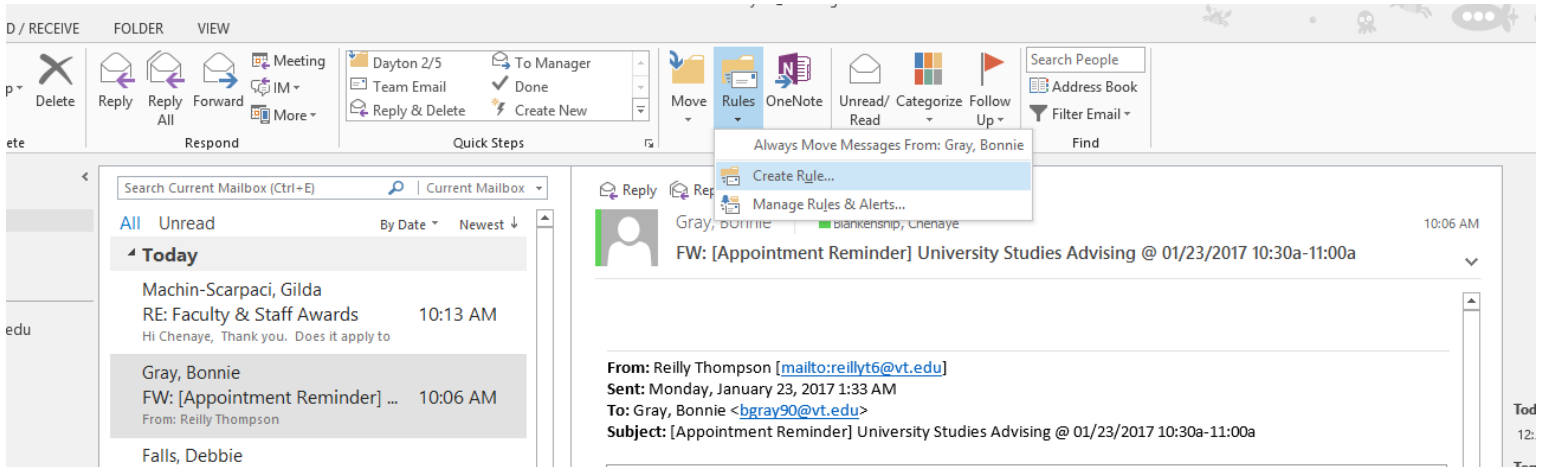
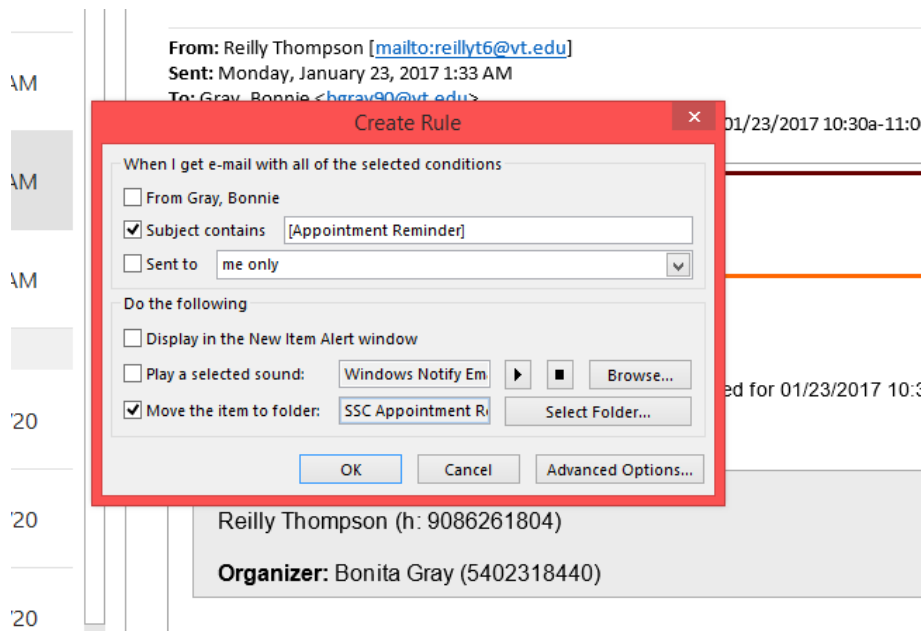


1. Create a folder in Outlook to filter your SSC reminder emails.
2. Highlight a message you would like to be included in the filter. Go to “Rules” and “Create Rule.”



3. You will then see the box displayed below. Please have the following checked:
 - **Subject contains** (this should only say [Appointment Reminder]. Please delete the rest of the text from this box. Since each reminder email looks as if it came from the student directly, it must be filtered by the subject. It is important to have it set up without the date and time so it will filter correctly.)
 - **Move the item to folder** (choose the folder you created for the reminders.)



4. You will then see the box displayed below. By checking “Run this rule now on messages already in the current folder,” it will pull all emails currently in your Outlook that fit this rule and place them in this folder. It is up to you if you wish to do this. Then click OK.

