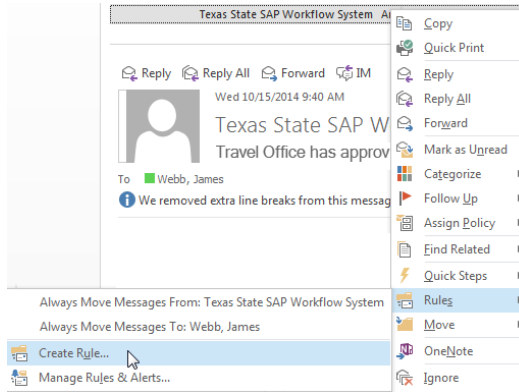


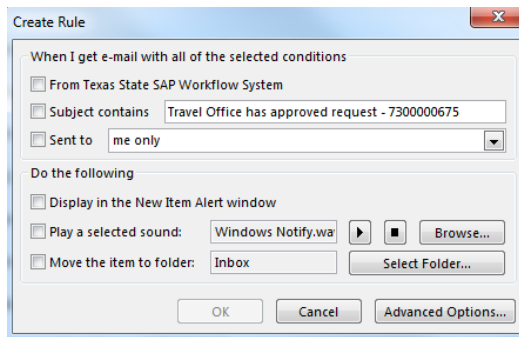


How to Create an Outlook Rule

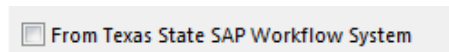
1. In Outlook 2013, right mouse click on the Travel Request approval email you received. From the pop-up menu, select “Rules” and then select “Create Rule.”



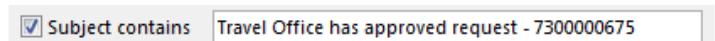
2. A “Create Rule” dialog box will appear.



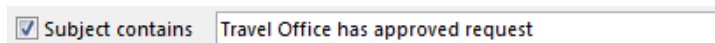
3. DO NOT check “From Texas State SAP Workflow System”



4. Check the “Subject contains” line



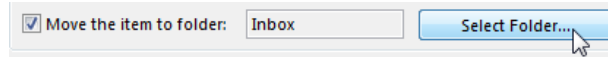
5. In the text box on the “Subject contains” line, confirm that “Travel Office has approved request” is entered. Delete the “ - 73000XXXXX” if needed.



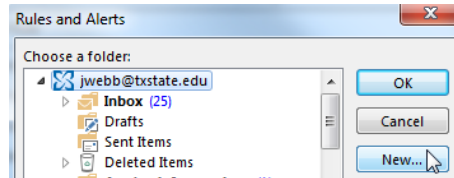


How to Create an Outlook Rule

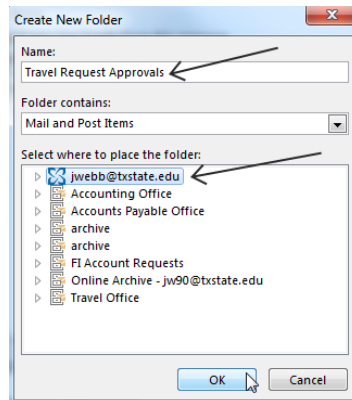
6. Check the “Move the item to folder” line. Once checked, click the “Select Folder” button.



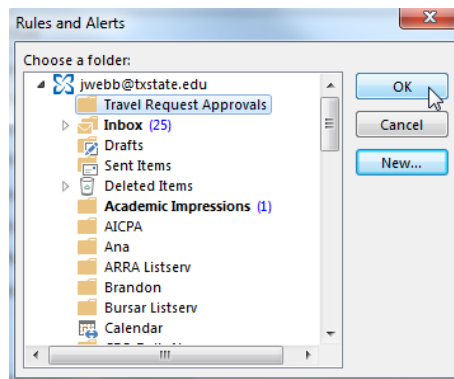
7. Confirm your account (not “Inbox”) is highlighted in the “Rules and Alerts” dialog box then click the “New” button.



8. Enter your desired name for the new folder, confirm your email account is highlighted, and then click OK.



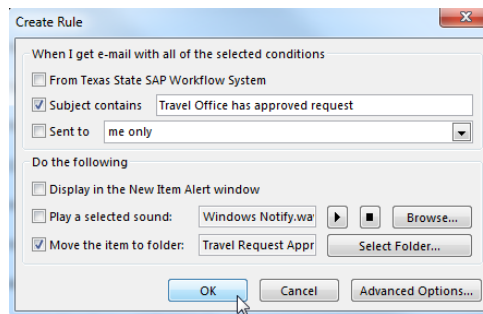
9. Confirm the new folder is highlighted and click OK.



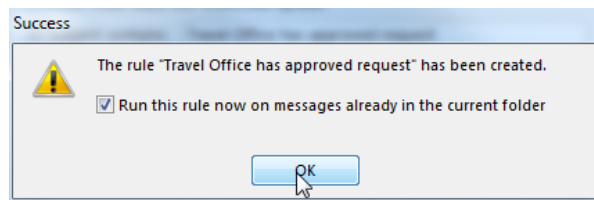


How to Create an Outlook Rule

10. When you return to the “Create Rule” dialog box, click OK.



11. Check the “Run rule now...” box and click OK.



12. New Travel Request approvals will now appear in the designated folder.