

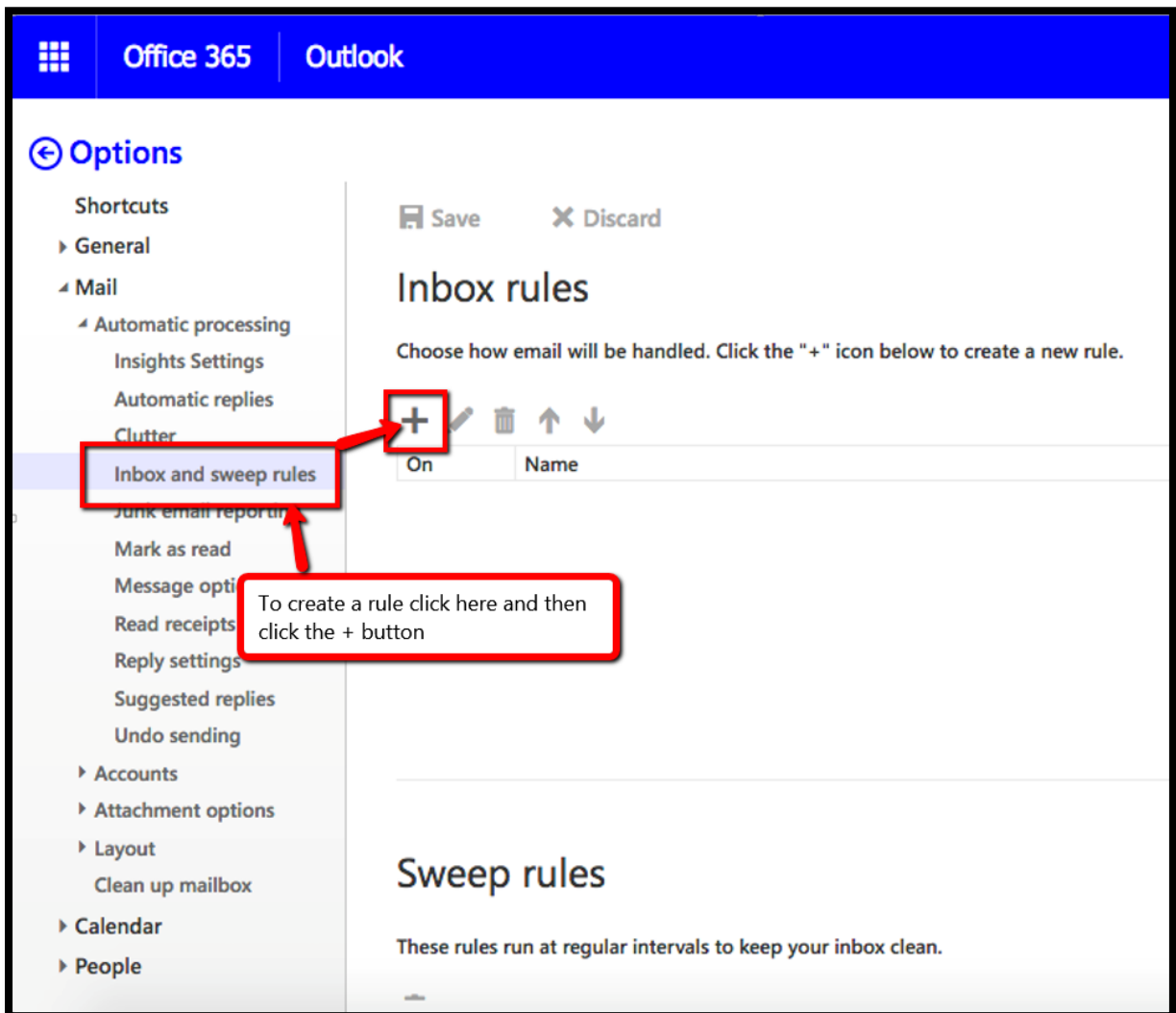
Setting up email rules to filter messages from studentcentral into appropriate folders

NOTE: Emails from studentcentral cannot be filtered by sender as all emails come from 'do-not-reply@blackboard.com', instead you can predict the subject line as this will have the title of the area it was sent from, eg **my school: Brighton Business School**, or my **course: BSC(hons) Business**

The following shows you how to filter based on the subject title of an email

Step 1-

Open you uni email and do the following



Step 2 – entering the correct information for the rule

OK Cancel

New inbox rule

Name
School wide messages

When the message arrives, and it matches all of these conditions
It includes these words in the subject... Enter words...

Add condition

Do all of the following
Select one...

Add action

Except if it matches any of these conditions
Add exception

Stop processing more rules (What does this mean?)

When the message arrives, and it matches all of these conditions
Select one...
Select one...
It was sent or received >
It includes these words > in the subject...
My name is > in the subject or body...
It's marked with > in the sender's address...
It's > in the body...
Its size is within the specified range... in the recipient's address...
It's received within a specific date span... in the message header...
[Apply to all messages]

Do all of the following
Select one...
Select one...
Move, copy, or delete > Move the message to folder...
Pin the message > Copy the message to folder...
Mark the message > Delete the message
Forward, redirect or send > What does this mean?

Specify words or phrases
my school
OK Cancel

NOTE – you will need to create a folder too

It should end up looking like this:

OK Cancel

New inbox rule

Name

School wide messages

When the message arrives, and it matches all of these conditions

It includes these words in the subject... my school

Add condition

Do all of the following

Move the message to folder... brighton

Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules [\(What does this mean?\)](#)

The above rule will look for all messages that have 'my school' in the title and move them to a folder called **brighton**

Repeat this for each rule you want to set up.