

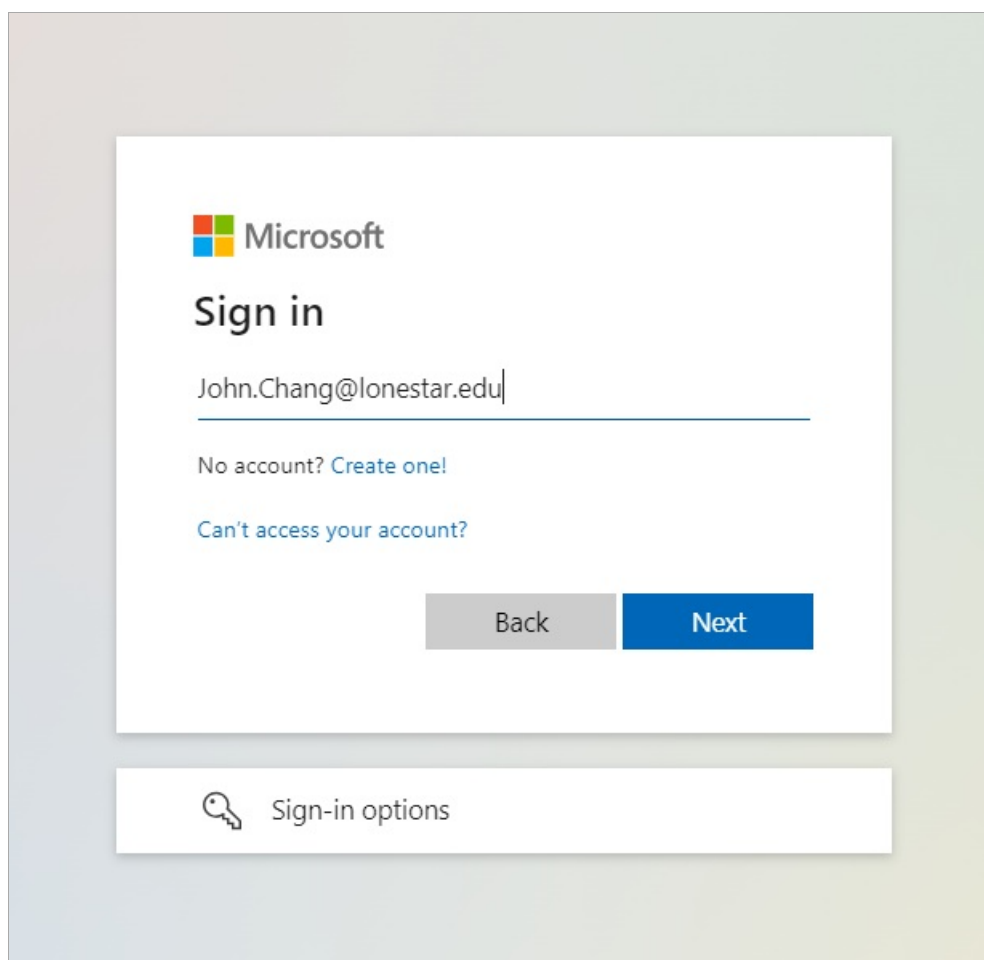
Microsoft 365 - Setup Rules in Outlook to Seperate Student Emails

Last Modified on 10/08/2024 3:36 pm CDT

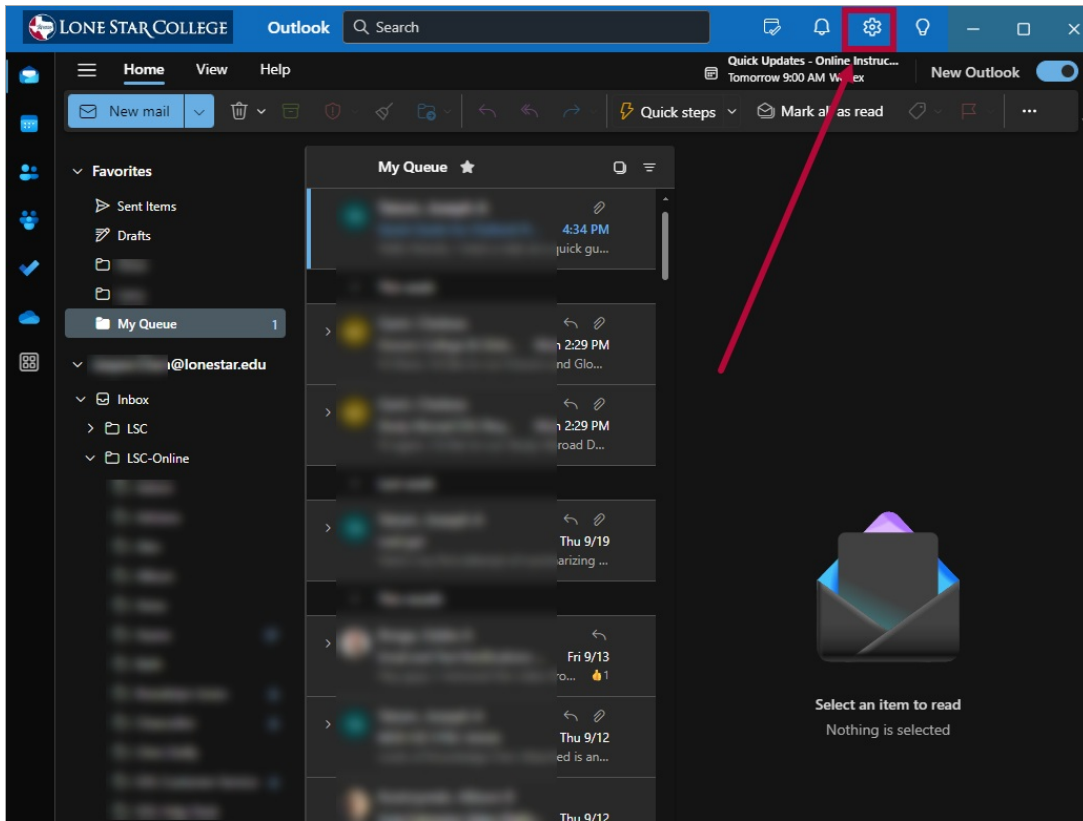
Are you worried about mixing up student emails with other emails in your **LSC Outlook Inbox**? Using a **Rule** in Outlook can help you organize emails automatically. Emails from your students will be kept separate in a new folder away from the emails you are accustomed to currently receiving in your Outlook inbox. Below are instructions for Outlook for Microsoft 365 on a webpage. *Setting up the Rule on Outlook Web will apply the rule to Outlook on all instances of Outlook* including Microsoft 365, Desktop App, Mobile App, etc.

Adding a New Rule

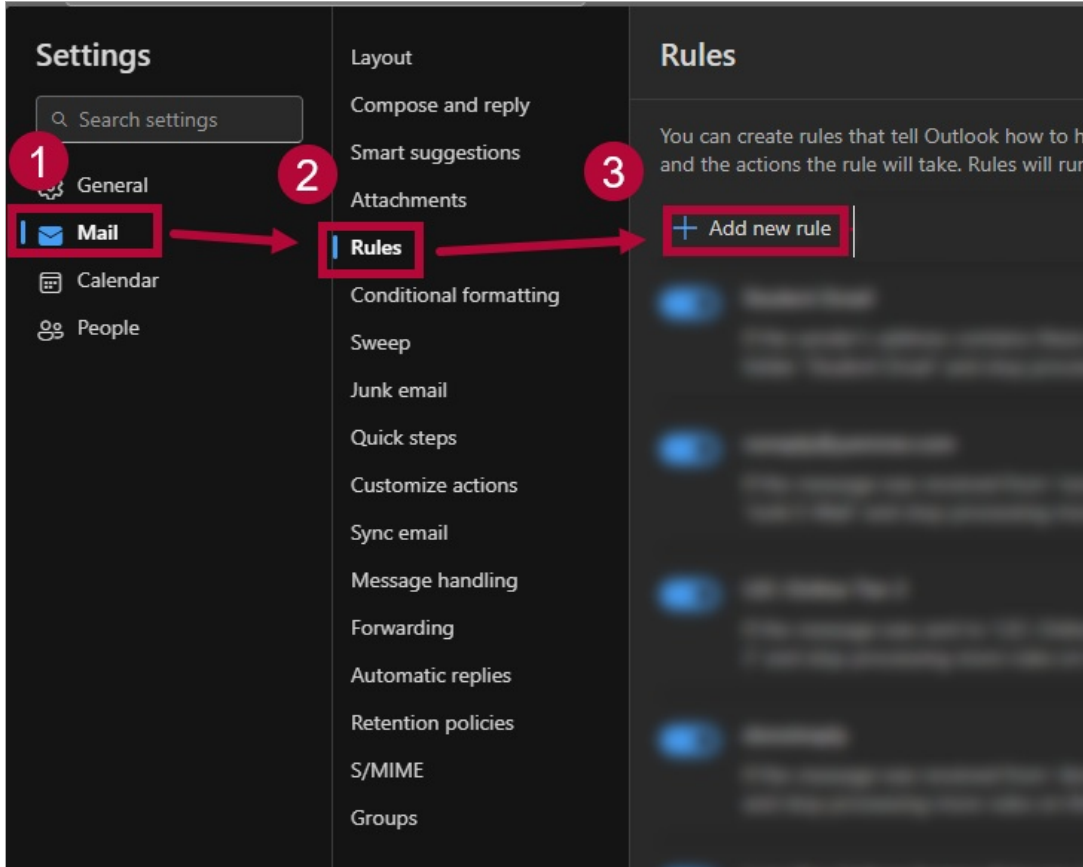
1. Navigate to [Outlook \(http://outlook.office.com\)](http://outlook.office.com) and log into your **LSC email account**.



2. Select the **[Settings Cog]**.

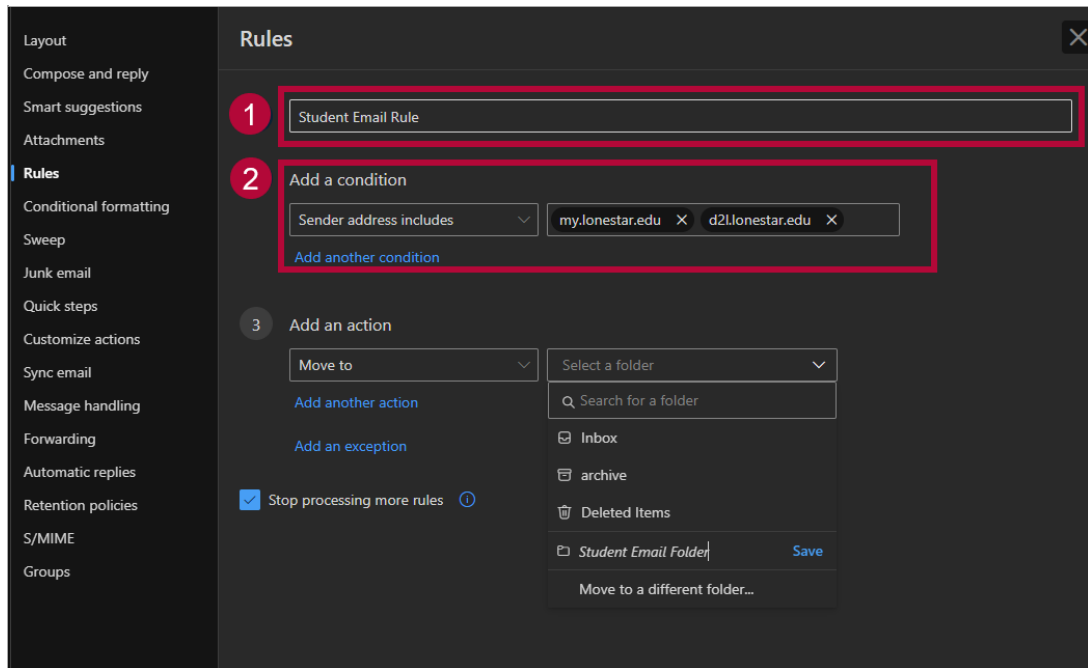


3. Select **[Mail]** followed by **[Rules]** and **[+ Add a new rule]**.



4. Give the rule a name and add the condition **[Sender Address includes]** then type in

[my.lonestar.edu] and **[d2l.lonestar.edu]**.

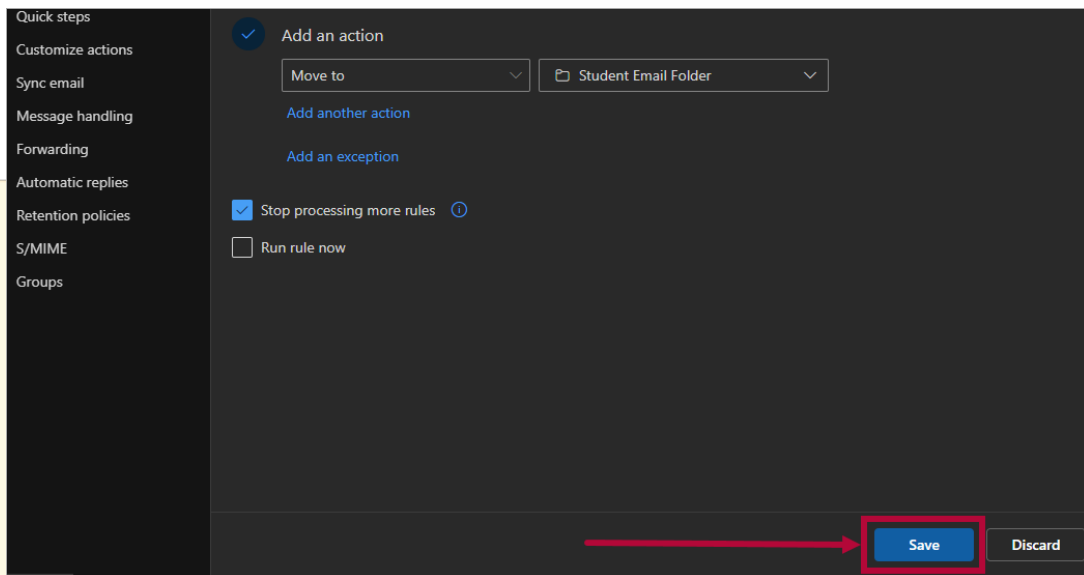


5. Add the action **[Move to]** and **[Select a Folder]**. Select **[Create a New Folder]**, give that folder a name like **[Student Email Folder]**, then click **[Save]**.

NOTE: *my.lonestar.edu* is the email domain students use for Outlook. *d2l.lonestar.edu* is the domain students use from D2L. We include the d2l domain here in case your Student emails you using the D2L Classlist email function because that email would have a d2l.lonestar.edu email address. (See VTAC Article [Receive Email from Classlist section from Microsoft 365 - Send Emails To Your Students via the Compose-New-Message Window \(https://vtac.lonestar.edu/help/send-email-to-students-in-d2l\)](https://vtac.lonestar.edu/help/send-email-to-students-in-d2l))

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6. Click **[Save]** and you're finished. Emails from students will now land in this newly created folder.



NOTE: For other inbox rule ideas check out [Organizing Your Outlook Emails: A Guide for Faculty \(https://vtac.lonestar.edu/help/organizing-your-outlook-emails-a-guide-for-faculty\)](https://vtac.lonestar.edu/help/organizing-your-outlook-emails-a-guide-for-faculty).