

# How to Set an Email Rule to Filter out Women's Network Listserv Emails

1/19/2013

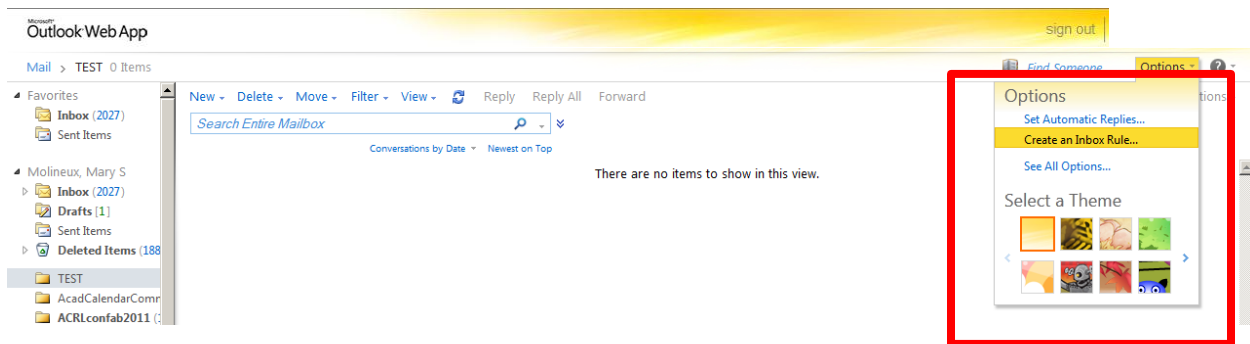
The Women's Network is a College of William & Mary/Virginia Institute of Marine Science organization that represents all W&M/VIMS female employees.

All female employees are automatically subscribed to the Women's Network listserv ([womensnetwork-l@lists.wm.edu](mailto:womensnetwork-l@lists.wm.edu)).

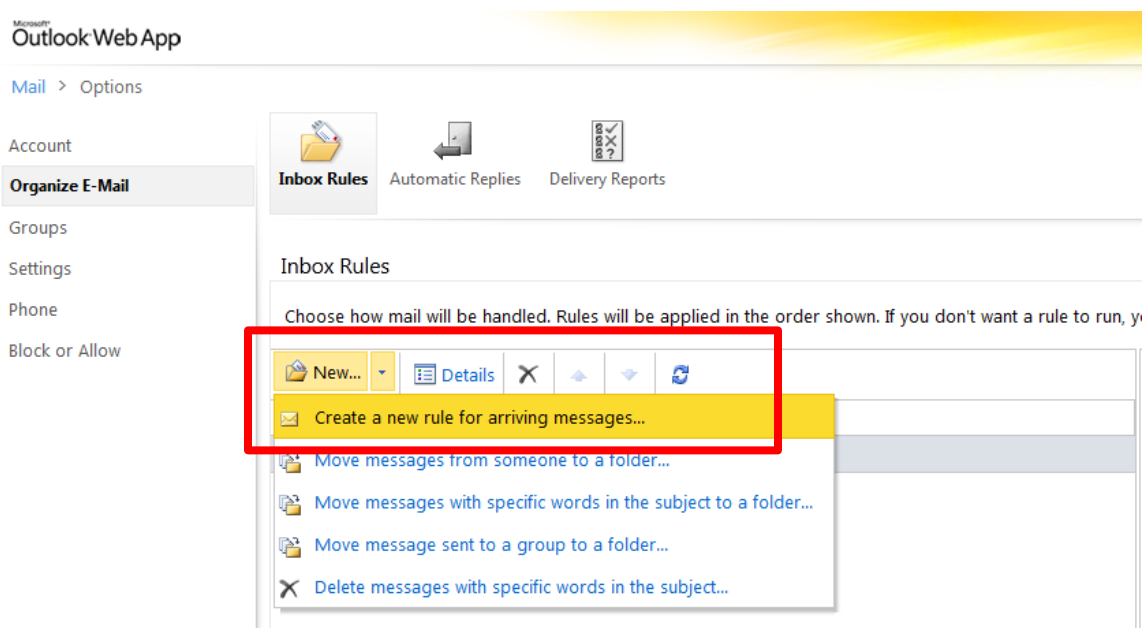
For individuals who prefer not to receive these emails, there's a simple process to create an email "rule" that automatically puts any womensnetwork-l emails to the Deleted Items folder.

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

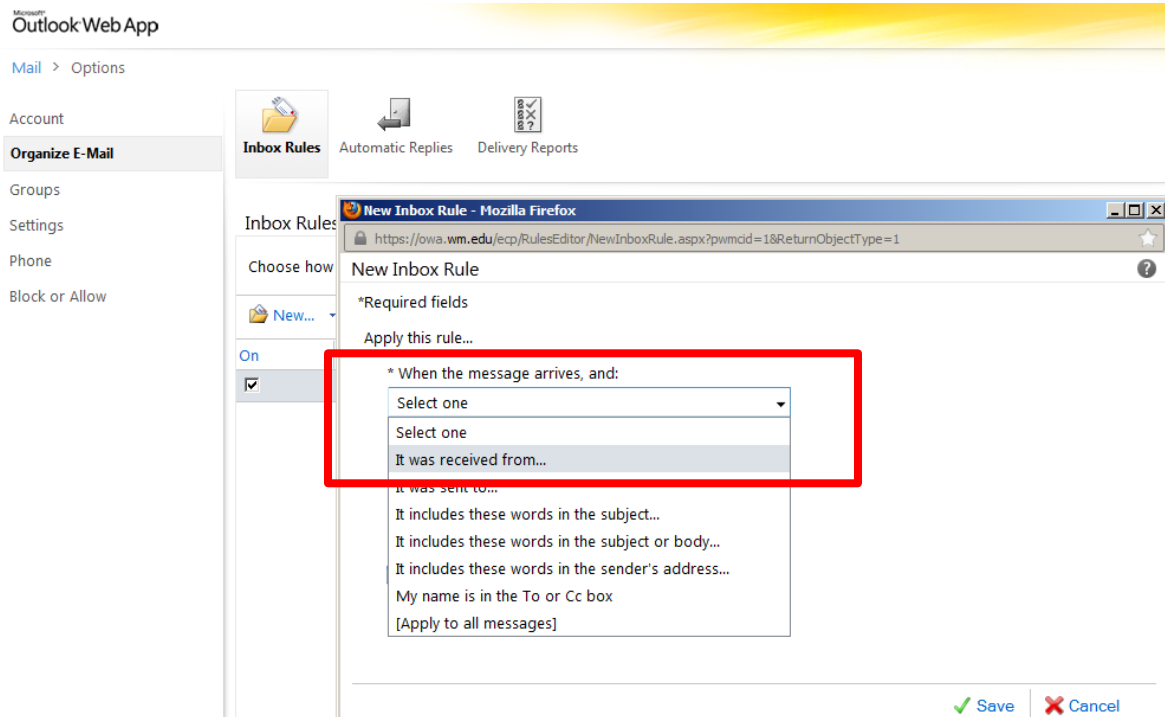
2. Click **Options** and choose **Create an Inbox Rule**.



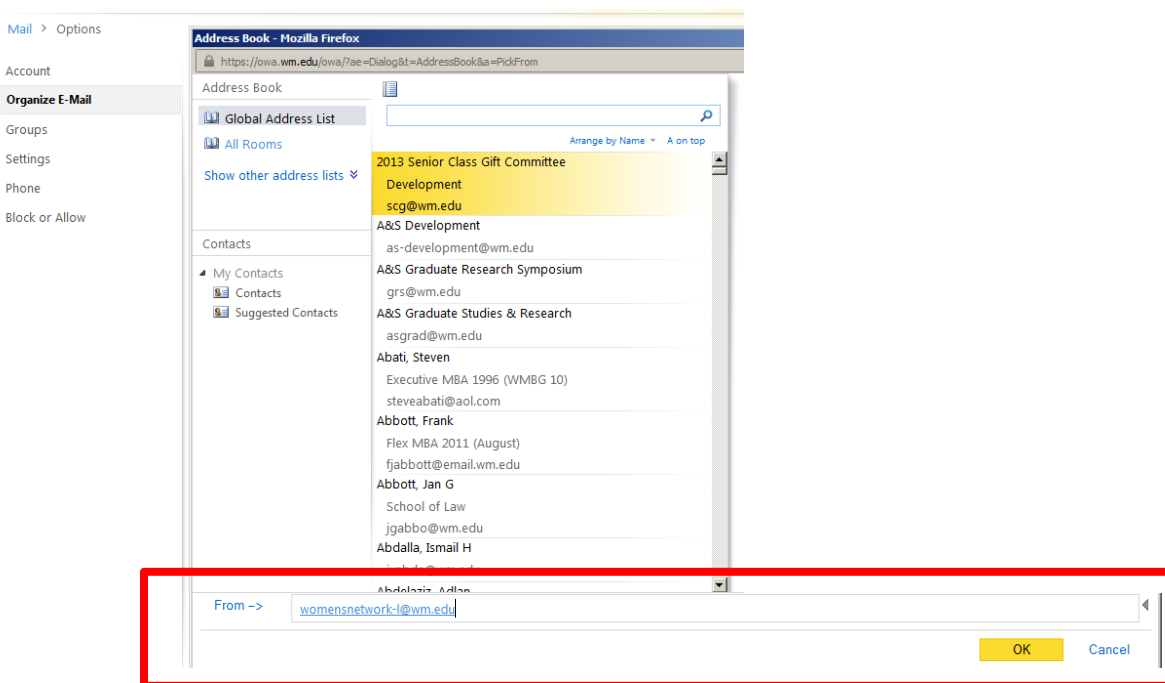
3. Click the word **New** and then click **Create a new rule for arriving messages**.



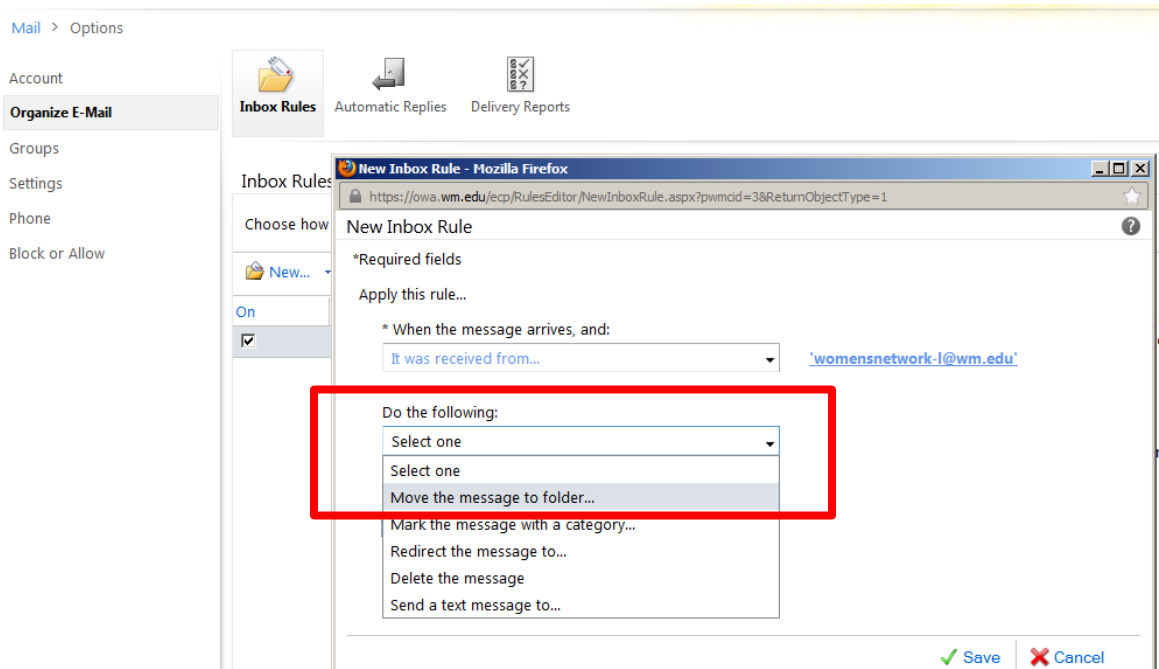
**4. In the New Inbox Rule box, click It was received from...**



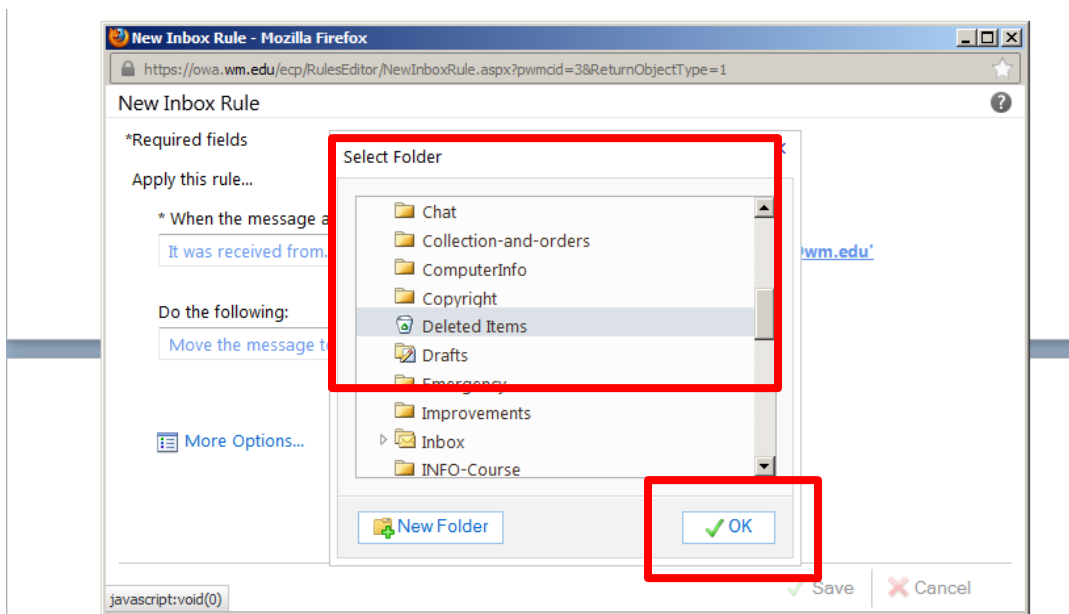
**5. An Address Book box will display. At the bottom of the box, in the From box, type: womensnetwork-l@wm.edu and click OK.**



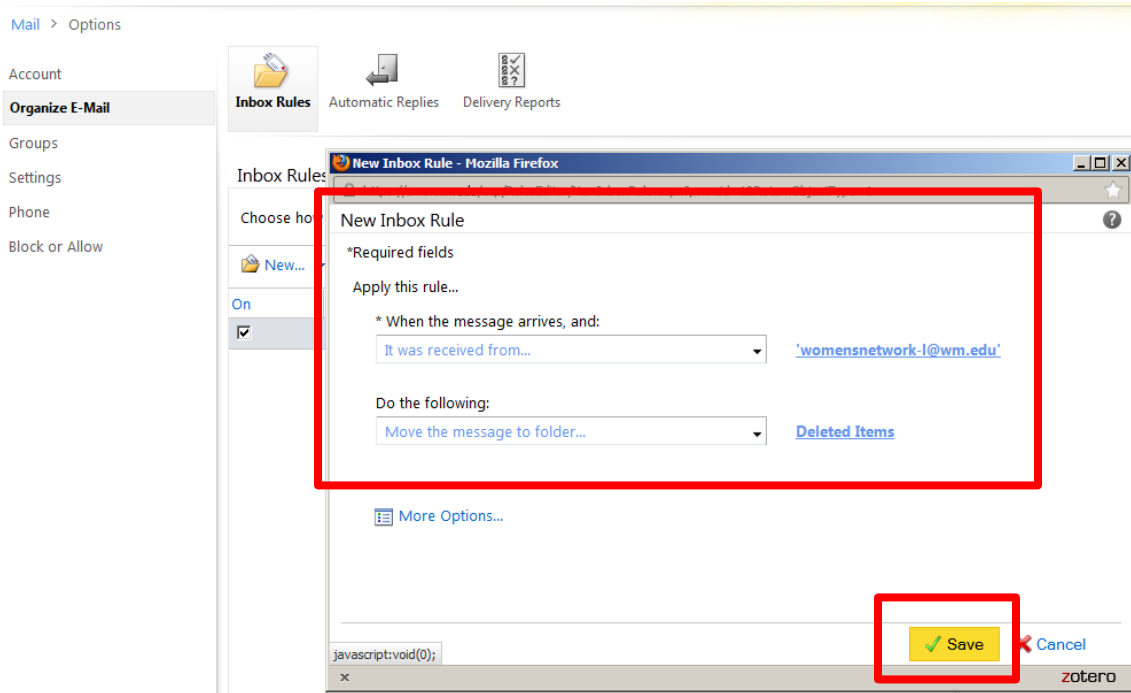
6. In the **New Inbox Rule** box that reappears, go to the **Do the following** section and click **Move the message to folder:**



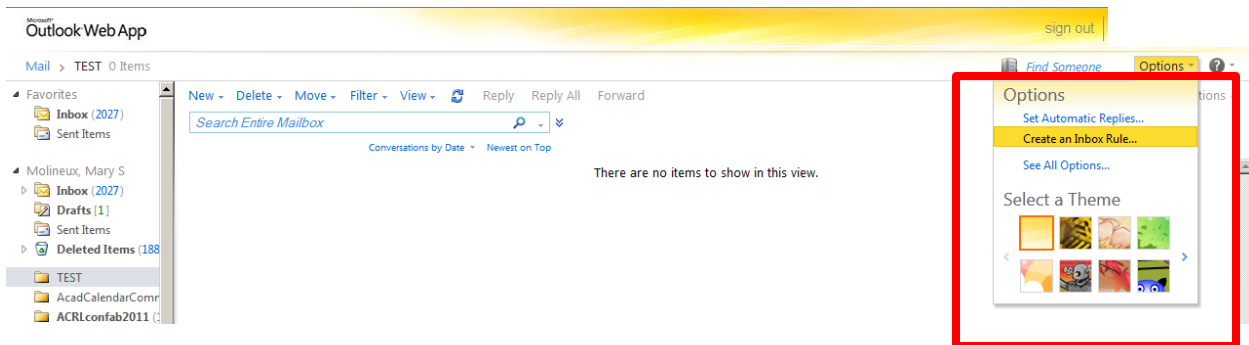
7. A **Select Folder** box will appear. Click **Deleted Items** (or any other folder where you want these emails to go instead of your Inbox). Click **OK**.



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.

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Need help? Please contact W&M's Information Technology Support Center:  
757-221-HELP or [support@wm.edu](mailto:support@wm.edu).