

# Setting up Email Filters

Do you get a lot of email? Would like to make sure your applications don't get buried?

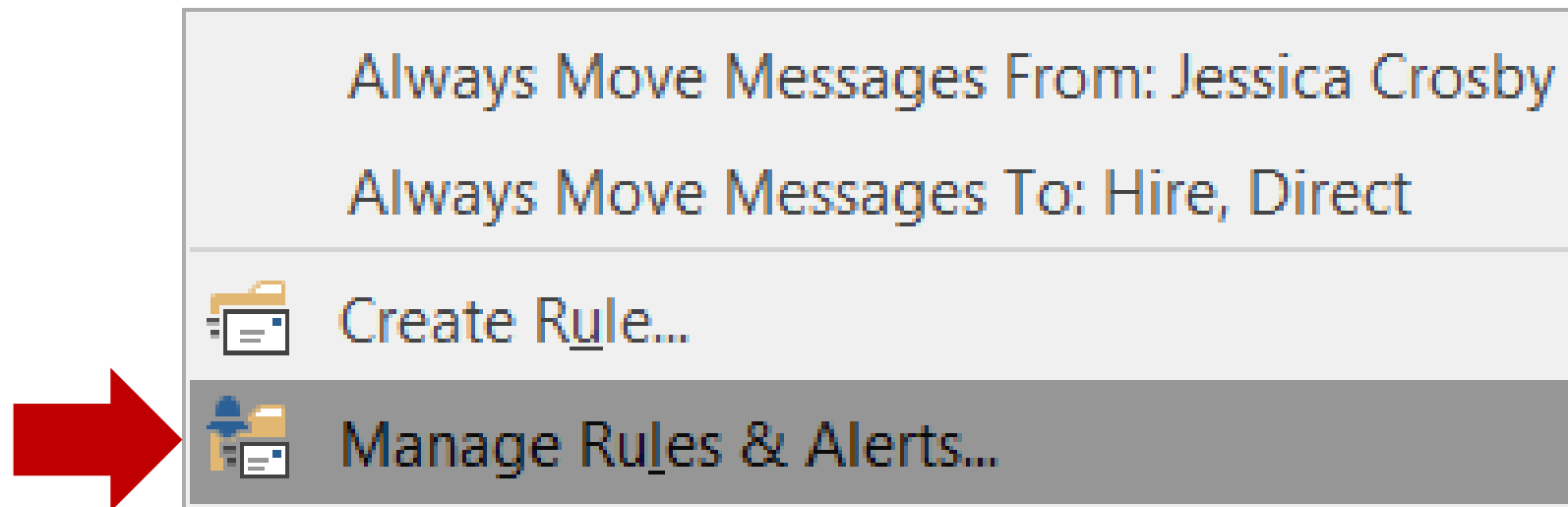
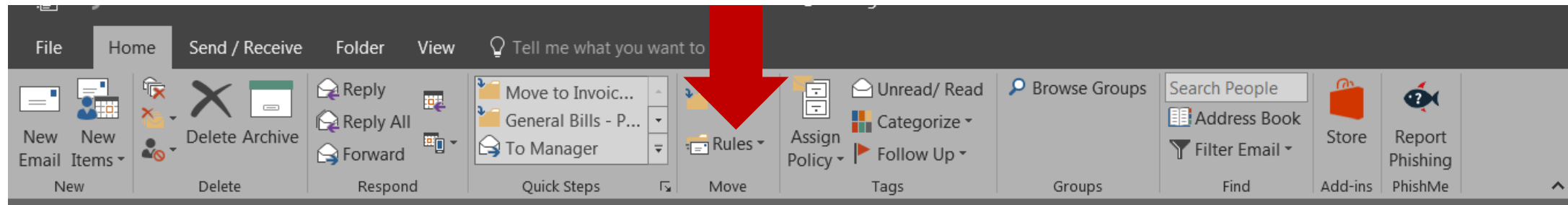


Filtering emails in outlook is easy... you won't miss a thing...

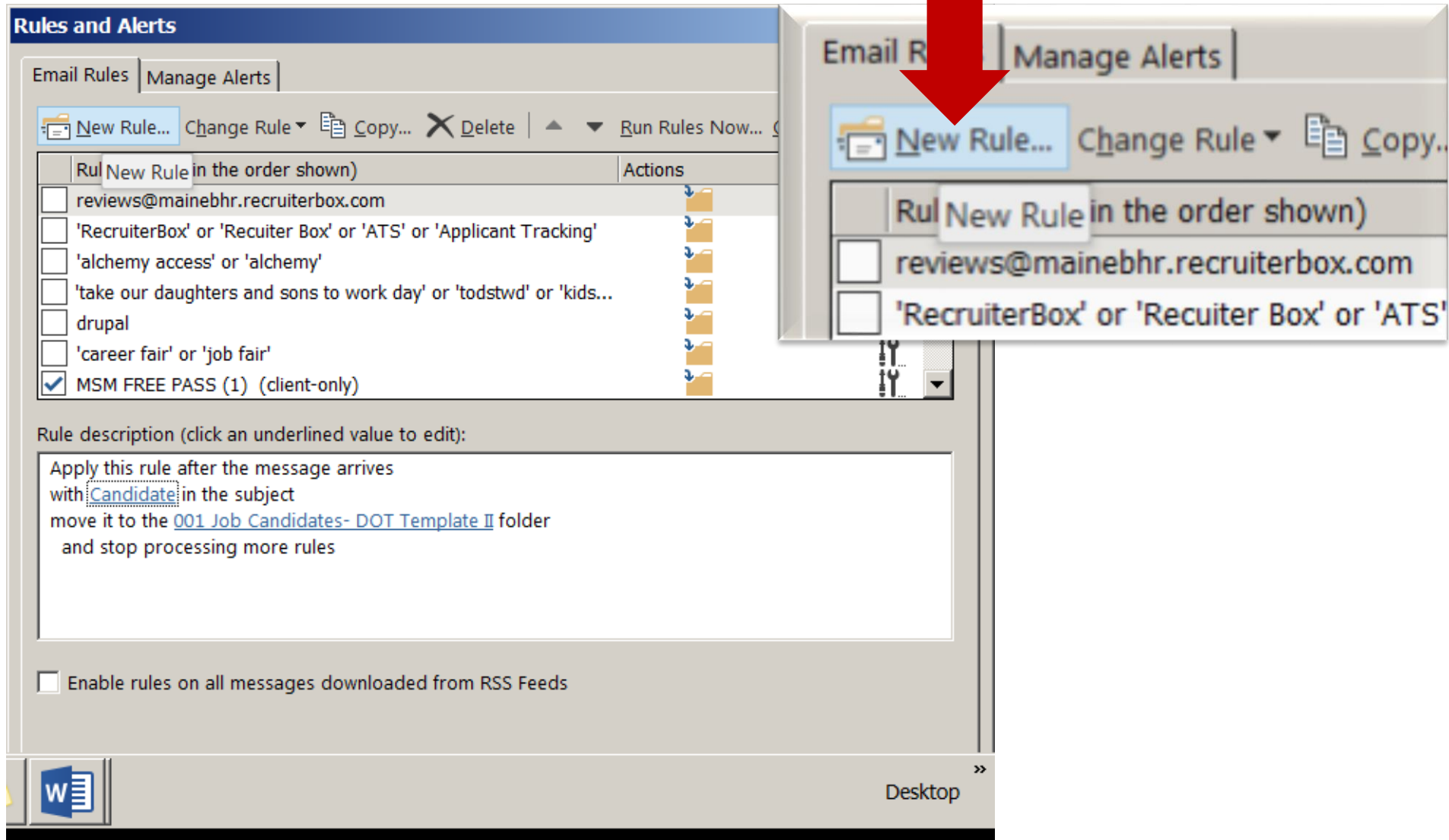


# Open outlook...

- On the home tab in outlook, use the drop down box to select Manage Rules & Alerts...



# Select New Rule



The screenshot shows the 'Rules and Alerts' window in Outlook. The 'Email Rules' tab is active. A callout box, indicated by a red arrow, highlights the 'New Rule...' button in the ribbon. The main window displays a list of rules with the following details:

Rule Name	Actions
Rul New Rule in the order shown)	
<input type="checkbox"/> reviews@mainebhr.recruiterbox.com	↓
<input type="checkbox"/> 'RecruiterBox' or 'Recruiter Box' or 'ATS' or 'Applicant Tracking'	↓
<input type="checkbox"/> 'alchemy access' or 'alchemy'	↓
<input type="checkbox"/> 'take our daughters and sons to work day' or 'todstwd' or 'kids...	↓
<input type="checkbox"/> drupal	↓
<input type="checkbox"/> 'career fair' or 'job fair'	↓
<input checked="" type="checkbox"/> MSM FREE PASS (1) (client-only)	↓

Rule description (click an underlined value to edit):

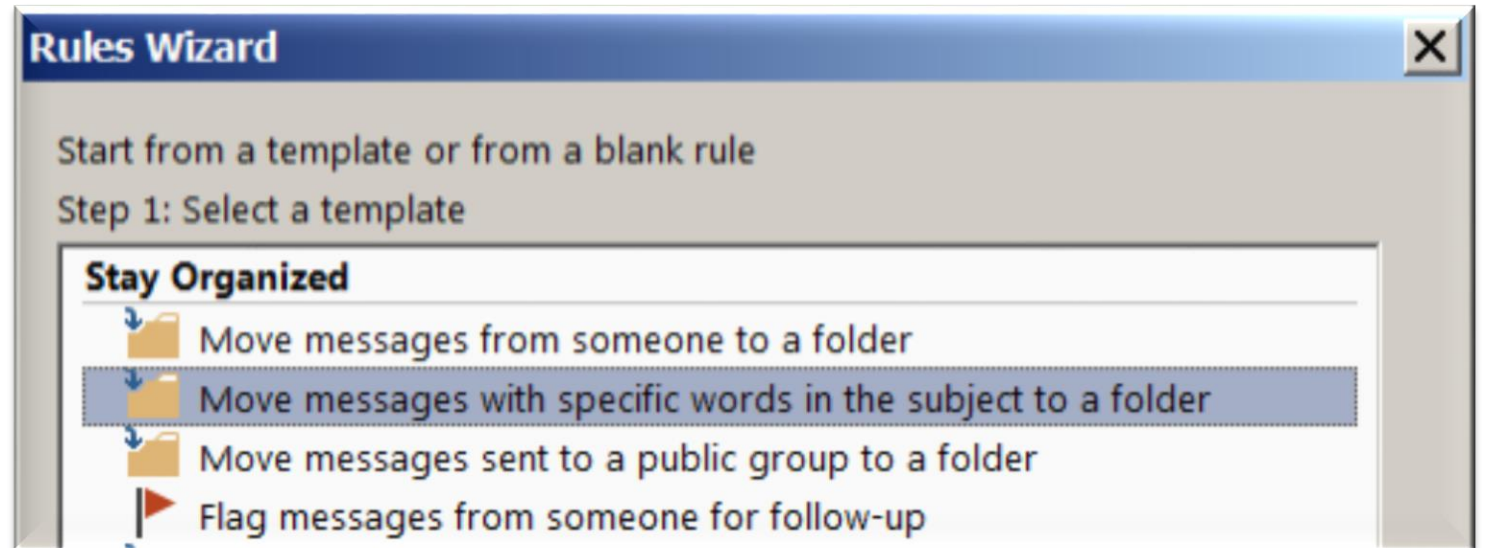
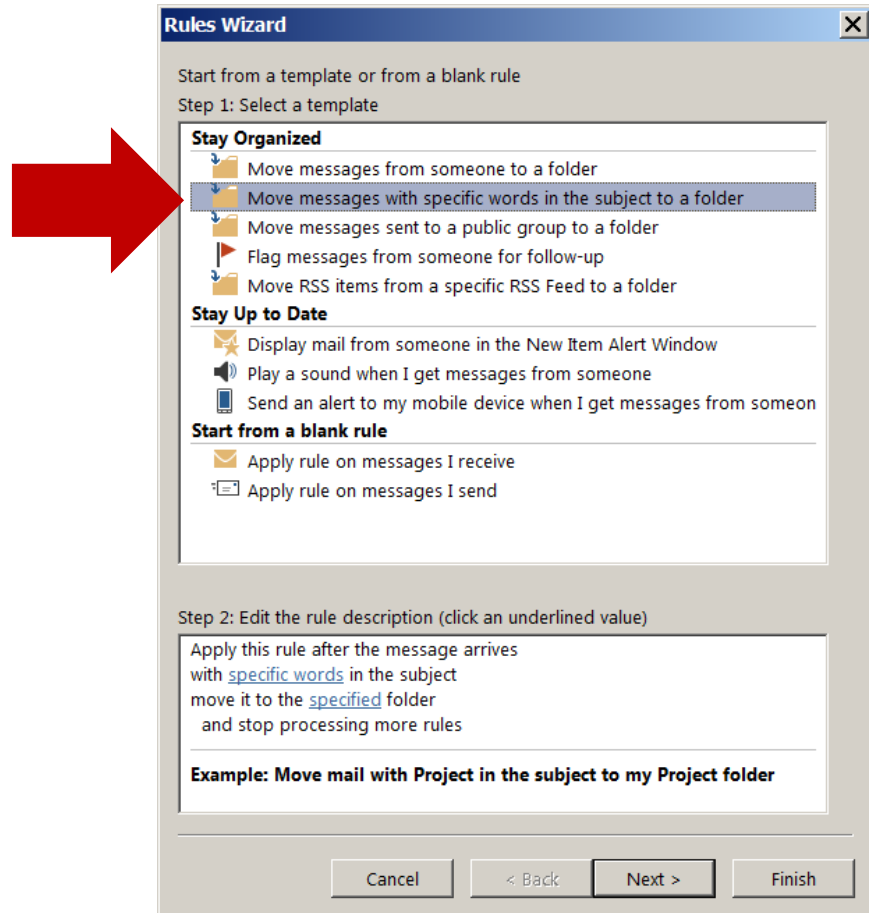
Apply this rule after the message arrives with Candidate in the subject  
move it to the 001 Job Candidates- DOT Template II folder  
and stop processing more rules

Enable rules on all messages downloaded from RSS Feeds

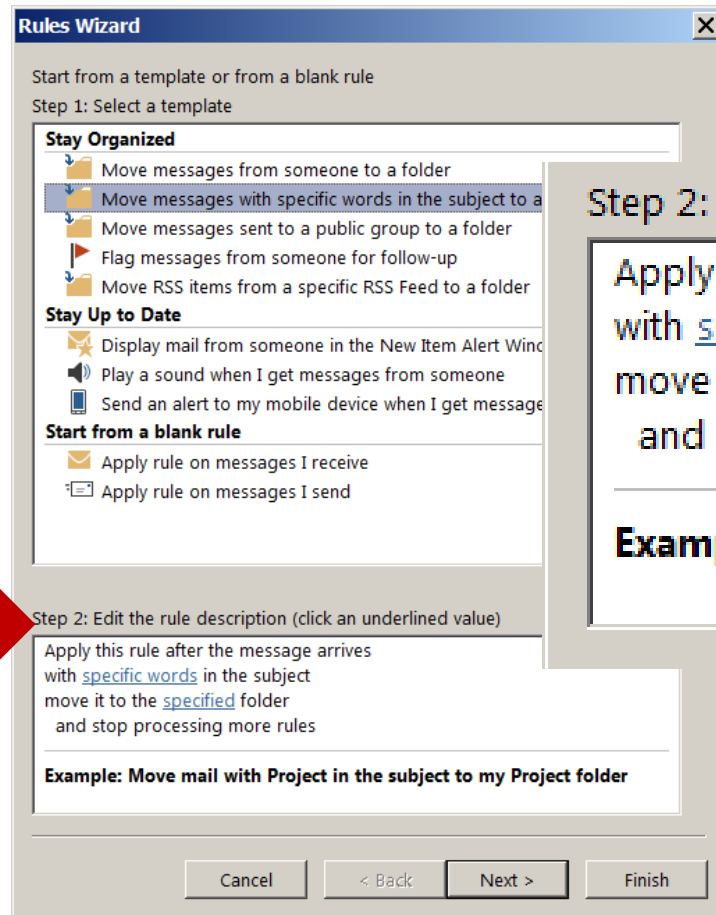
At the bottom of the window, the Windows taskbar shows the Microsoft Word icon and the 'Desktop' environment indicator.

# Step 1: Stay Organized...

Click “move messages with specific word...”



# Step 2: Edit the rule... click on “specific word” link



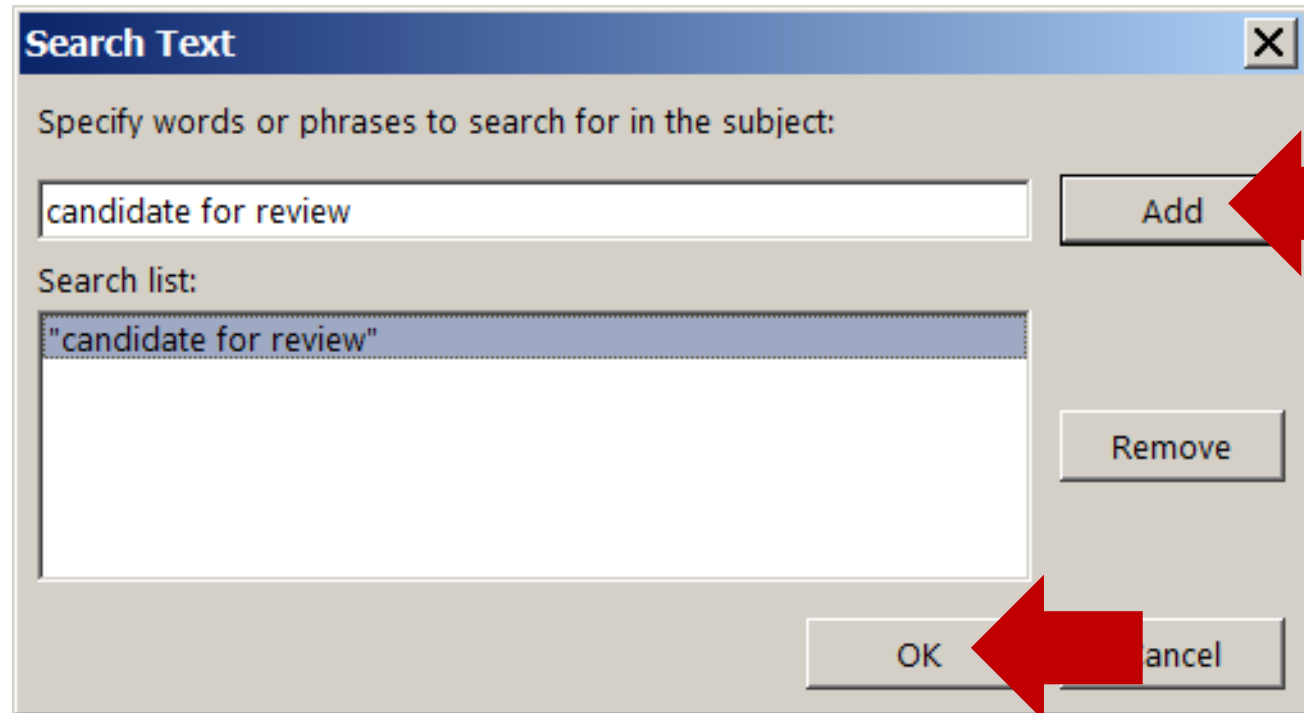
Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
with specific words in the subject  
move it to the specified folder  
and stop processing more rules

**Example: Move mail with Project in the subject to my Project folder**

Add the specific words for RB emails: RB sends all messages with the phrase “candidate for review” click add, then click ok

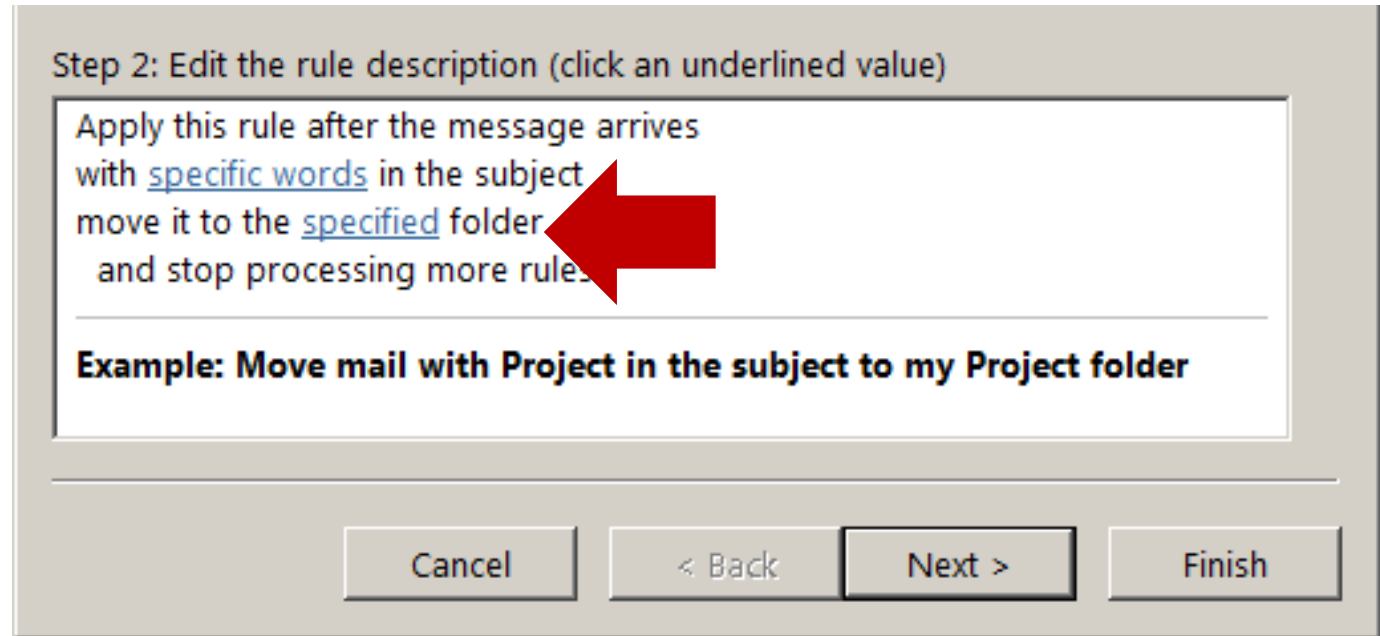
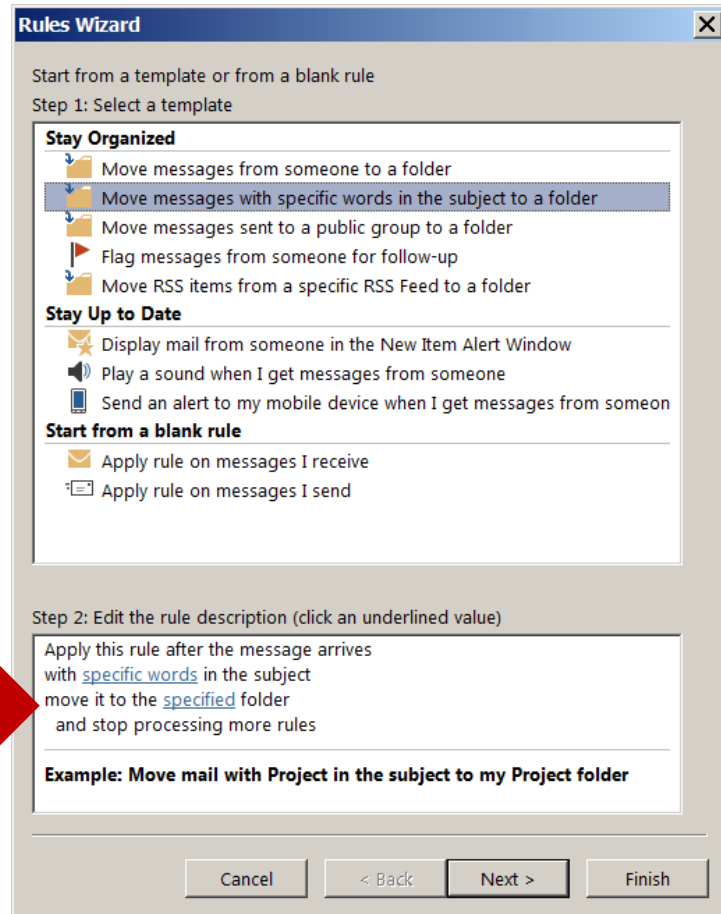
Tip: You can filter for the title of the job too, just check in with HR to see how it is listed on RB.





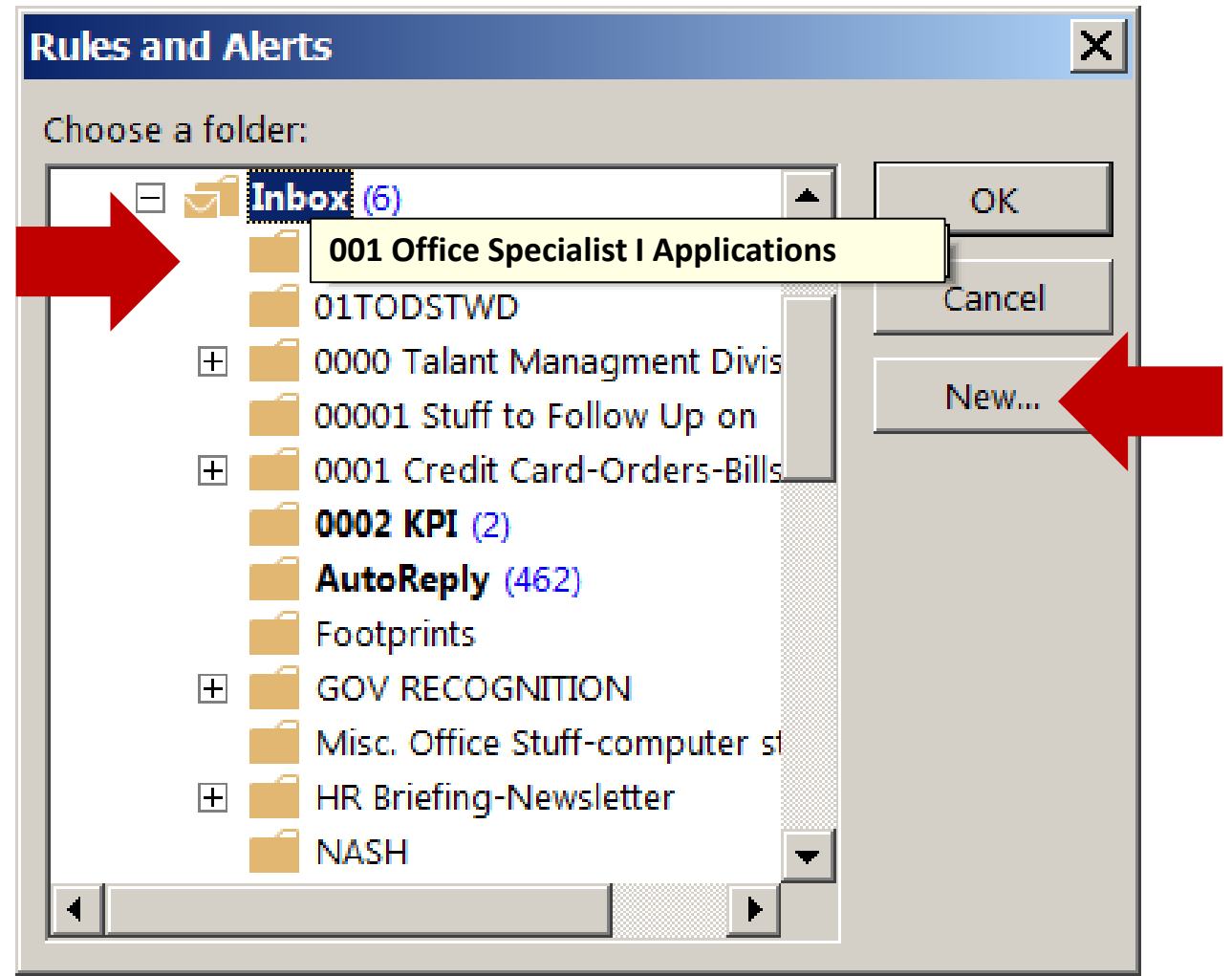
# Still in step 2 window...

## Select “specified” folder link

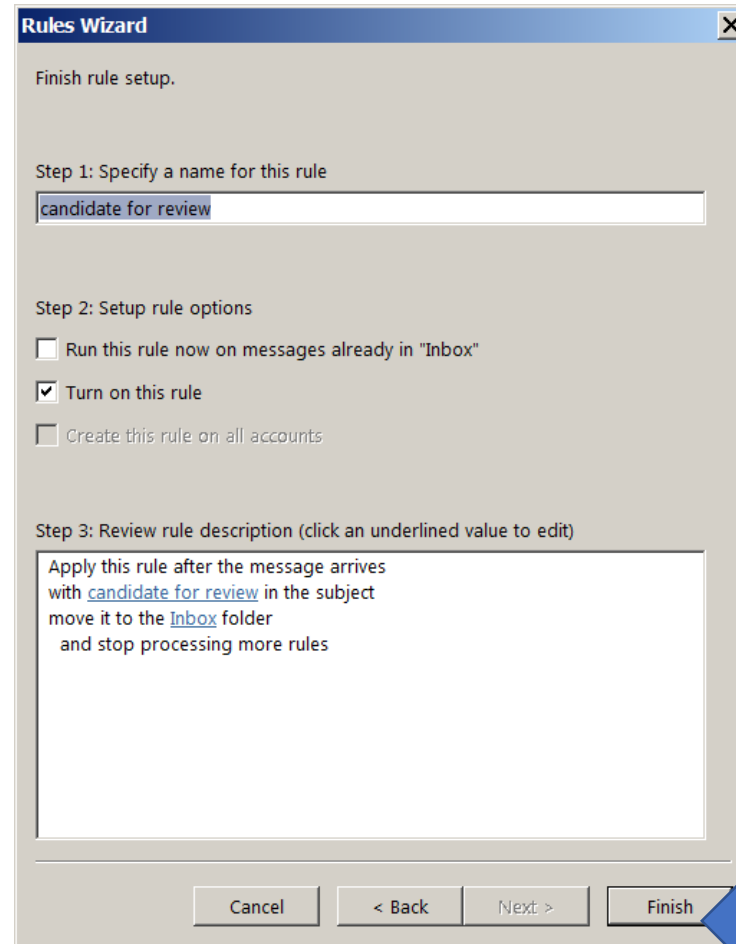
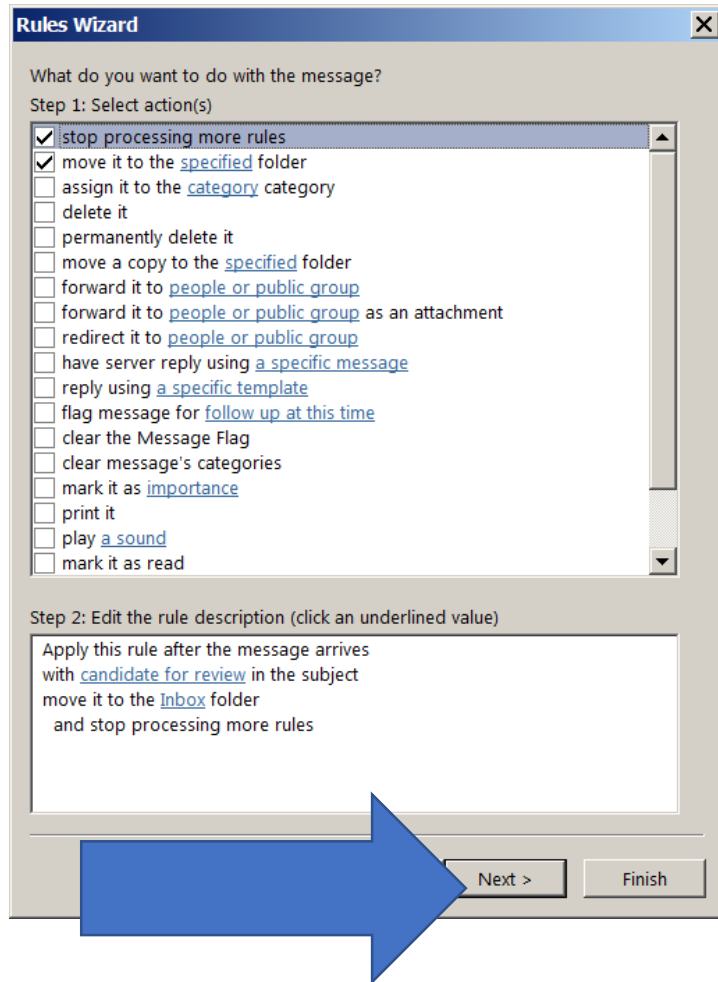


You will then be asked which folder you'd like to put this in, you can create the folder from this next screen

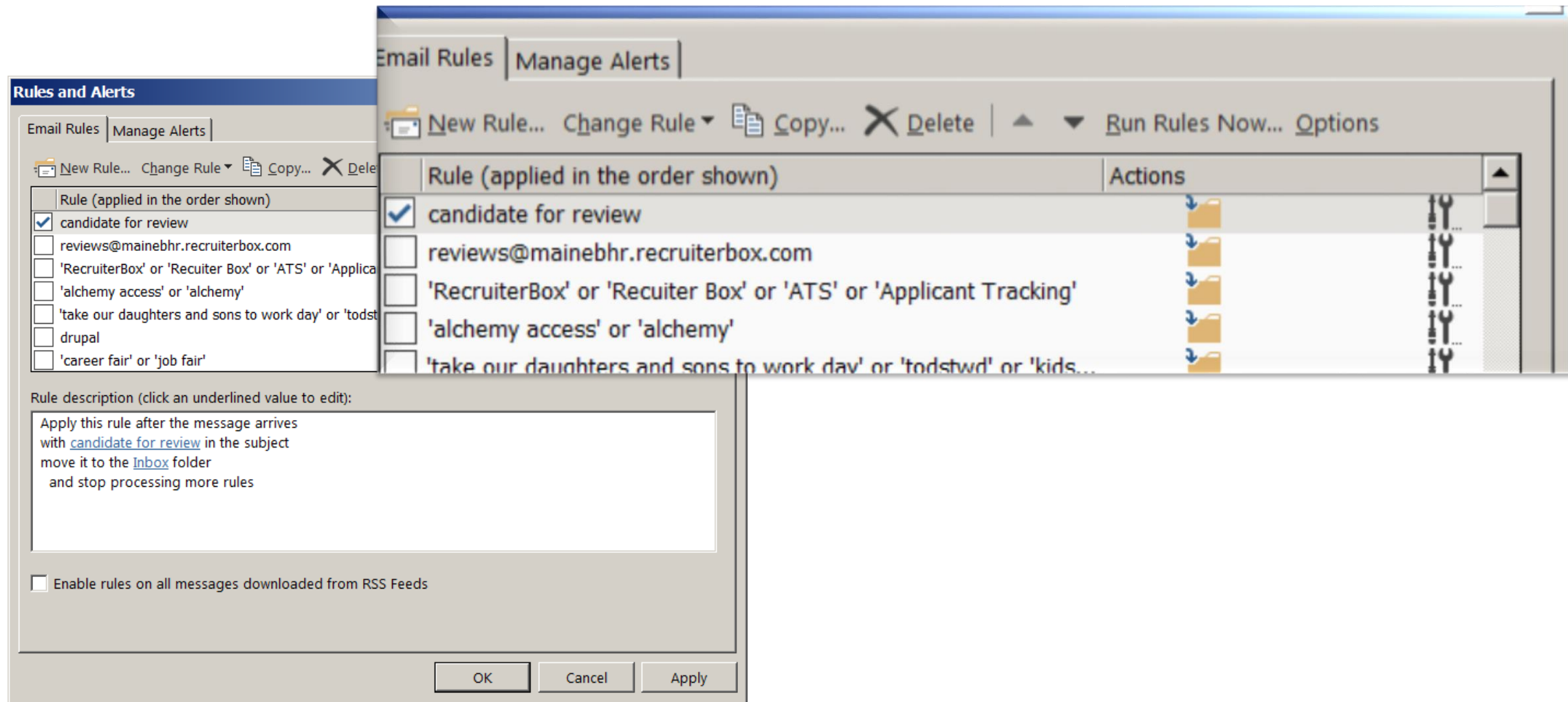
Create a folder under your inbox by clicking new. Then naming the folder with the dates, classification, division or other information for easy retrieval.



At this point, you can then click through the rest of the screens to add more rules (optional) or just click “Finish”



# Make sure the rule is ON and click ok



# If you have questions...

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