How to Create a 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

   ![Image showing how to create a new folder in Outlook]

   - Open in New Window
   - Open File Location
   - Remove "reb97@txstate.edu"
   - New Folder...
   - Show in Favorites
   - Account Properties...
   - Folder Permissions...
   - Data File Properties...
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

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Apply this rule after the message arrives
from people or public group
move it to the specified folder
and stop processing more rules
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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
i. a check will show in the stop processing more rules, click next

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.
How to Access the Unique Password for Your Device(s)

Below are steps to access the unique password:

1. Via a remote desktop connection, go to \textbackslash\btstate\btstate.adm and open the folder named Access.
2. Log in with your AUI account (e.g., x999999) and password.
3. Open the Application UI application.
4. Enter the Computer name field, enter the computer name and click Search. The current password will be displayed along with the date and time when that password was expired.
5. Go to the F:	extbackslash\btstate\btstate.adm with remote desktop, with your AUI account and then map a drive to \textbackslash\btstate\btstate.adm/:[filename] with the time you saw: https://bds_baseline.btstate.edu/\F5\Facilities\Documentation\Forms\ALTRM.v.aspx
   - Clicking
   - x999999@btstate.edu
   - \textbackslash\btstate\btstate.adm\mapdrives\W8\btstate.adm/:[filename]
   - Microsoft Account
   - \textbackslash\btstate\btstate.adm\mapdrives\W8\btstate.adm/:[filename] with the time you saw:
   - \textbackslash\btstate\btstate.adm/:[filename]
   - T3STATE 2017 R.0;
   - AUI CUSTOMER CARE PORTAL
   - Your username is x999999@btstate.edu
   - Your password is (In case you forgot it)
   - SAP 2017 R.0;
   - AUI – look up password
   - WinPw – use to password protect files