

Microsoft® Outlook

Microsoft Outlook is a great program with tons of sorting and spam features. It also provides a reading pane which can be viewed on the bottom or right of the screen. If you use a web-based email program that allows for POP3 or IMAP access, you can use Microsoft Outlook to access it. Contact your email service provider to find out if your email application can be used with Outlook.

To create a folder:

- Simply “right click” on “Inbox” on the left and select “New Folder.” Enter the folder name in the space provided. If you wish to make the new folder as part of a group of folders in a folder that already exists, simply hit the plus sign next to the “Inbox” and highlight the folder in which you would like the new folder to go under. Otherwise, simply keep the “Inbox” highlighted.
- Click “OK.”
- The new folder will appear in Alphabetical order in the list of folders under your “Inbox.”

To create a filter:

- Find a message from “Site Administrator.”
- Highlight the message and “right-click” on it.
- Select “Create Rule.”
- Check the box “From Site Administrator.” If you wish to make multiple filters for different cases, you may select the box that says “From Site Administrator” as well as the box that says “New Document Added to ____.” Erase everything after the case name as being too specific will not work.
- Under the “do the following” section, check the box “Move e-mail to folder:___.”
- Click the “Select Folder” box.
- Highlight the folder you created and select “OK.”
- Click “OK” again.

Managing Your Email

- Outlook will take a minute to update the server. Be patient and let it update before clicking anything else or you may freeze.

Emails from *CaseHomePage* will now be directed to the designated folders and will not go to your inbox!