How to Set an Email Rule to Filter out Women’s Network Listserv Emails
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The Women’s Network is a College of William & Mary/Virginia Institute of Marine Science organization that represents all W&M/VIMS female employees.

All female employees are automatically subscribed to the Women’s Network listserv (womensnetwork-l@lists.wm.edu).

For individuals who prefer not to receive these emails, there’s a simple process to create an email “rule” that automatically puts any womensnetwork-l emails to the Deleted Items folder.

1. Log in to the web version of email: https://owa.wm.edu.

2. Click Options and choose Create an Inbox Rule.

3. Click the word New and then click Create a new rule for arriving messages.
4. In the **New Inbox Rule** box, click **It was received from...**

5. An **Address Book** box will display. At the bottom of the box, in the **From** box, type: **womensnetwork-l@wm.edu** and click **OK.**
6. In the New Inbox Rule box that reappears, go to the Do the following section and click Move the message to folder:

7. A Select Folder box will appear. Click Deleted Items (or any other folder where you want these emails to go instead of your Inbox). Click OK.
8. The **New Inbox Rule** box will now display which messages apply and what action should be taken. To confirm, click **Save**.

9. To view, edit, and/or delete the email **Inbox Rules** you’ve created, click **Options**, then **Create an Inbox Rule**.

A list of your Inbox Rules will display, with options to view, edit, and delete.

Need help? Please contact W&M’s Information Technology Support Center: 757-221-HELP or support@wm.edu.