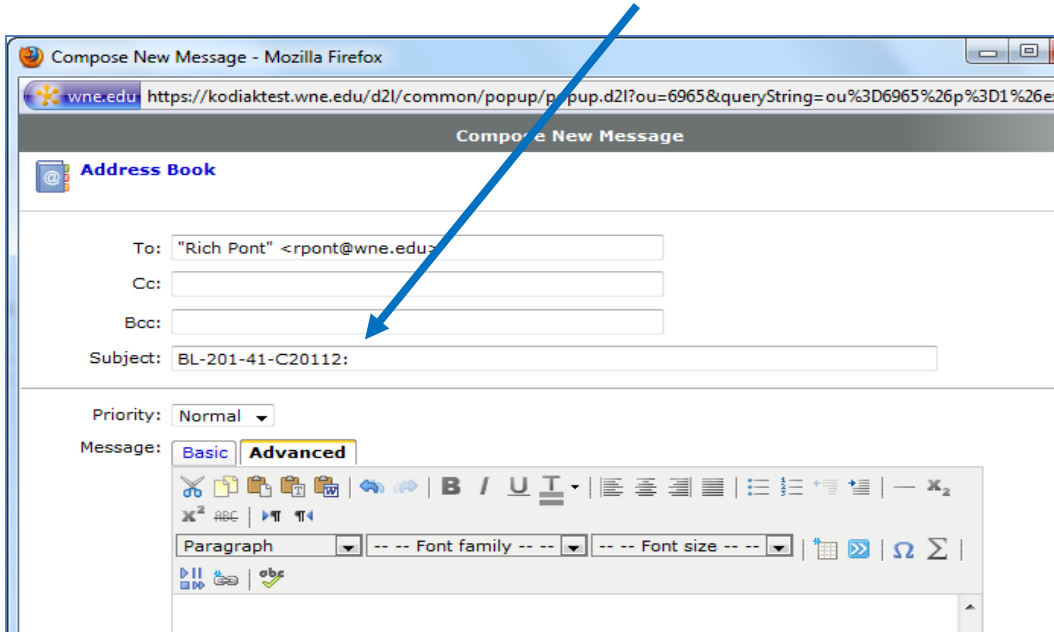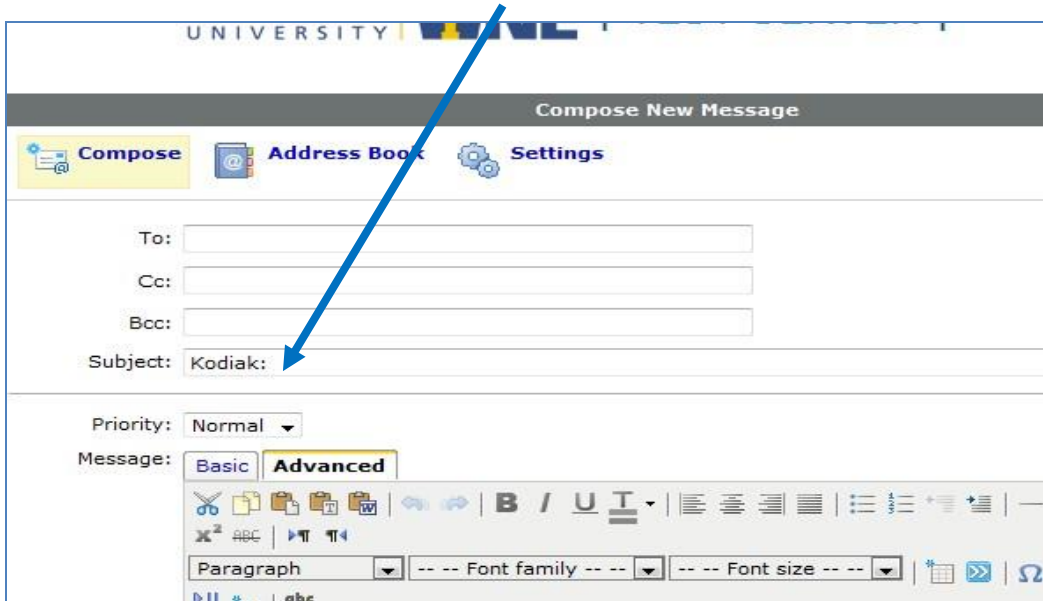# Organizing Kodiak Email in your Outlook Account

When an email is sent from within a classroom in Kodiak, the subject line of the email is prefilled with the course code of the classroom.

When an email is sent from Kodiak but not from within a specific classroom, then the subject line is prefilled with "Kodiak:"

Rules can be created in OWA (Outlook Web App) to move e-mail to specific folders based on the contents of the subject line.

NOTE: Rules can either be created in Outlook or in OWA (Outlook Web App). If the rule is created in OWA, then it will always be in effect. If a rule is created in Outlook, then you need to be using Outlook (i.e. not OWA and not a phone) in order for the rule to be in effect. Therefore, it is highly recommended that the rule be created in OWA.
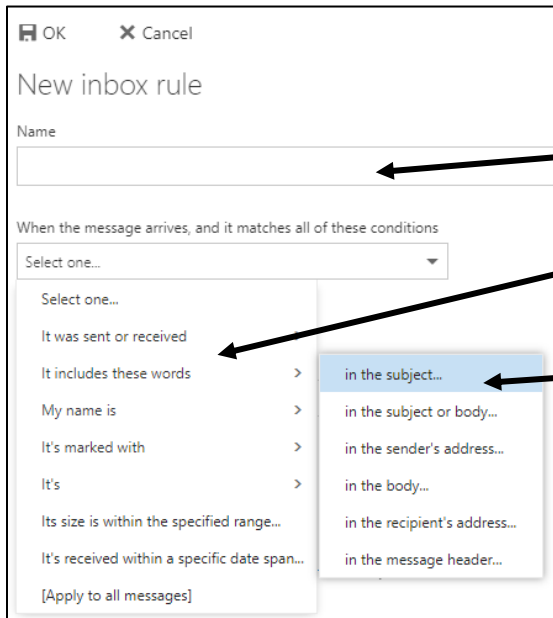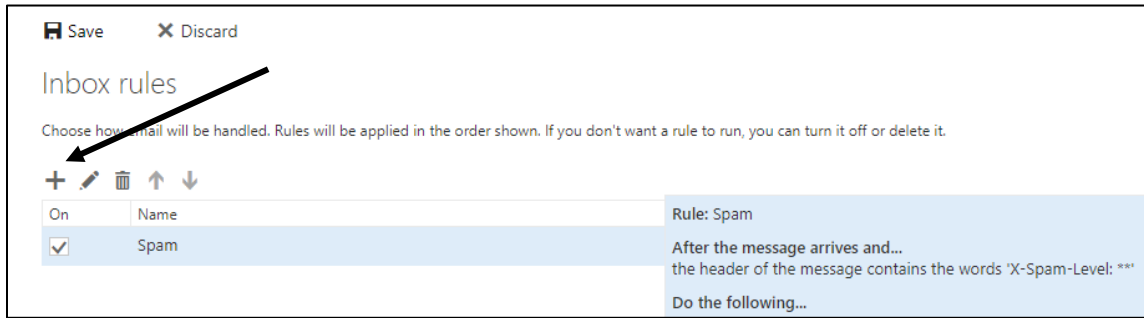
Creating an Inbox Rule in OWA

Log into OWA (owa.wne.edu). After you have logged into OWA, click on **Settings** in the upper right corner and then from the drop-down menu choose **Options.**

Settings
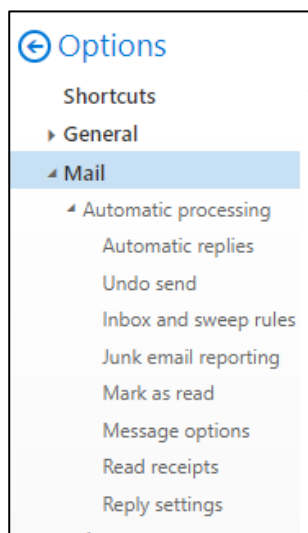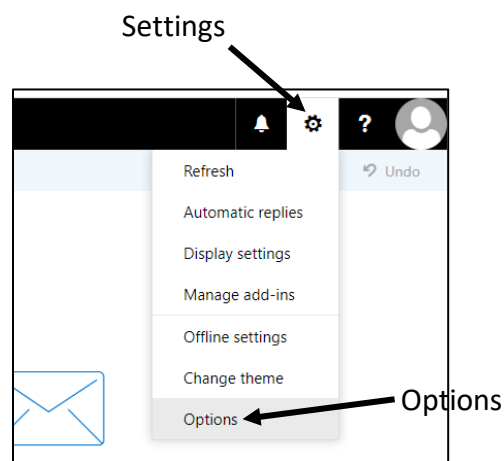
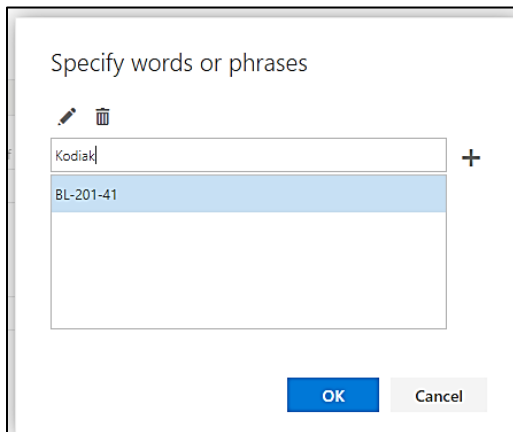Options

From the Options menu, choose **Inbox and sweep rules.**

Add a new inbox rule by clicking Add (the plus sign)

Save   ✕ **Discard**

Inbox rules

Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.

+ ✏ 🗑 ↑ ↓

On	Name	Rule: Spam
✓	Spam	After the message arrives and... the header of the message contains the words 'X-Spam-Level: **'
		Do the following...

OK   ✕ **Cancel**

New inbox rule

Name

When the message arrives, and it matches all of these conditions

Select one...   ▼

Select one...
It was sent or received
It includes these words   >   in the subject...
My name is   >   in the subject or body...
It's marked with   >   in the sender's address...
It's   >   in the body...
Its size is within the specified range...   in the recipient's address...
It's received within a specific date span... in the message header...
[Apply to all messages]

Give the rule a name.

Choose "it includes these words."

Choose "in the subject."

Specify words or phrases

✏ 🗑

Kodiak   +

BL-201-41

OK   Cancel

Enter as much of the course code you would like or enter the work Kodiak and then click the plus sign.

When you have completed all of your entries, click OK.

From **Do all of the following**

Choose Move, copy or delete.

Choose Move the message to folder…

Navigate to the folder you want the email sent to.

Click OK

Verify all of your setting and then click OK.

Your rule is now created.