Outlook on the Web

Configuring and Managing Mailbox Rules for a Departmental Mailbox
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Configure and Manage Mailbox Rules

It is recommended you use the webmail to create mailboxes rule on a departmental mailbox. To access the mailbox on the webmail, you need to have full access to the mailbox. Full access is only granted by IT. If you are not sure what level of access you have, please contact the Service Desk at 305-284-6565.

Create a Rule

1. In a web browser, log in to http://email.miami.edu using your canelID and password.
2. Click your picture or initials in the upper right corner and select **Open another mailbox**.
3. Type in the name of the mailbox and press the Enter key on your keyboard.
4. The name should resolve. Click **Open**.
5. The mailbox will appear in a new window or tab.
6. At the top right of the page, select the gear icon, and type "Inbox Rules" in the search field that appears.
7. Select Inbox rules from the search results. You will be taken to rules for that mailbox.
8. In the Rules window, click **Add new rule** to create a new rule.
9. Configure the rule.
10. Click **Save** to save the rule.
Edit a Rule

1. In the rules window, click the pencil icon at the top of the list and make your desired changes.

   ![Rules window with pencil icon]

   You can create rules that tell Outlook how to handle incoming email messages. You choose both conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.

   ![Add new rule button]

   ![Test Rule]

   If the message includes specific words in the subject 'It was only a test', delete the message and stop processing more rules on this message.

   If your rules aren't working, generate a report.

2. Click Save when done.

   ![Rules window with test rule and save button]
Disable or Delete a Rule

Disable/Reenable
1. In the rules window, if you just want to disable the rule but not delete it, click the toggle to the left of the rule name.
2. The toggle will flip to the left and the text will appear greyed out.
3. To reenable the rule, click the toggle and it will flip to the right and the text will no longer appear greyed out.

Rules

You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.

- Add new rule

<table>
<thead>
<tr>
<th>Test Rule</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

If your rules aren’t working, generate a report.
Delete
1. In the rules window, click the trashcan icon at the top of the list to delete the rule.
2. Click OK in the window that appears.
Configure an Out of Office Message on a Dept. Mailbox

Webmail is the recommended method for configuring an Out of Office message on a departmental mailbox. Each correspondent will only receive your out of office response once per day.

Configure Out of Office Message

1. In a web browser, log in to http://email.miami.edu using your caneID and password.
2. Click your picture or initials in the upper right corner and select Open another mailbox.
3. Type in the name of the mailbox and press the Enter key on your keyboard.
4. The name should resolve. Click Open.
5. The mailbox will appear in a new window or tab.
6. At the top right of the page, select the gear icon, and click Automatic replies from the list that appears.
7. At the top of the screen, click the toggle next to **Turn on automatic replies** so it flips to the right.
   
a. If needed, set the start and end time for automatic replies to be sent by ticking the box next to **Send replies only during this time period box and filling in the dates and times of your choice** and provide the appropriate dates and times.
   
b. Unless you have set an end time, your out of office message will be sent indefinitely until you turn it off.

8. Enter your message in the “Send a reply once to each sender inside my organization with the following message” box.

9. The box next to “**Send replies outside your organization**” is checked by default. Enter your desired message in the “Send a reply once to each sender outside my organization with the following message” box.

10. When you have finished, click **Save**.
Edit an Out of Office Message

1. On the Automatic replies page, click inside the message you would like to change.
2. Enter your desired changes.
3. Click **Save** when done.
Turn Off Out of Office Message

1. On the Out of Office page, click the toggle next to Automatic replies on so it flips to the left.
2. Click Save when done.