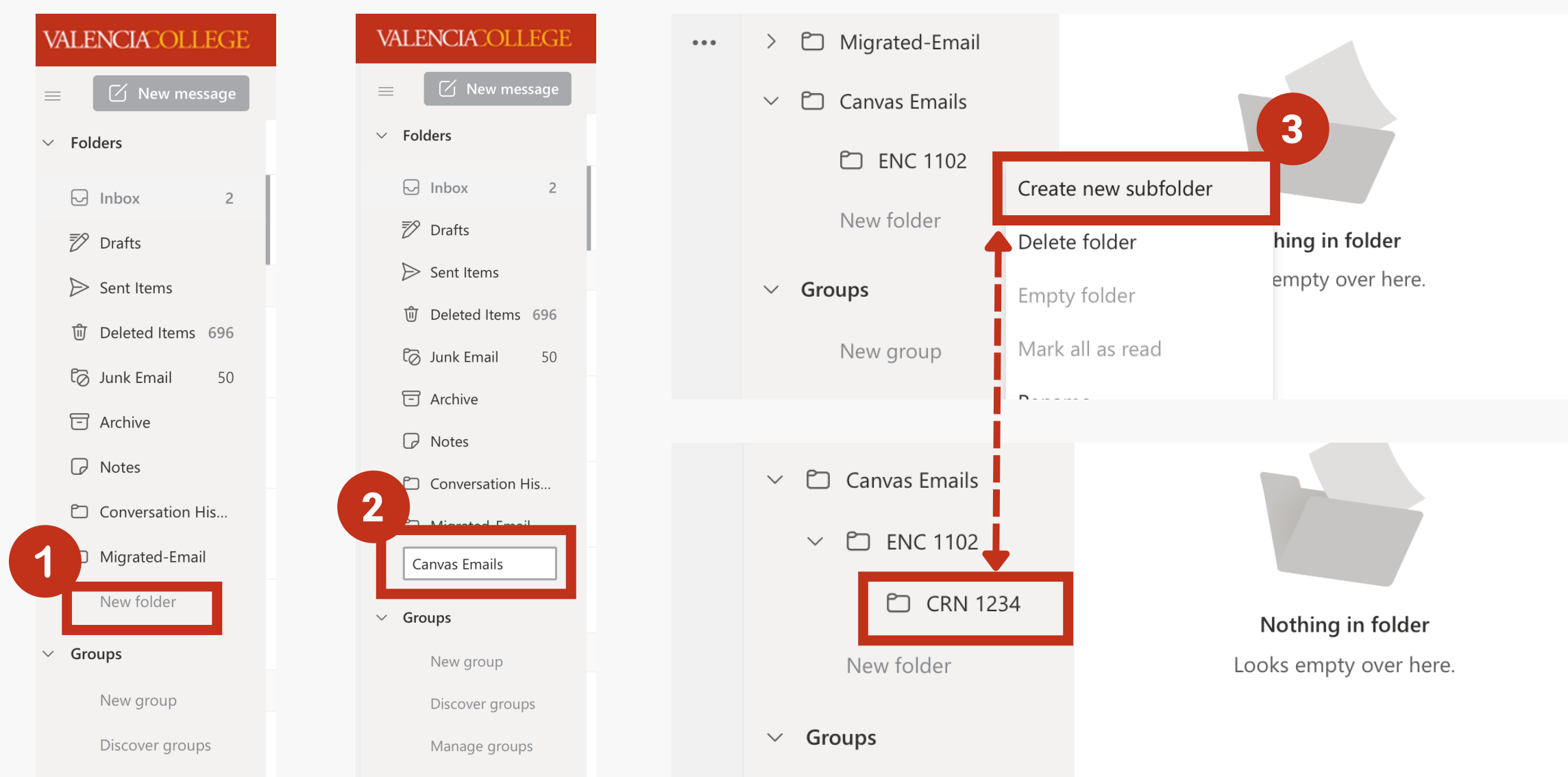
Creating Rules in Outlook

VALENCIA COLLEGE



This tutorial will walk you through what steps to take in order to set up a rule in Outlook that will automatically organize your forwarded student messages from Canvas.

To begin, log into your Outlook email through a web browser. The steps will look different if you are using a Windows or Mac Outlook Desktop App.

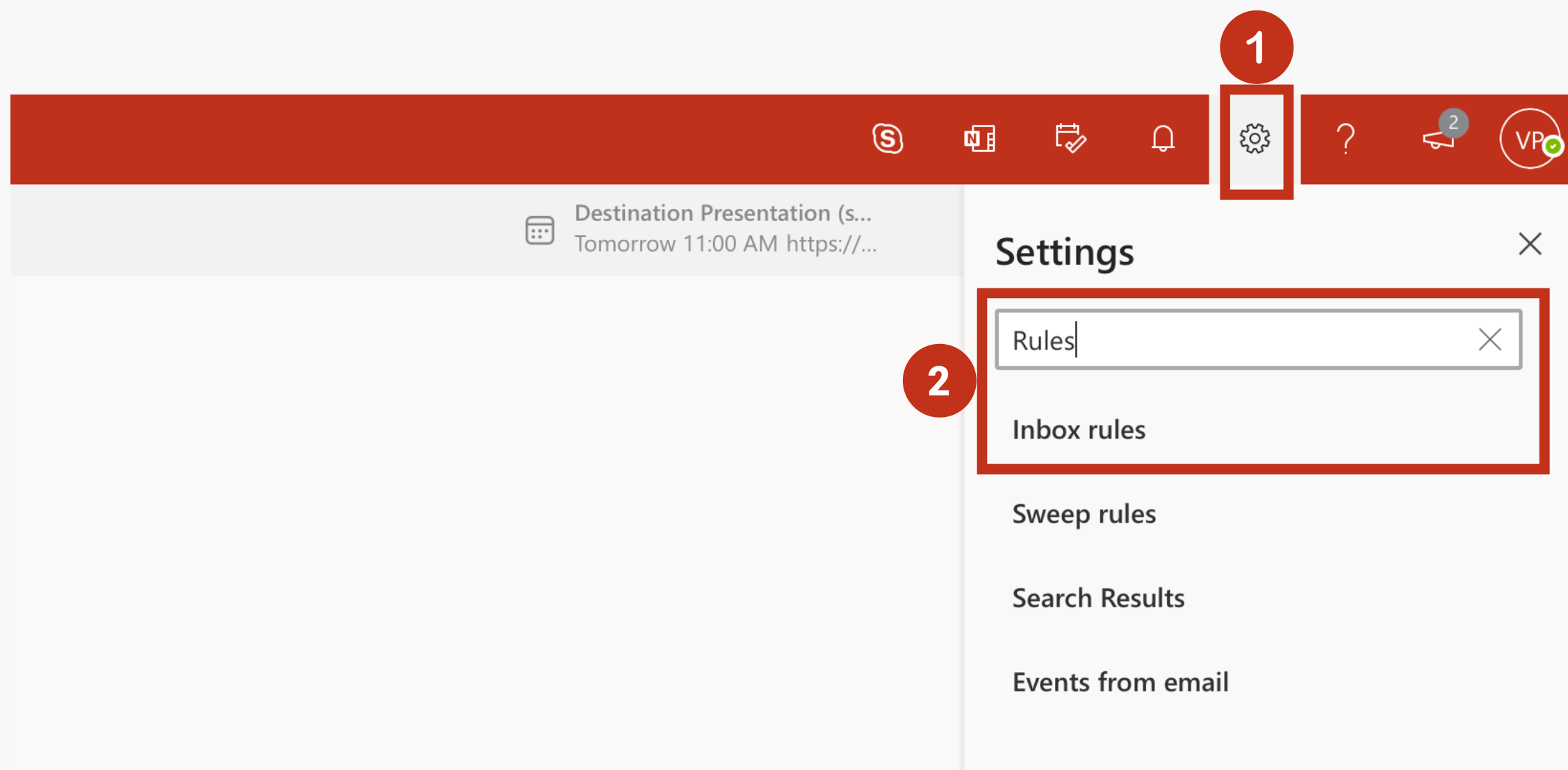


Create a new folder structure where your Canvas emails will go. You can do this by (1) clicking on **New Folder** in the left-hand menu.

(2) Type in what you would like the new folder to be named.

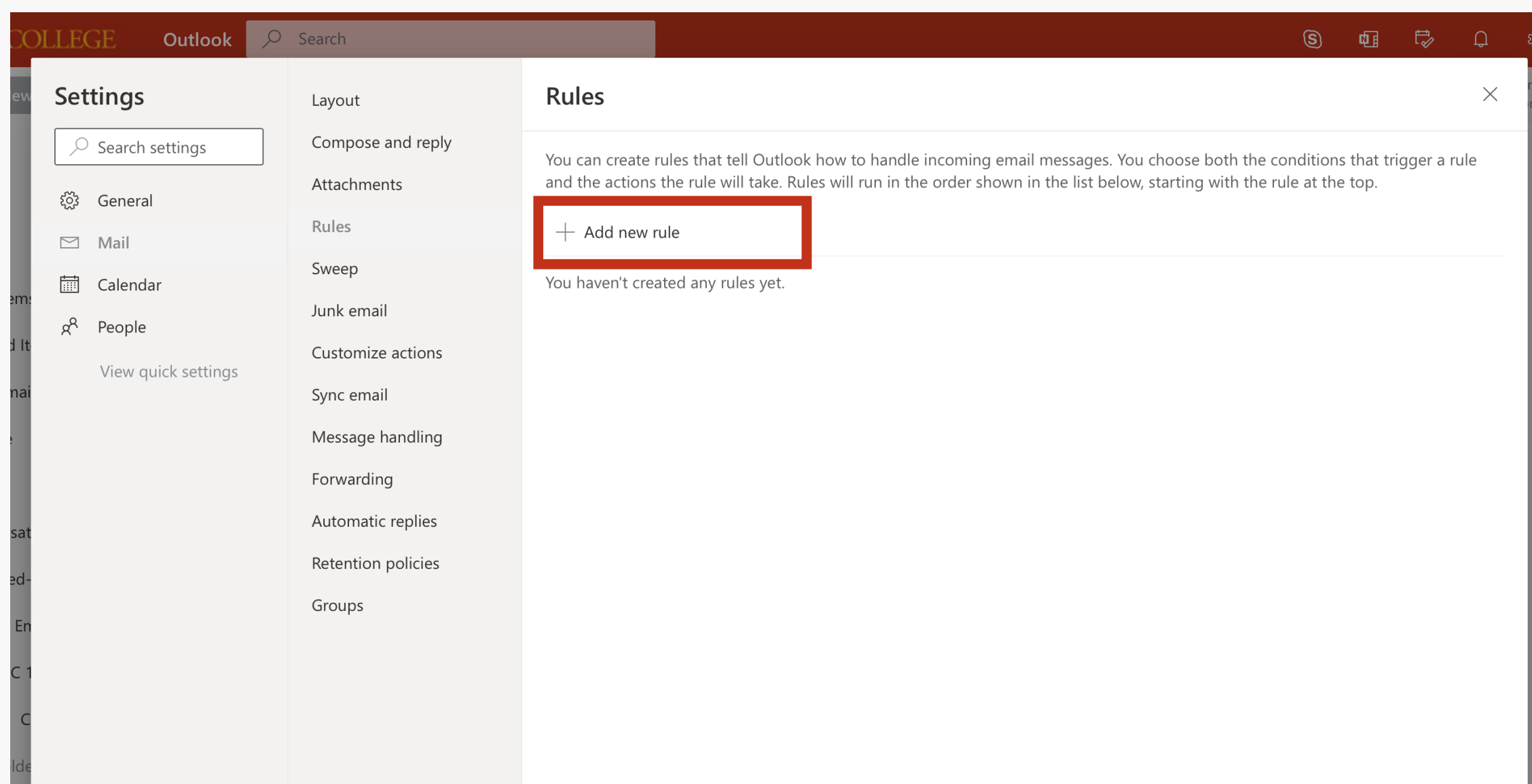
(3) If you would like to further organize within this new folder, right click the folder and choose **Create a new subfolder**.

This can be helpful if you would like to have a folder for each unique course or CRN.



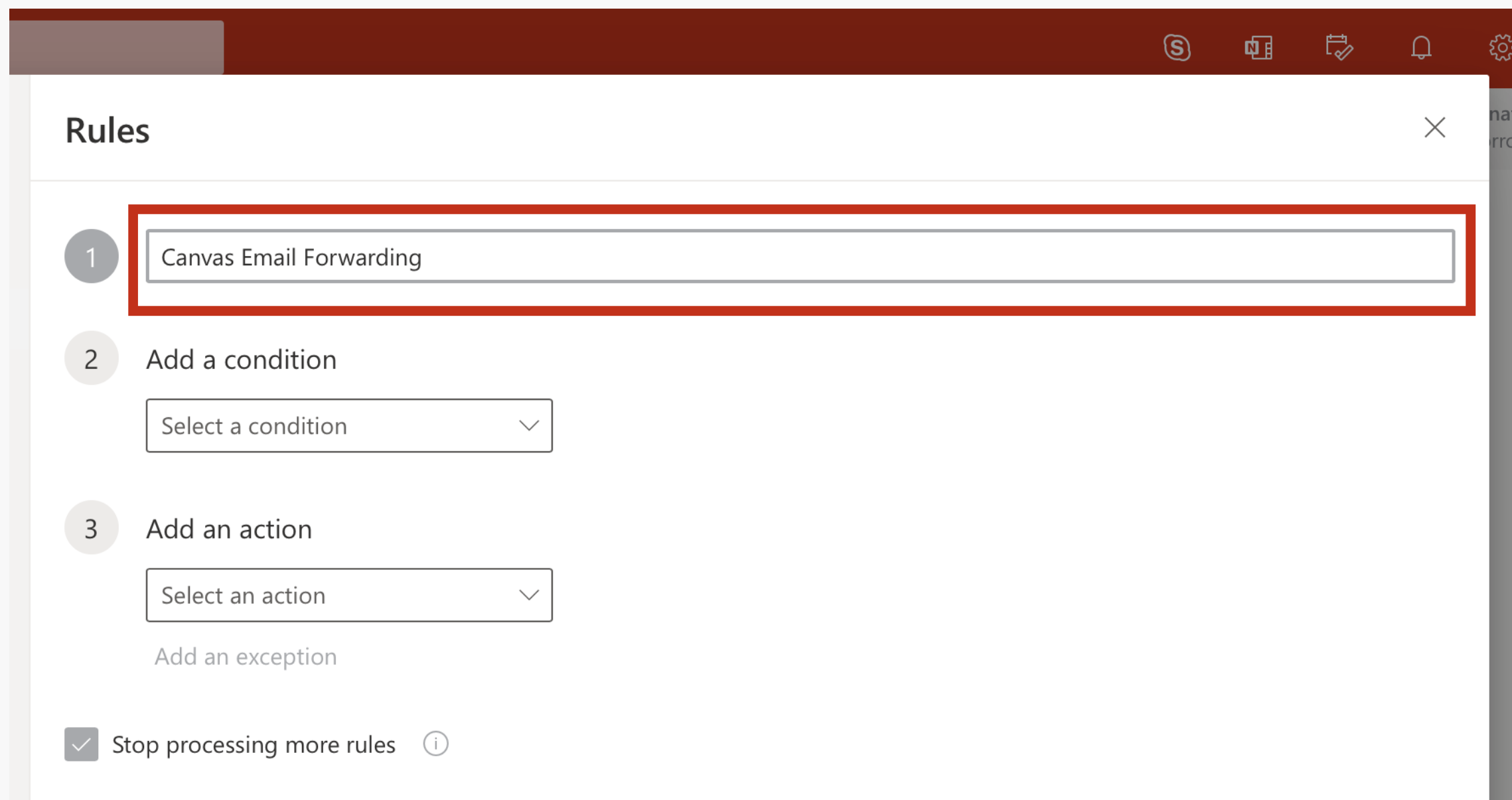
After you've created your new folder structure, (1) click on the gear icon in the top right menu of Outlook. This will open up a Settings side menu.

(2) In the Settings search bar, type in Rules. Several results will auto populate. Choose **Inbox rules**.



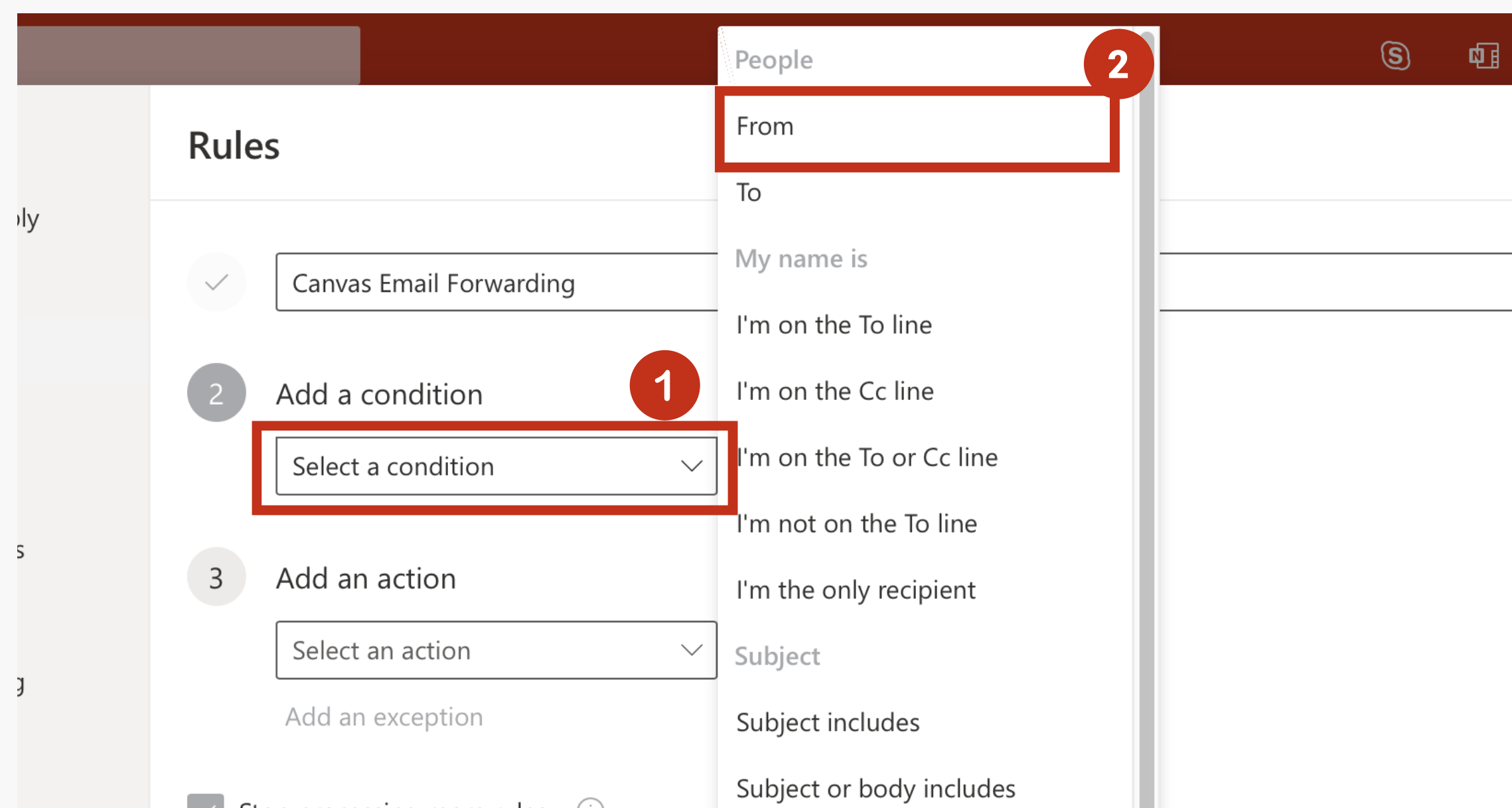
After choosing Inbox rules, a window will pop up that allows you to create new rules as well as manage any rules you may already have.

To create a new rule, click on **Add new rule**.



Here you will choose the specifications for your new rule.

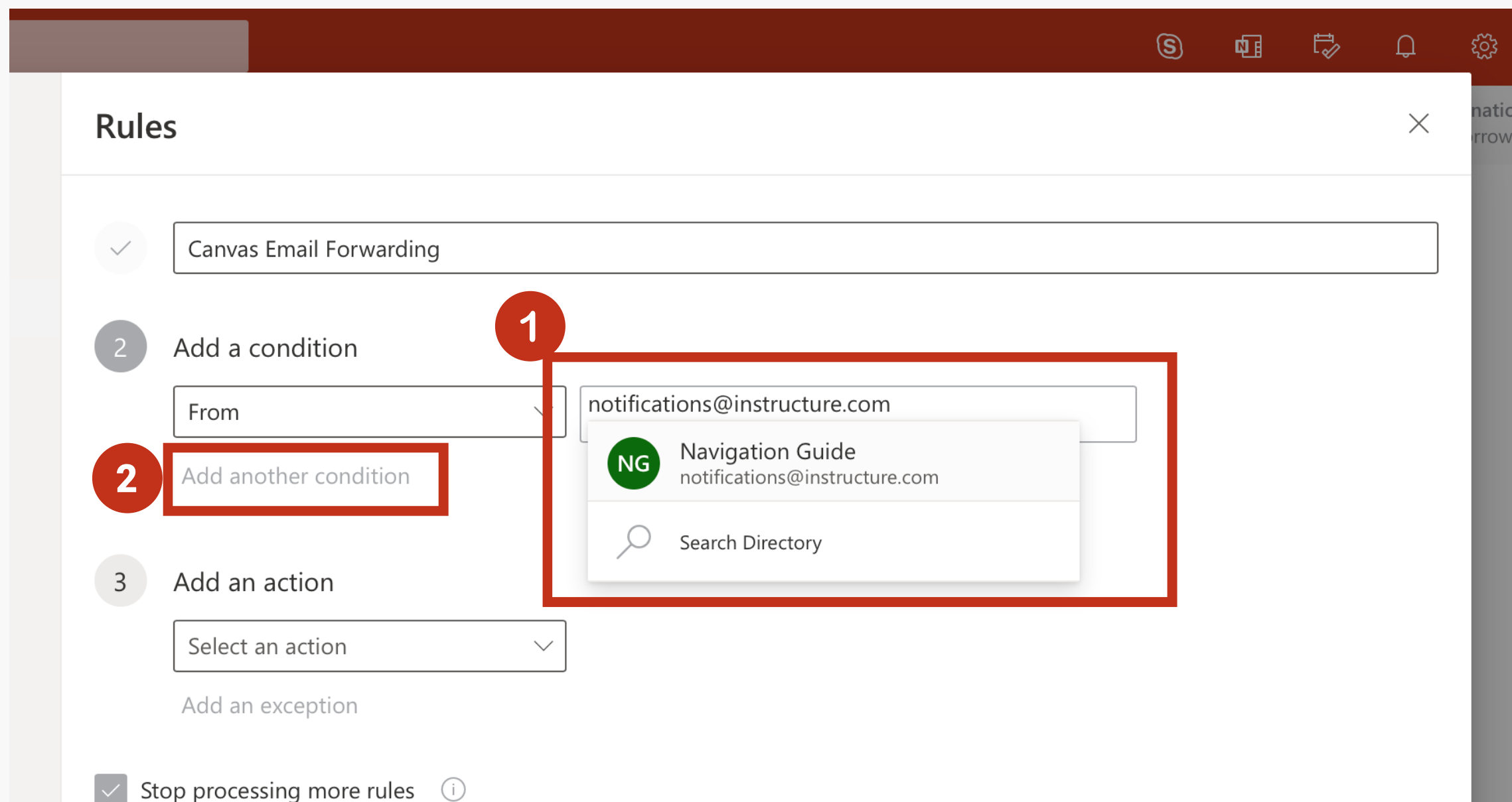
In the first field, type in what you would like your rule to be named.



Next you will Add a condition.

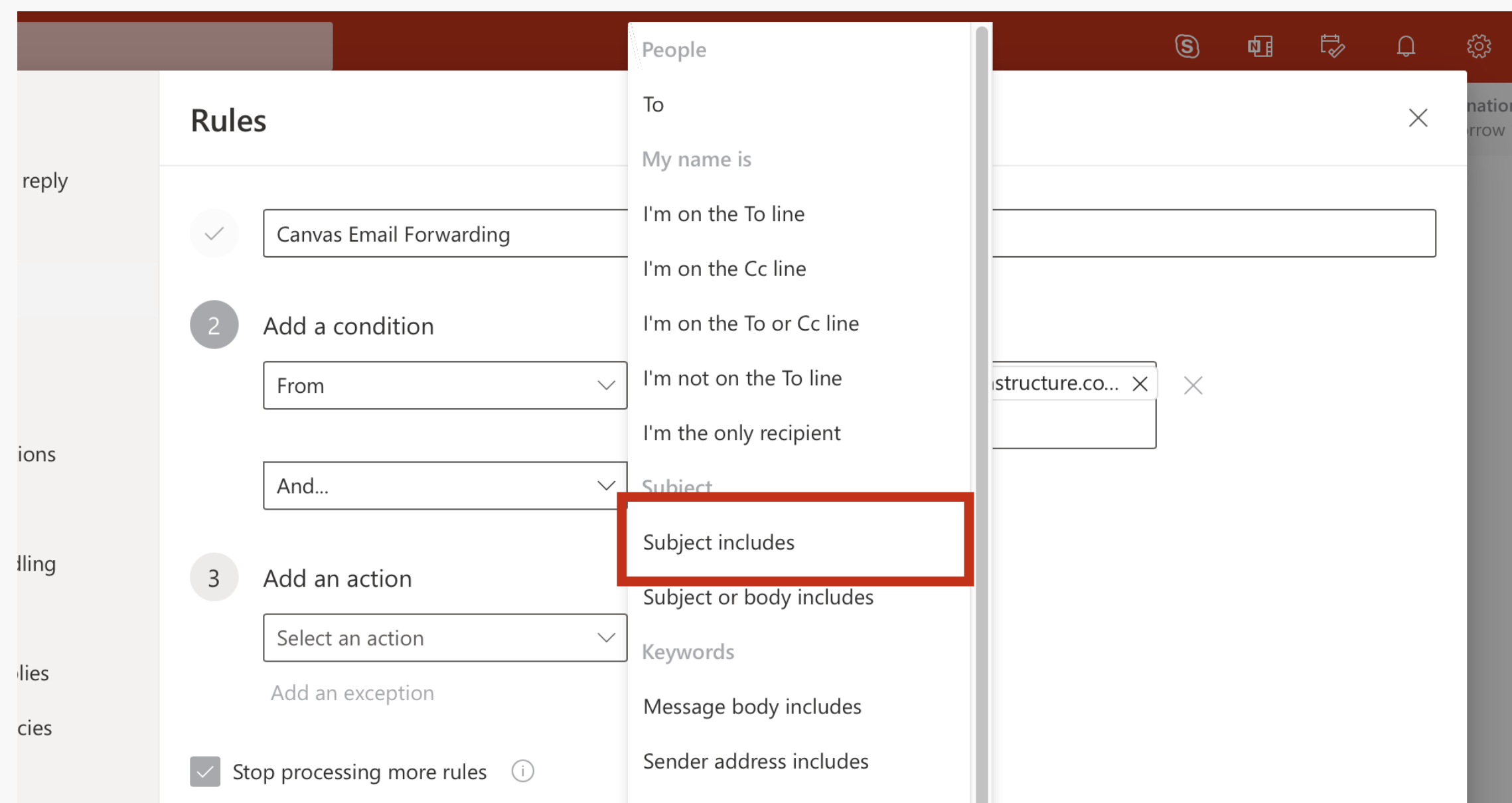
(1) Click on the **Select a condition** drop down menu.

(2) Select **From**.



(1) In the text field that appears, enter the email address **notifications@instructure.com** in order to filter emails sent through Canvas.

(2) Then, click on **Add another condition.**



From the **And...** drop down menu, select **Subject includes.**

Rules

✓ Canvas Email Forwarding

2 Add a condition

From Navigation Guide <notifications@instructure.co... X

Subject includes just sent you a message in Canvas X

Add another condition

3 Add an action

Select an action

Add an exception

In the text field that appears next to **Subject includes**, type in the phrase "**just sent you a message in Canvas**" without any punctuation.

This will further filter emails so that only messages sent through Canvas will be affected by the rule.

Rules

✓ Canvas Email Forwarding

2 Add a condition

From Navigation Guide <notifications@instructure.co... X

Subject includes just sent you a message in Canvas X

Subject or body includes ENC-1102-1234 X

Add another condition

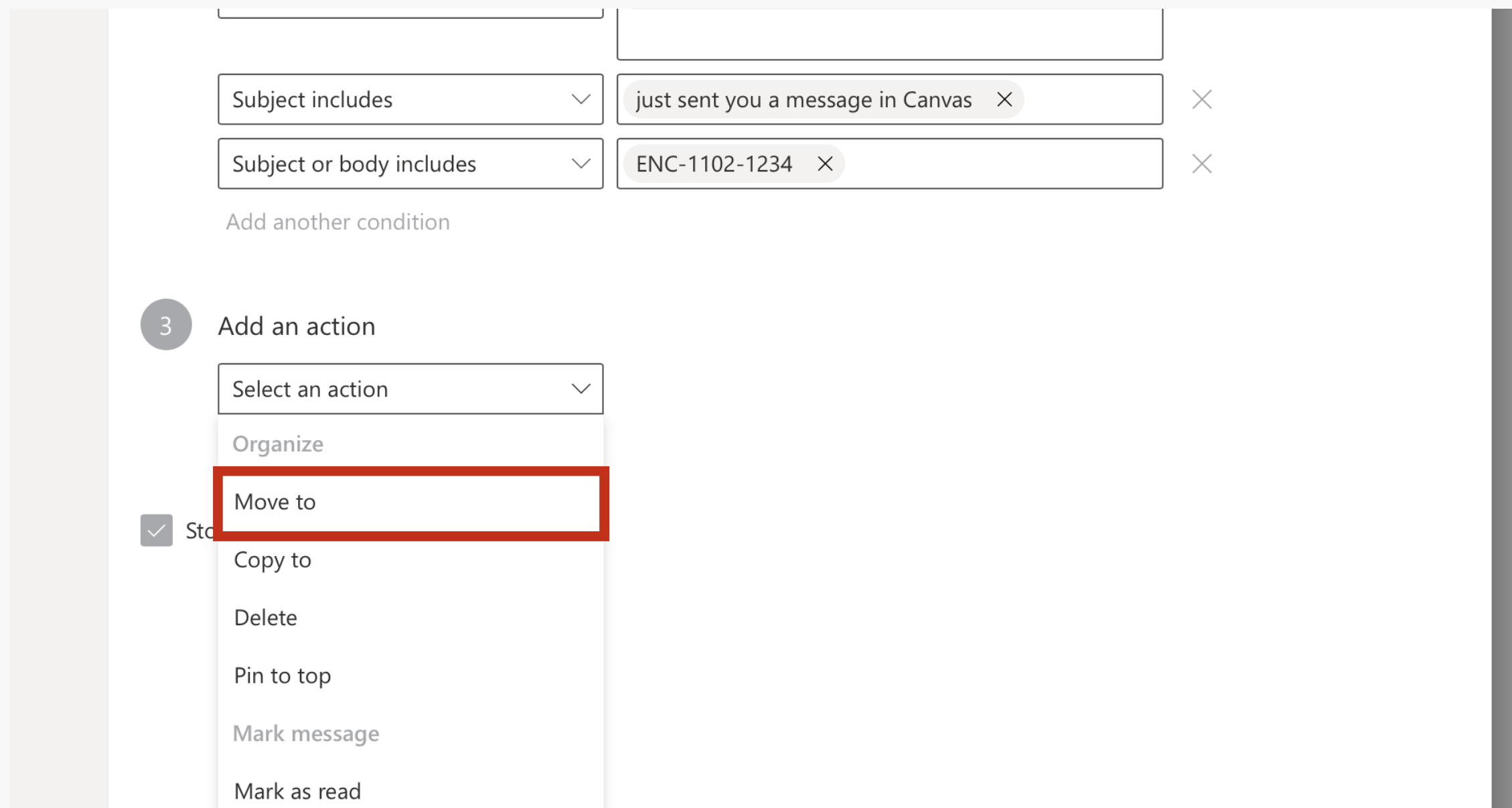
3 Add an action

Select an action

If you would like to further filter emails into subfolders based on course CRNs, then click **Add another condition** again.

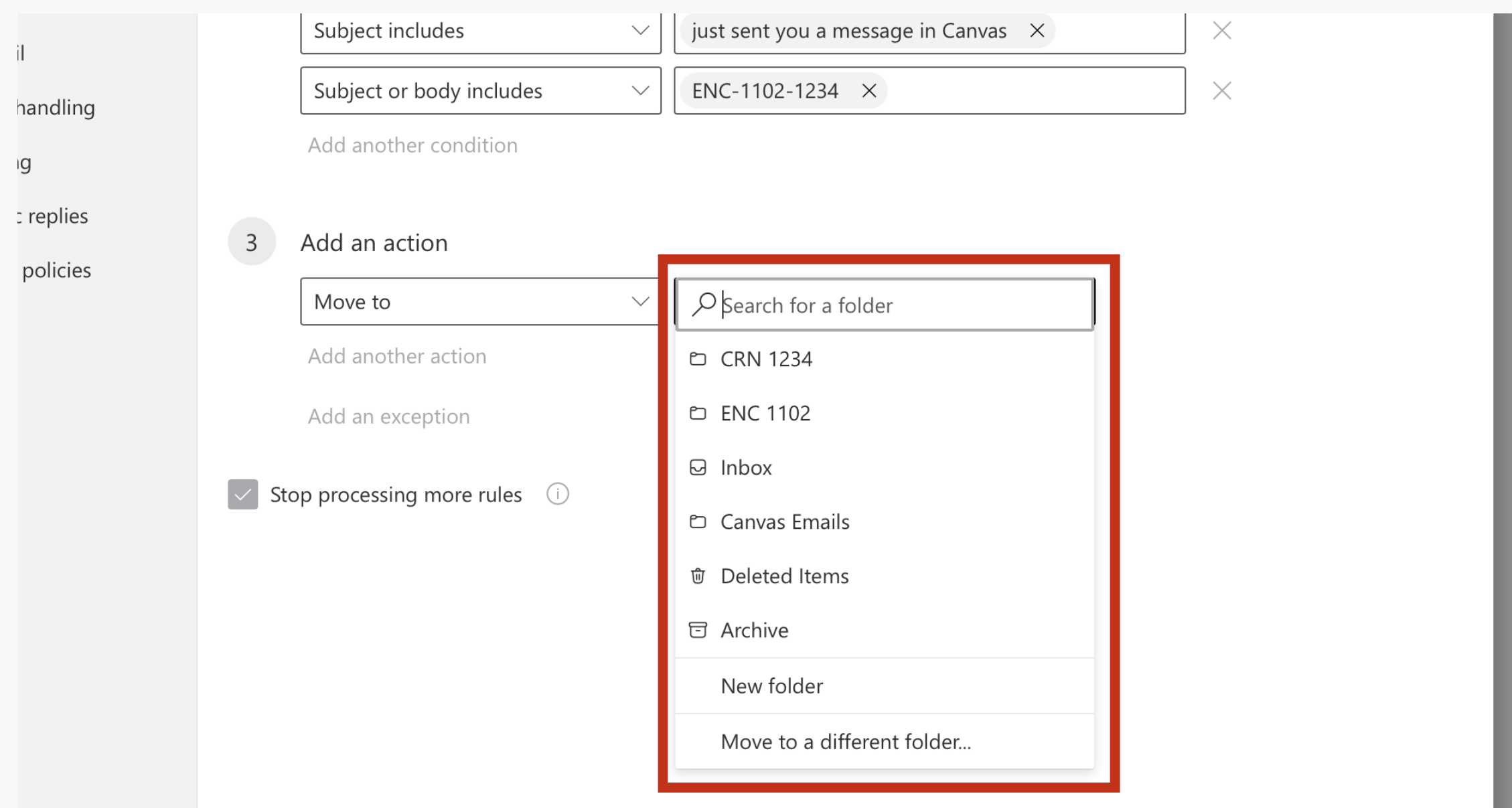
Set this new condition to be **Subject or body includes**. Then type in your Course information in the following format: **CourseName-CourseNumber-CRN#** (Ex. ENC-1102-1234)

Note: If you plan to filter by course or CRN, you will need to create a new rule for each course or CRN.



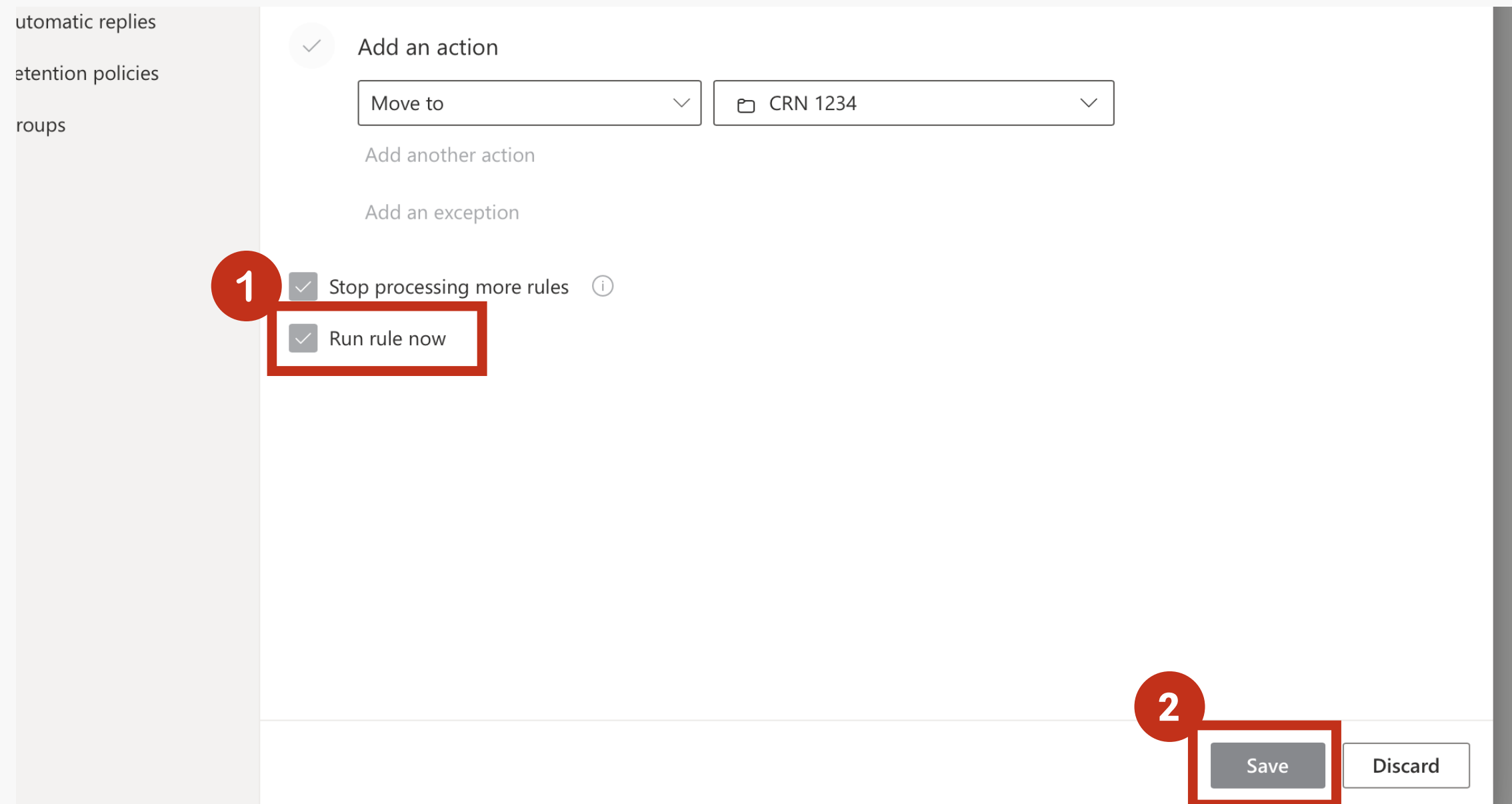
Next you will add an action that will occur when emails meet the conditions you have set up in the previous steps.

Click on the **Select an action** drop down menu and choose **Move to**.



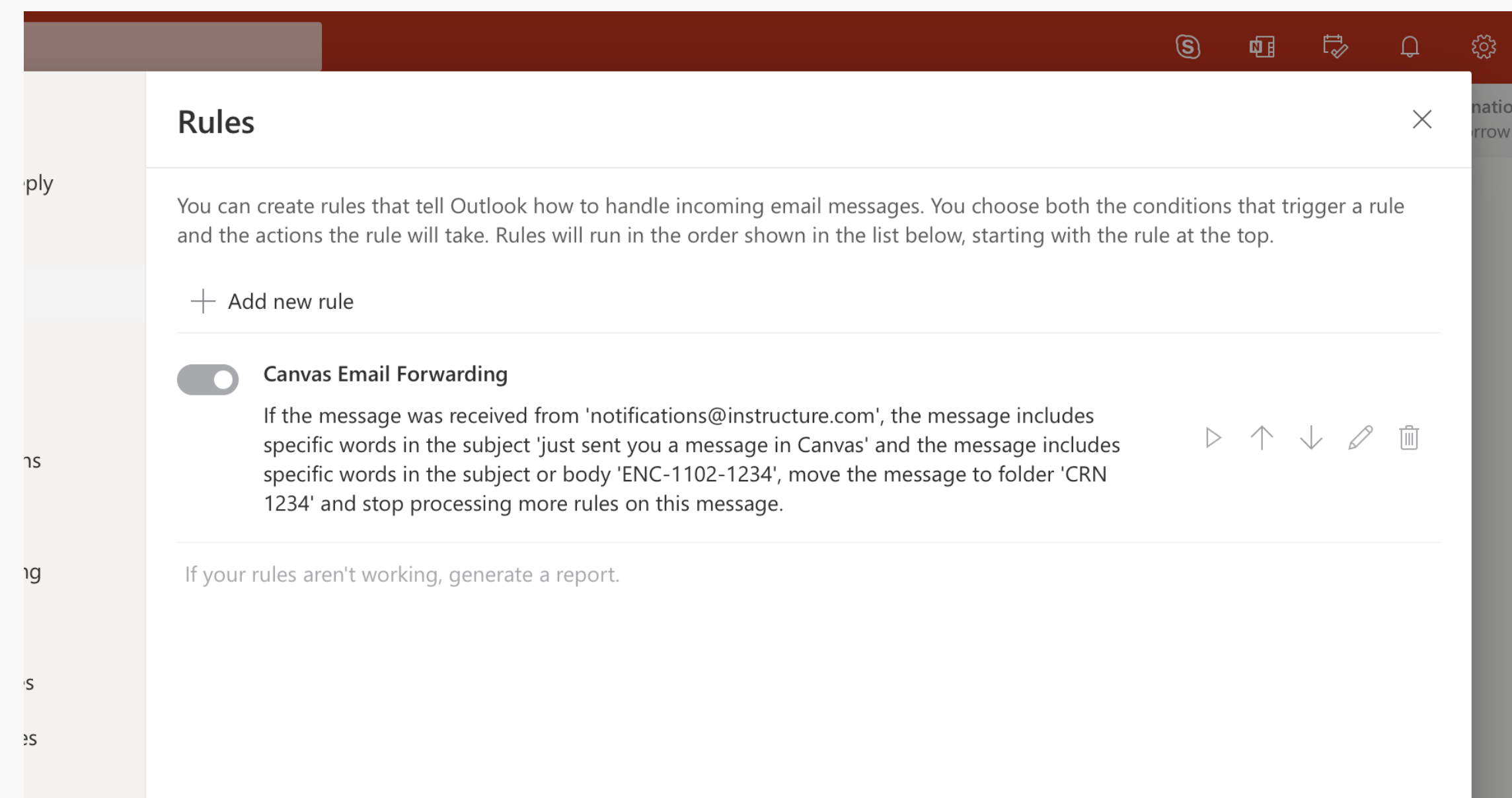
Click into the search field and select the folder you would like all the filtered emails to go into.

If you do not see your folder or subfolder in the drop down menu, you can either choose **Move to a different folder...** for more options or you can type in the name of the folder you are looking for in the search bar.



After choosing your preferred folder, (1) select **Run rule now**.

(2) Finally, click **Save** to create your rule.



You will now see your new rule listed in the Rules menu. Here you can disable, edit, or delete the rule you have created.

Rules will retroactively filter emails that have been sent in the past and meet the rule conditions.