How to Manage your Document Imaging Email Alerts in WebMail (Office 365)

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 the email system to move the messages automatically to a folder where you may review them at your convenience.

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

Follow these instructions if you access your campus email account through your web browser at the University of Massachusetts Boston Office 365 Web Access Portal (webmail.umb.edu). If you access your mail through the Microsoft Outlook client software, refer to the job aid for the particular version of Outlook you are using.

1. **Log in.**
   In your web browser navigate to webmail.umb.edu and log into your campus email account.

2. **Create a New Folder.**
   In the top left corner of Office 365, click on the + to the right of Folders. A text box will appear.
Type in the name of the new folder. For example, you might want to call it WebNow. Click outside the text box. Your new folder will now be listed under “Folders.”

3. **Create a Rule**

In your Inbox, click once on a message from document.imaging@umassp.edu

In the top right corner, click on the **Settings** icon:

![Settings icon](image)

In the Settings menu, click on **Options**.

The Options menu will appear on the left side of the page.

Under Mail, select **Inbox rules**.
The Inbox Rules panel will appear.

Click on the + to create a new rule. The **New inbox rule** panel will appear.
New inbox rule

In the **Name** box enter a name for your rule, such as **WebNow**.

Click on the dropdown menu under **When the message arrives, and**

Click on **It was sent or received**.

Click on **Received from**.

In the **Search** box, enter **document.imaging@umassp.edu**

Click on the magnifying glass.
When the email address appears as a contact, click on the +.

Click on **OK**.

The **New inbox rule** panel will again appear.

Click on the **Do the following** dropdown menu.

Click on **Move, copy or delete**.

Click on **Move the message to folder...**

Click on **Select one**.
New inbox rule

Name
WebNow

When the message arrives, and *
It was received from...  
Add condition

Do the following *
Move the message to folder...
Select one...
Move, copy, or delete
Mark the message
Forward, redirect, or send

☑ Stop processing more rules  (What does this mean?)

Your list of email folders will be displayed.

Click on the new folder you created for this purpose. (You may need to scroll through the list of folders to find it.

Click OK.
The **New inbox rule** panel will again be displayed.

The **Stop processing more rules** checkbox should be checked.

Click **Save** at the top left of the box.

A warning message will appear.

Click **OK**.

A list of all of your message-handling rules will be displayed, along with a summary of the rule you just created.

To return to your email, click the **Options** arrow at the top of the menu.
You may need to click on **Inbox** to see your list of messages.

Messages from document.imaging@umassp.edu will automatically be stored in the new folder you created.

To display the messages, click on the folder in the folder list at the left of the page.