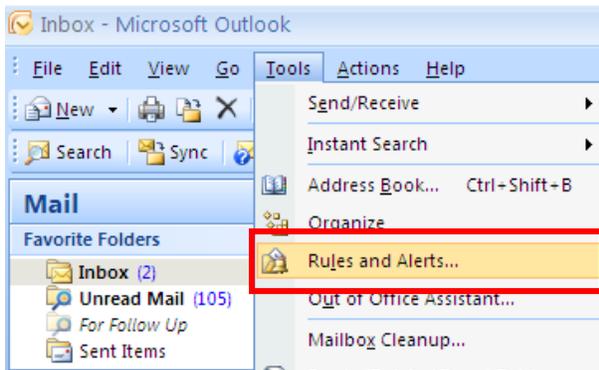


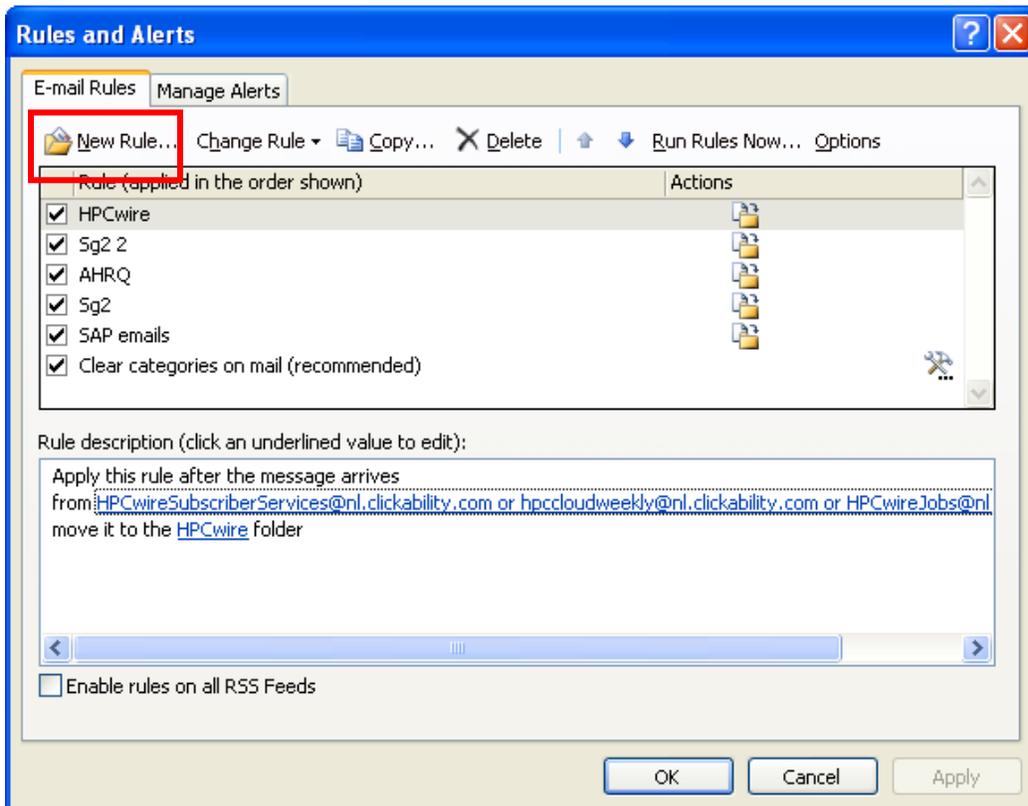
CREATING EMAIL FILTERS

Due to the amount emails sent by IRBNet, email filters can be created to move them from your Inbox to another folder.

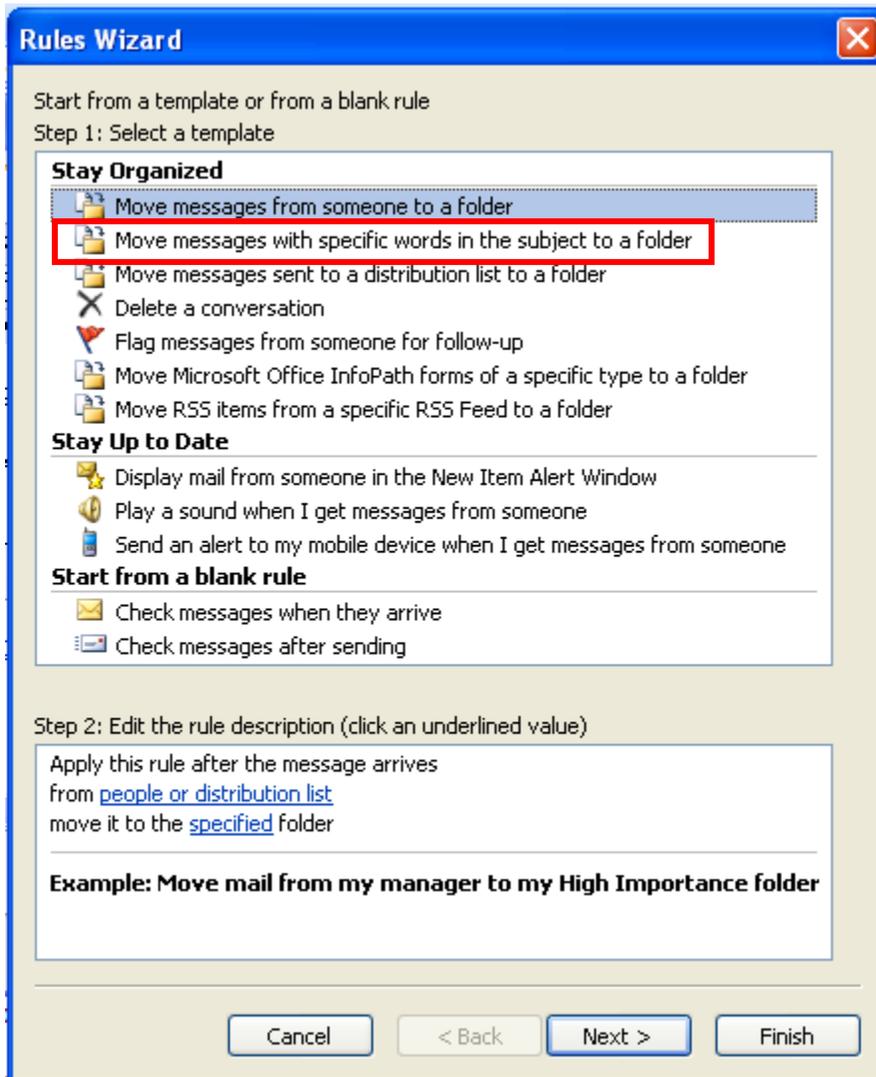
1. On the Tools menu in Outlook, click “Rules and Alerts.”



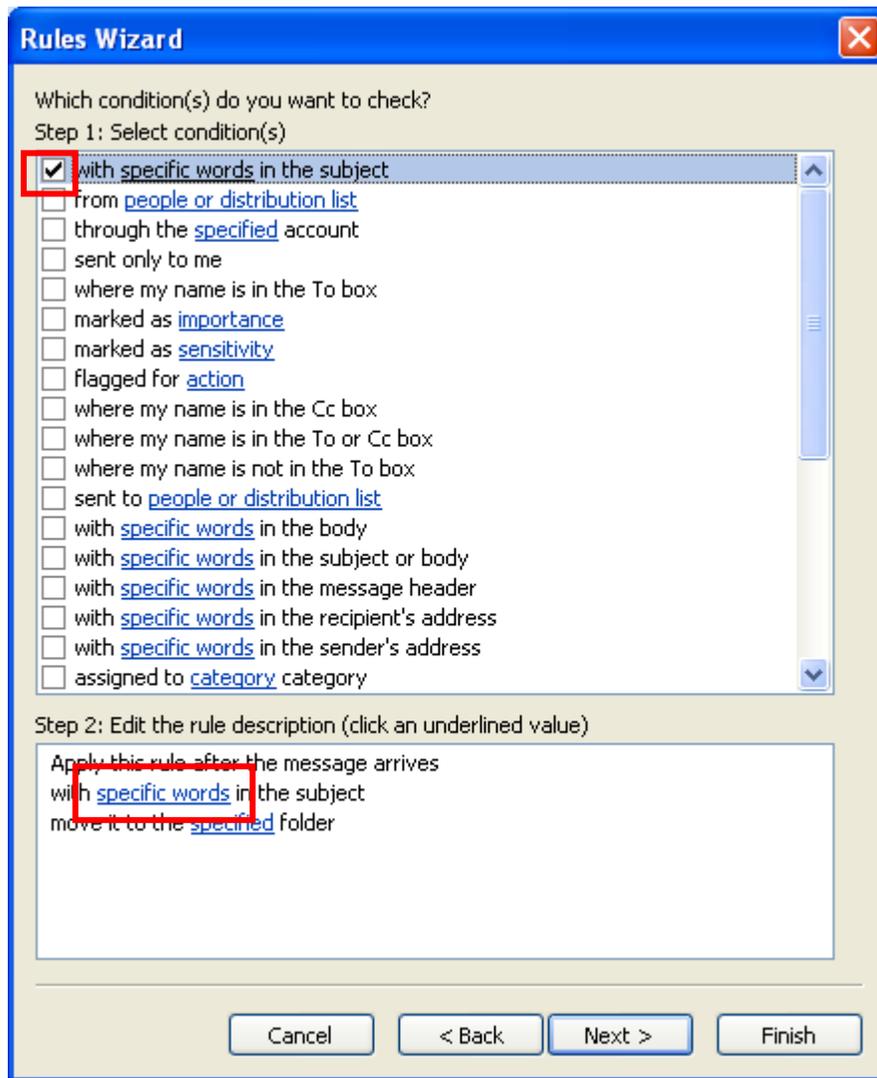
2. The Rules and Alert screen opens. Click “New Rule.”



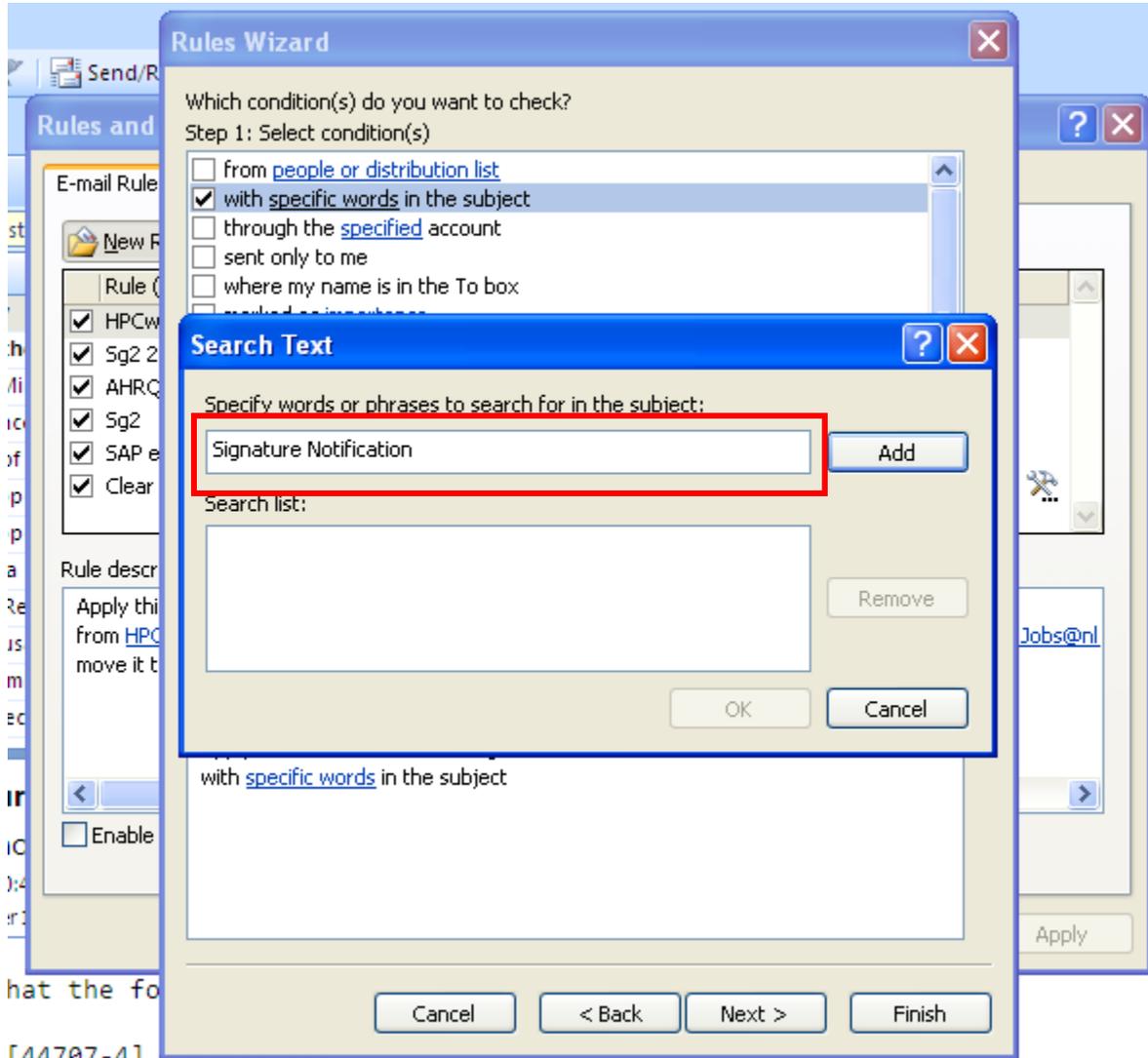
3. The Rules Wizard will open. Under “Stay Organized”, select “Move messages with specific words in the subject to a folder” and then click “Next.”



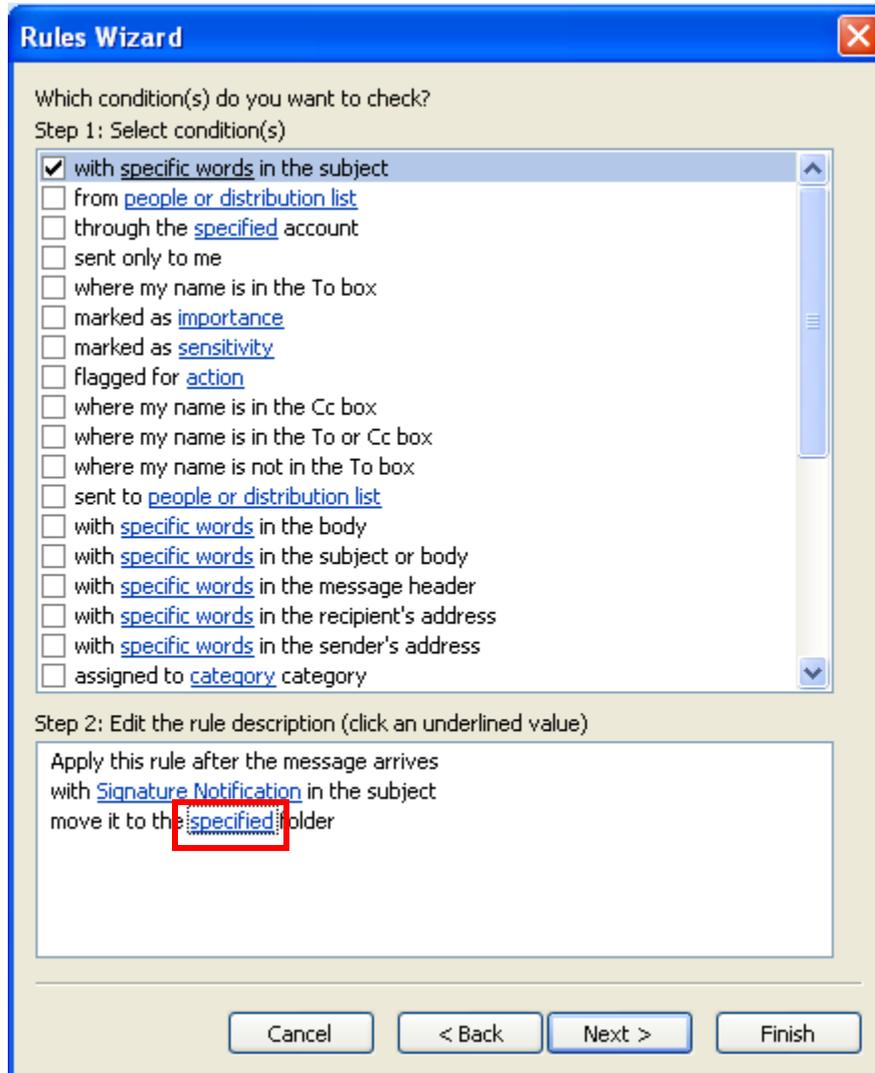
4. Check “with specific words in the subject.” The rule will appear in the box below. Click “specific words” in the box below.



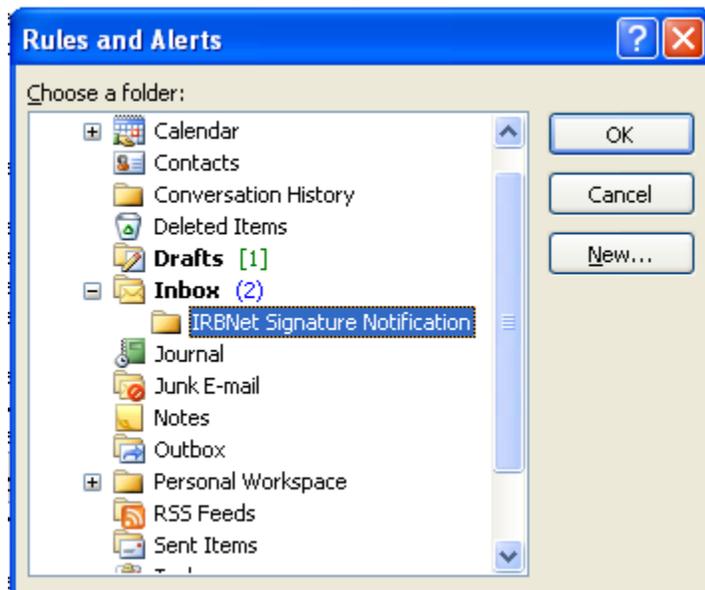
5. The Search Text box will open. Enter "Signature Notification" in the Search Text box and click "Add."



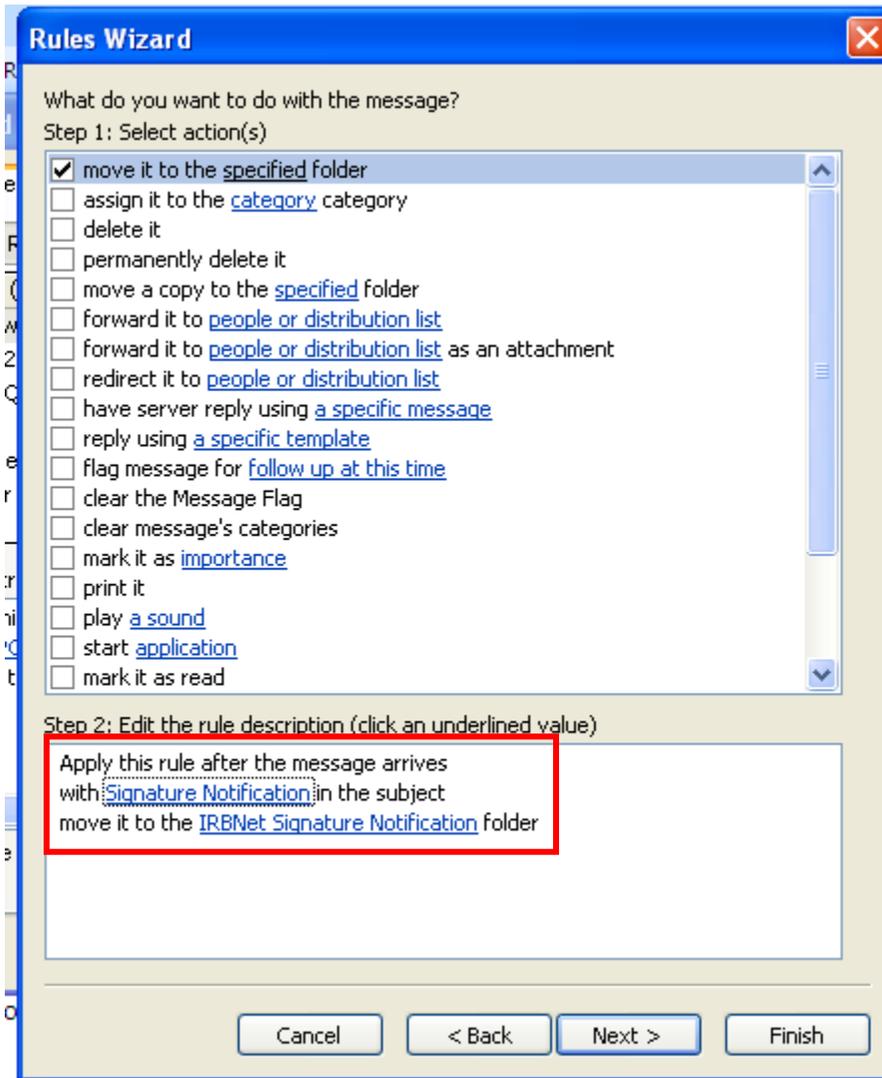
6. Click “specified” in the box below.



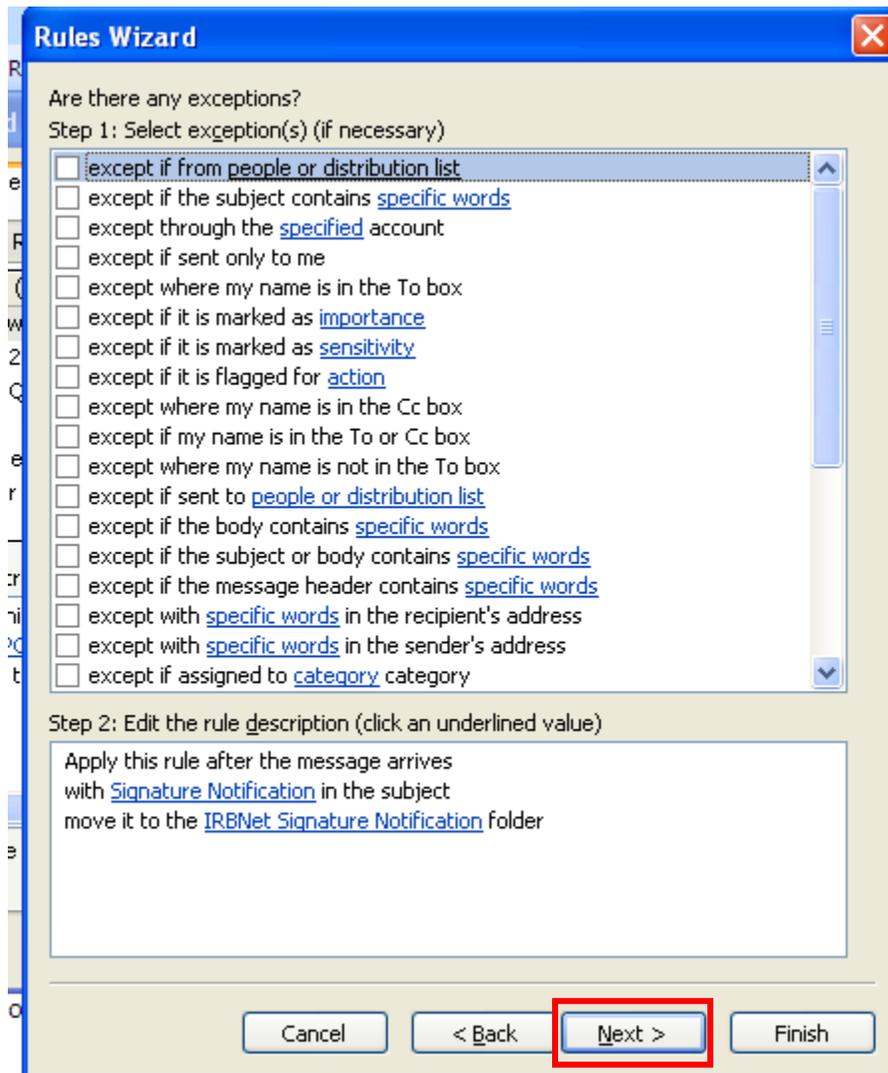
7. Select the folder you would like the emails to be moved to. If the folder is not created, you can create a new folder by clicking on “New.”



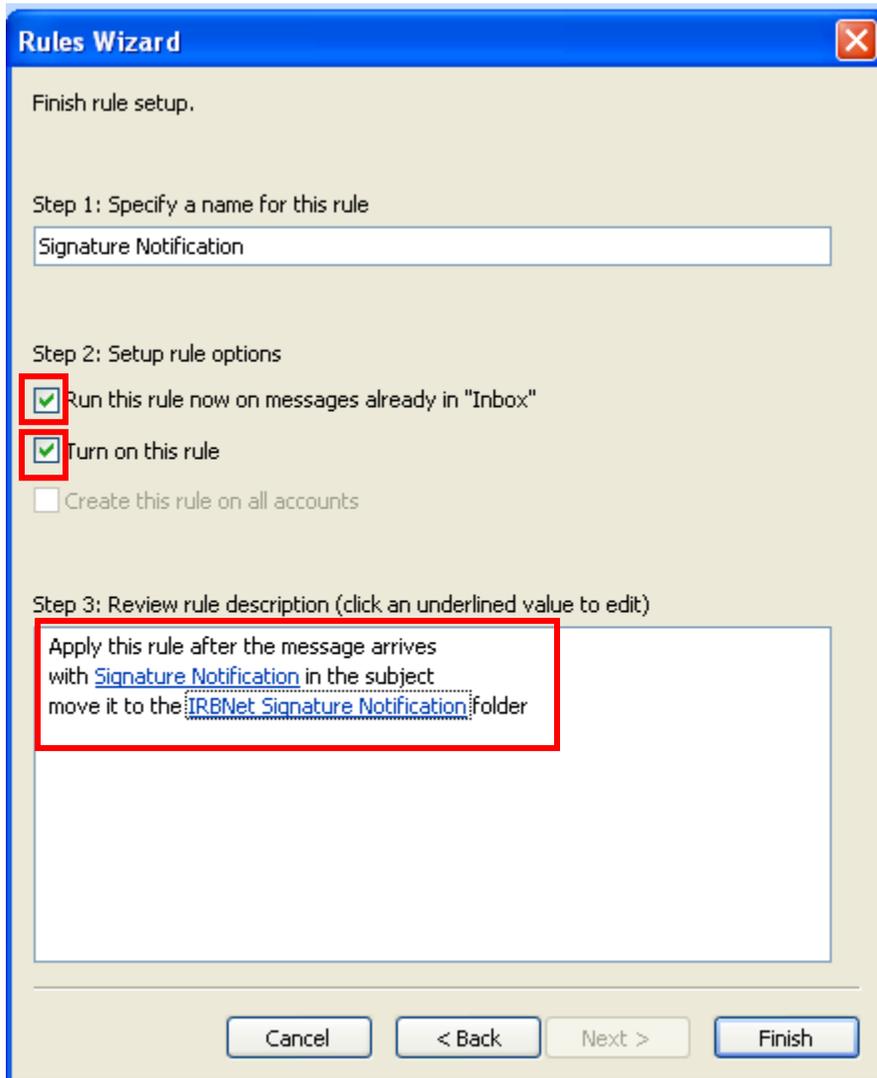
- Once the folder is selected, hit "OK." The rule will appear in the lower section of the Rules Wizard. Click "Next" to move on.



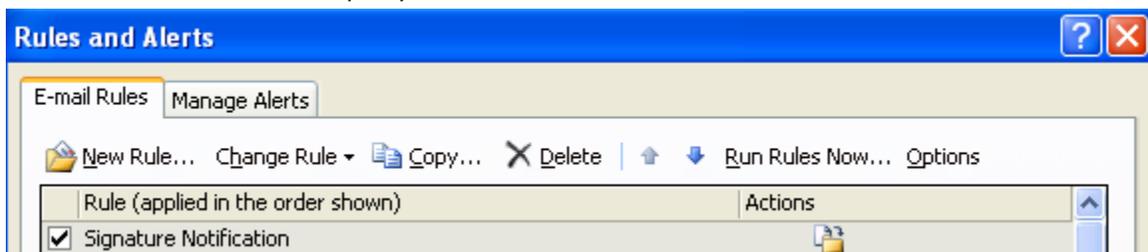
9. The next screen will allow you to choose any exceptions. No exceptions are need for this purpose. Click "Next."



10. The final Rules Wizard box appears. Enter a name for your rule. Check “Run this rule now on messages already in Inbox” and “Turn on this rule.” Confirm the box at the bottom is correct. Click “Finish.”



11. Your rule should now show up in your Rules and Alerts list.



12. Any “Signature Notification” emails that were in your Inbox should be moved to the folder you designated.