How to Manage Your Document Imaging Email Alerts in Outlook 2010

Refer to instructions for Office 365 if you are accessing your campus email account over the web at webmail.umb.edu, rather than through Outlook.

If you are a Graduate Program Director or a GPD Assistant, you will receive an email message whenever a new document has been added to one of your Applied and Processing or Ready for Review queues. These messages will be sent to your campus email address.

The messages are generated automatically in the middle of the night, one for each queue with a new document. The message will come from: Document.imaging@umassp.edu

The subject of the message will indicate the particular queue to which a new document has been added. The body of the message will contain the student ID, student name and the document type, such as transcript or letter of recommendation.

The messages will, by default, be delivered to your inbox. However, you may arrange for Outlook to move the messages automatically to a folder where you may review them at your convenience.

The instructions below explain how to create an Outlook folder for these alerts and a rule in Outlook to have the messages automatically placed in the folder.

1. **Create a Folder**
   Log into your Outlook account.
   Right-click on your Inbox, at the top of the left panel.
Click New folder . . .

The Create New Folder dialog box will appear:

In the Name field enter WebNow as the name of your folder. (This is a suggestion. You may, of course, call the folder anything you wish.)

Under Select where to place the folder, click on Inbox.

Click OK.

2. Create a Rule

In your Inbox, click once on a message from document.imaging@umassp.edu
Under the Home tab at the top of your screen, in the Move section, click on Rules.

Click on Always Move Messages from document.imaging@umassp.edu

The Rules and Alerts dialog box will appear. Click on the WebNow folder you just created. Click OK.

Your messages from document.imaging@umassp.edu will now be placed automatically in the WebNow folder.

To view the messages, click on the WebNow folder under the Inbox.