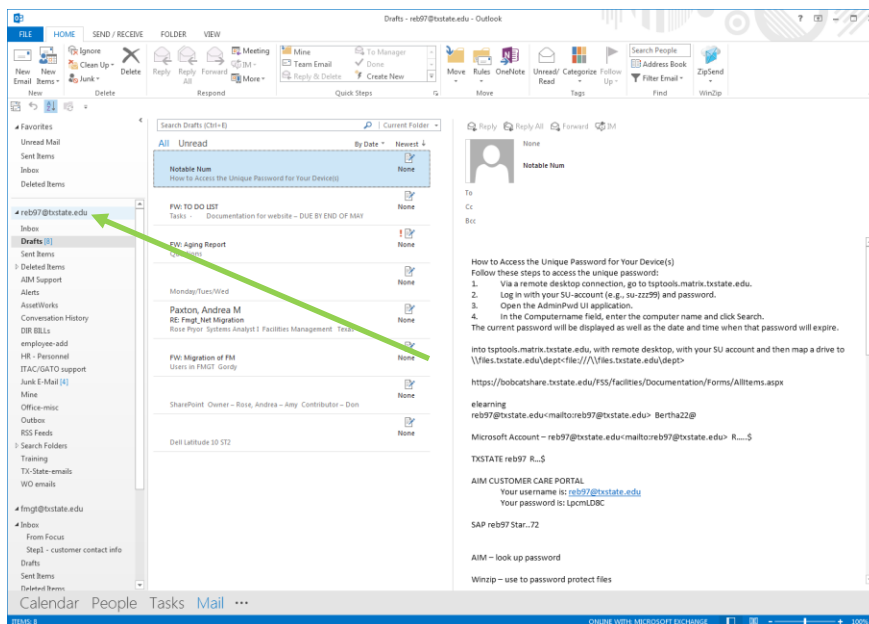


How to Create an Outlook email Rule (For Facilities Management emails about Work Orders)

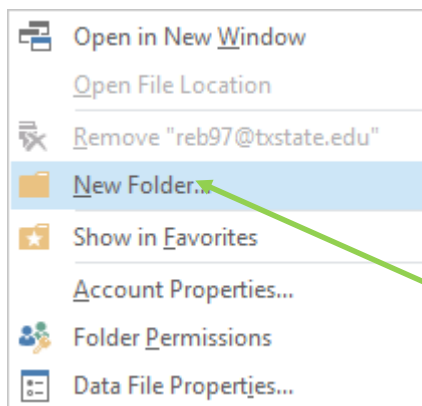
Facilities Management is now sending an email when a Customer Request is created, approved and changed to a Work Order, or the status changes. For most Customers, this is not an issue. However, if you receive several emails, you can set up Outlook to automatically move these emails to a Folder instead of coming to your Inbox.

Make a new folder to hold the WO email

1. Create the folder to store the Work Order emails.
 - a. Open Outlook, Click on Mail
 - b. Hover your mouse over your email box folder name, then right click



- c. Select new folder

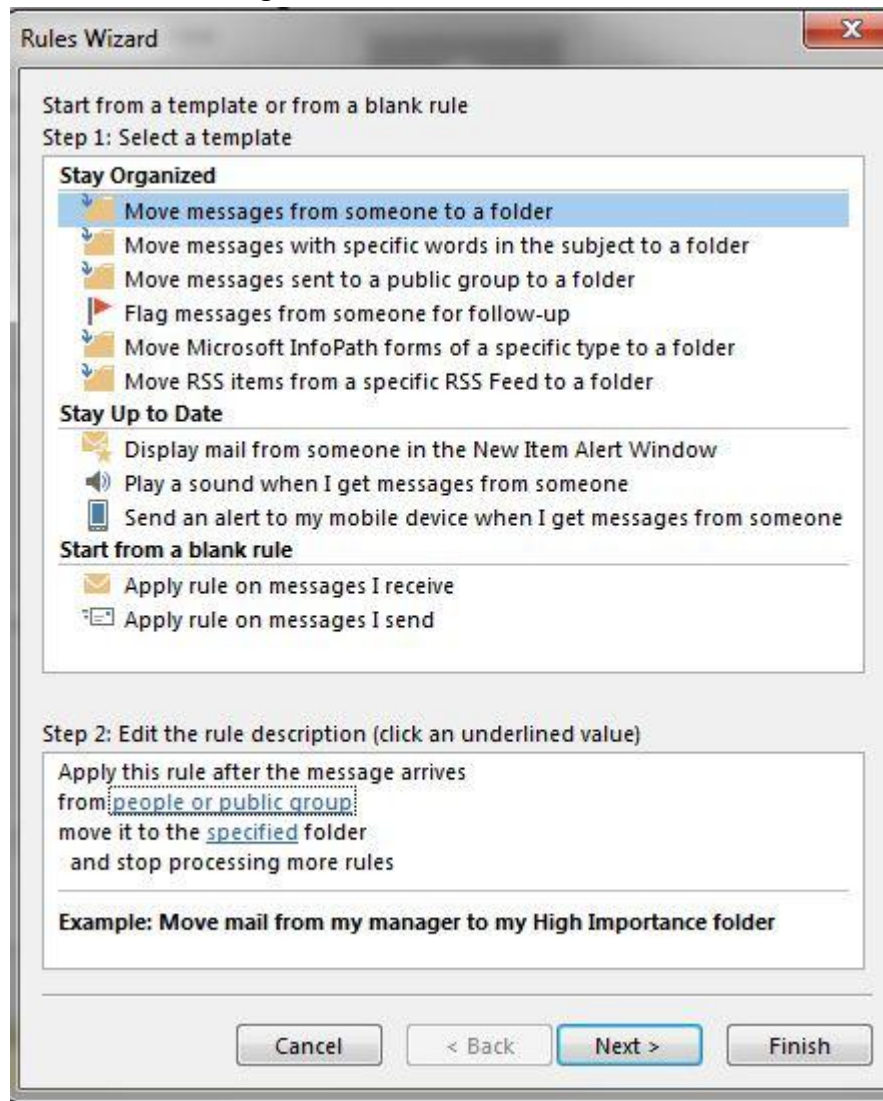


- d. Enter the name of this folder (i.e. Work Order emails, WO emails, or Facility emails), then press enter
- e. Locate the folder name, so you will know where to find these emails. Folders appear in alphabetical order under your email name and can be expanded or collapsed by clicking the >.



2. Create the Rule
 - a. Click Files
 - b. Click Manage Rules and Alerts
 - c. Double-Click New Rule

d. Select Move messages from someone to folder



e. Under the step 1 box, Check from people or public group

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

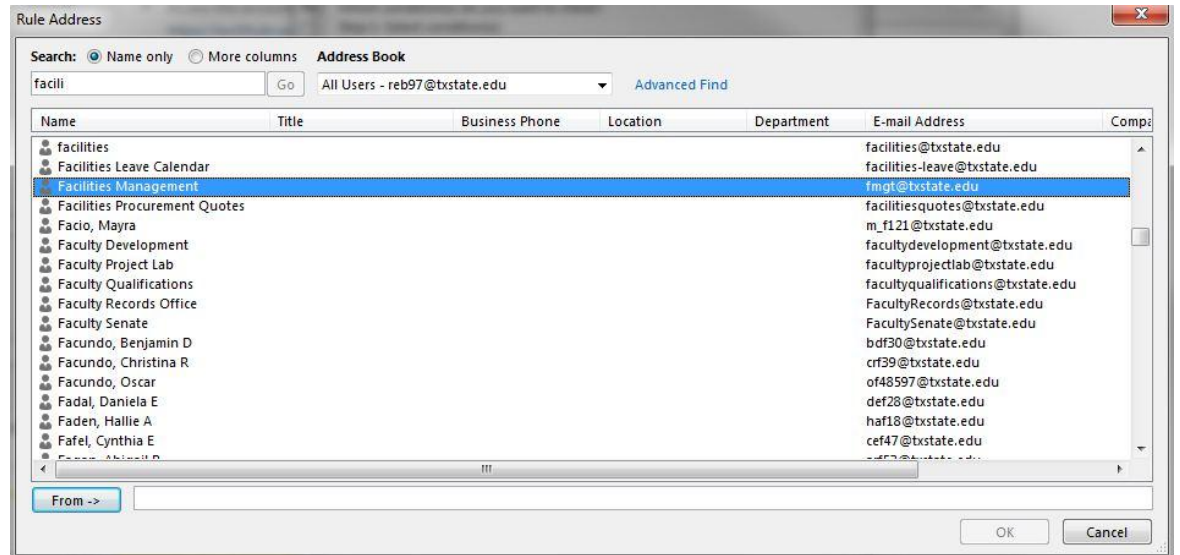
- from people or public group
- with specific words in the subject
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to people or public group
- with specific words in the body
- with specific words in the subject or body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

Step 2: Edit the rule description (click an underlined value)

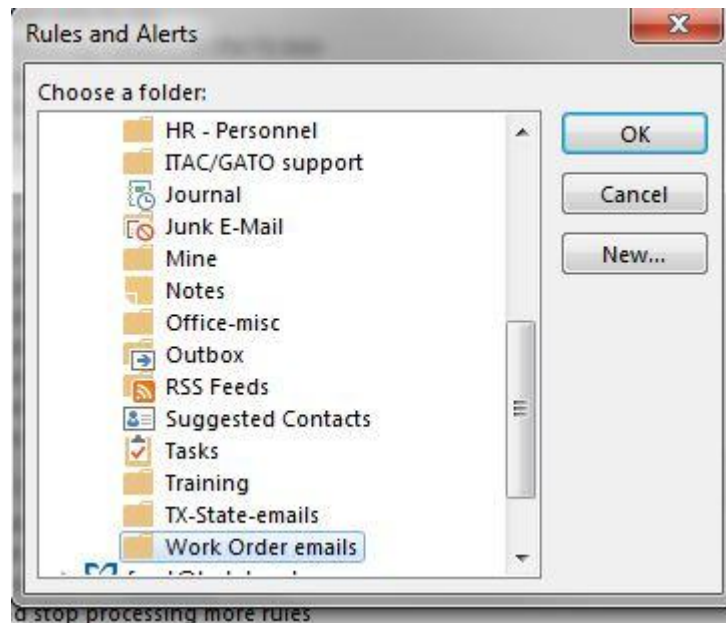
Apply this rule after the message arrives
from people or public group
move it to the specified folder
and stop processing more rules

Cancel < Back Next > Finish

- f. Under the step 2 box, click people or public group, then search for Facilities Management and double click it. It will show in the FROM Box, click ok



- g. Under the step 2 box, click specified folder, search for the folder created above, click it, then click ok



h. Check the settings, then click next

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- from people or public group
- with specific words in the subject
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to people or public group
- with specific words in the body
- with specific words in the subject or body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from Facilities Management
move it to the Work Order emails folder
and stop processing more rules

Cancel < Back Next > Finish

- i. a check will show in the stop processing more rules, click next

Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

- stop processing more rules
- move it to the specified folder
- assign it to the category category
- delete it
- permanently delete it
- move a copy to the specified folder
- forward it to people or public group
- forward it to people or public group as an attachment
- redirect it to people or public group
- have server reply using a specific message
- reply using a specific template
- flag message for follow up at this time
- clear the Message Flag
- clear message's categories
- mark it as importance
- print it
- play a sound
- start application

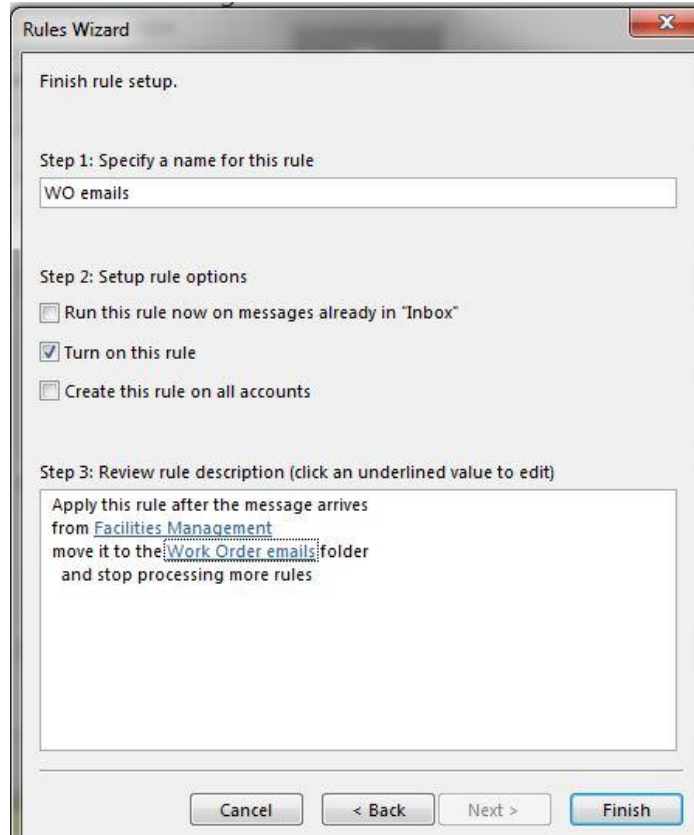
Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from Facilities Management
move it to the Work Order emails folder
and stop processing more rules

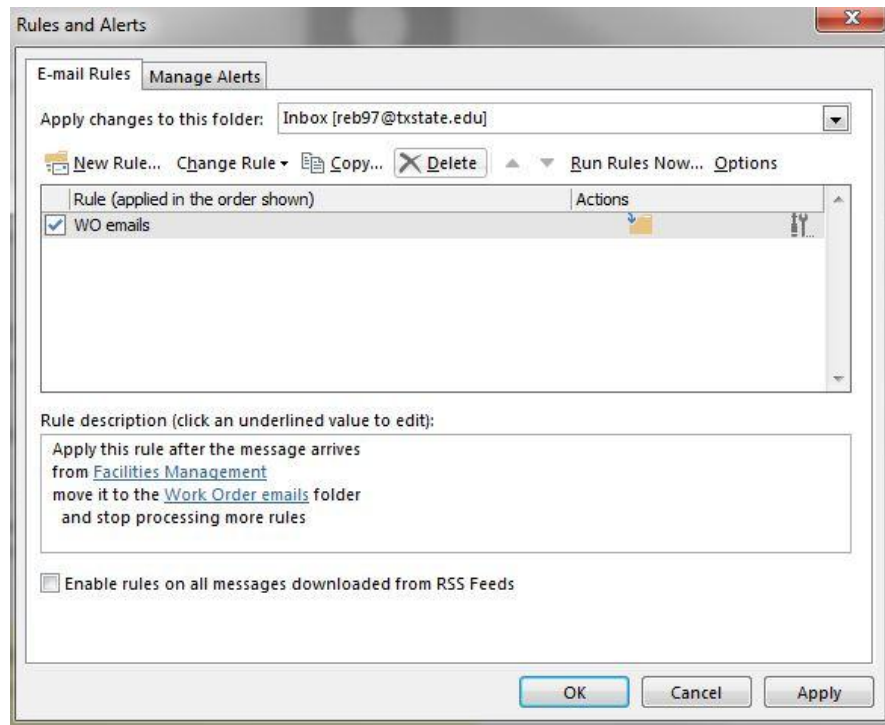
Cancel < Back Next > Finish

- j. there are no exceptions, Click next

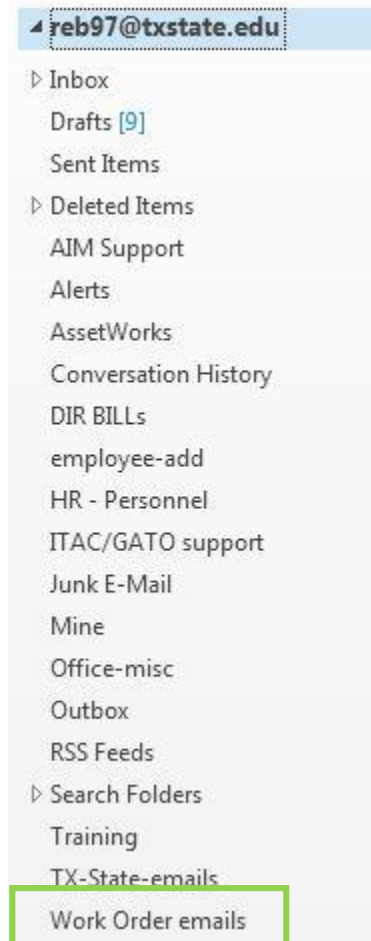
- k. On this box, specify a name as Work Order emails



- l. Check turn on rule, click finish



- m. Click OK and from this point on all emails from FMGT@TXSTATE.EDU will go automatically to the Work Order emails folder.



n.

Drafts - reb97@txstate.edu - Outlook

FILE HOME SEND / RECEIVE FOLDER VIEW

Ignore Clean Up - Delete Reply Reply All Forward Meeting Mine To Manager Team Email Done Create New Reply & Delete

Move Rules OneNote Unread/ Categorize Follow Up - Search People Address Book Filter Email - Find ZipSend WinZip

Search Drafts (Ctrl+E) | Current Folder

All Unread By Date Newest

Notable Num None
How to Access the Unique Password for Your Device(s)

FW: TO DO LIST None
Tasks · Documentation for website – DUE BY END OF MAY

FW: Aging Report None
Questions

Monday/Tues/Wed

Paxton, Andrea M None
RE: Fmgt_Net Migration
Rose Pryor Systems Analyst 1 Facilities Management Texas

FW: Migration of FM None
Users in FMGT Gordy

SharePoint Owner – Rose, Andrea – Amy Contributor – Don

Dell Latitude 10 5T2

None

To: None

Cc: Notable Num

Bcc:

How to Access the Unique Password for Your Device(s)
Follow these steps to access the unique password:

1. Via a remote desktop connection, go to tsptools.matrix.txstate.edu.
2. Log in with your SU-account (e.g., su-zzz99) and password.
3. Open the AdminPwD UI application.
4. In the Computername field, enter the computer name and click Search.

The current password will be displayed as well as the date and time when that password will expire.

into tsptools.matrix.txstate.edu, with remote desktop, with your SU account and then map a drive to \\files.txstate.edu\dept<file:///files.txstate.edu\dept>

<https://bobcatshare.txstate.edu/FSS/facilities/Documentation/Forms/AllItems.aspx>

elearning
reb97@txstate.edu<mailto:reb97@txstate.edu> Bertha22@

Microsoft Account – reb97@txstate.edu<mailto:reb97@txstate.edu> R.....5

TXSTATE reb97 R...\$

AIM CUSTOMER CARE PORTAL
Your username is: reb97@txstate.edu
Your password is: LpcmLD8C

SAP reb97 Star..72

AIM – look up password

Winzip – use to password protect files

Calendar People Tasks Mail ...

ITEMS: 8 ONLINE WITH MICROSOFT EXCHANGE 100%