Organizing Your Outlook Emails: A Guide for Faculty

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Managing a busy inbox can be challenging, especially when juggling multiple classes and responsibilities. By creating folders for each class and setting up rules to automatically sort incoming emails, you can streamline your email management and ensure important messages are easy to find. Follow these steps to get started:

Create Folders for Each Class

1. Start by opening your **Outlook** application.

2. In the left sidebar, you will see the **Folder Pane** where your email folders are listed.

3. Create a **New Folder**:

    A. Right-click on the **[Inbox]** or any existing folder where you want to create a new folder.

    B. From the context menu, select **[New Folder]**.

    C. Enter a name for the folder, such as the class name (e.g., *Biology 1301*).

4. Create a separate folder for each class you teach.

Set Up Rules to Move Incoming Emails

1. Open the **Rules Wizard**:

    A. Go to the **[Home]** tab on the **Ribbon**.

    B. Click on **[Rules]** in the **Move** group.

    C. Select **[Manage Rules & Alerts]** from the dropdown menu.

2. Create a **New Rule**:

    - In the **Rules and Alerts** dialog box, click on **[New Rule]**.

    - Choose **[Apply rule on messages I receive]** under **Start from a blank rule** and click **[Next]**.

3. Define the Criteria:

    - If you want to move emails from specific students or colleagues, check **[from people or public group]** and select the email addresses.

    - If you want to move emails with specific keywords in the subject line (e.g., Biology 101),

check **[with specific words in the subject]** and enter those keywords.

> **NOTE**: It recommended that you ask your students to include the course name and number in the subject line of their emails. This small change will greatly assist in organizing and prioritizing messages, making it easier for both faculty and students to stay on top of important communications.
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> **Example Subject Line:**
>
> - **Biology 1301**: Question about Assignment 3
> - **Math 2401**: Request for Office Hours Appointment

  - By including the course name and number, students can help us quickly identify the context of their emails, leading to faster and more accurate responses.

4. Set the **Action**:

   A. Check **[move it to the specified folder]**.

   B. Click on **[specified]** in the rule description box, then select the appropriate class folder.

5. Finish the **Rule**:

   - Click **[Next]** to review any **exceptions** (if needed), then click **[Next]** again.

   - Name the rule and ensure **[Turn on this rule]** is checked.

   - Click **[Finish]** and then **[OK]** to save the rule.

Test and Adjust

1. Send a few test emails to yourself with the criteria you set up to ensure they are being moved to the correct folders.

2. If the emails are not being sorted correctly, revisit the rules and make necessary adjustments.