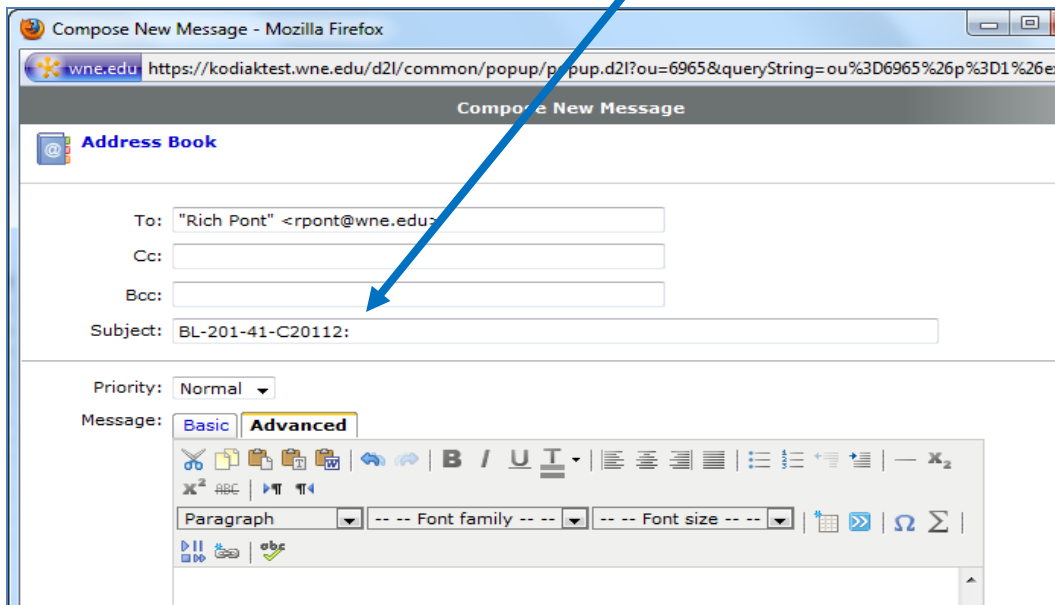
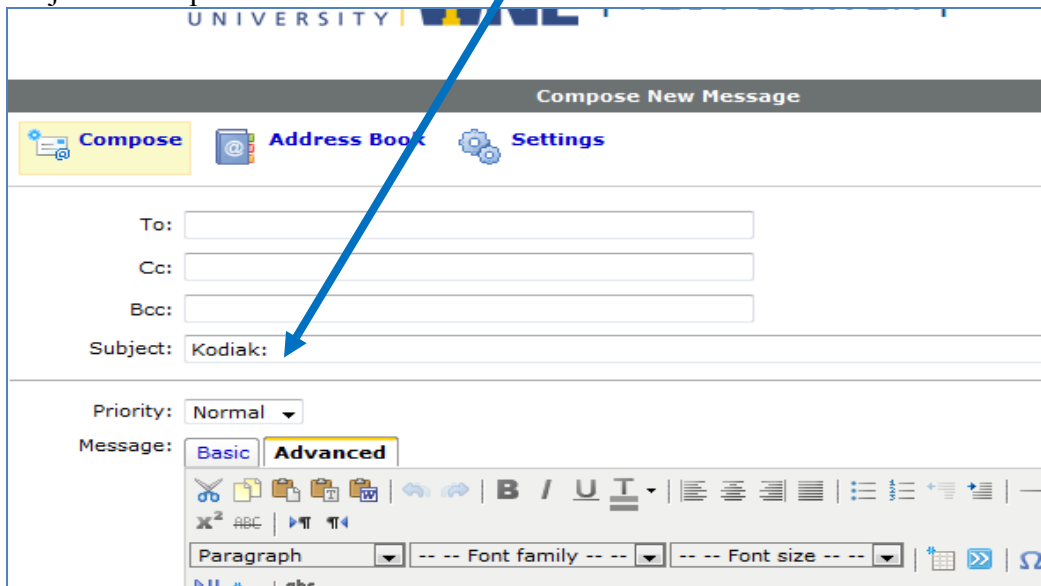


## Organizing Kodiak Email in your Outlook account

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:"

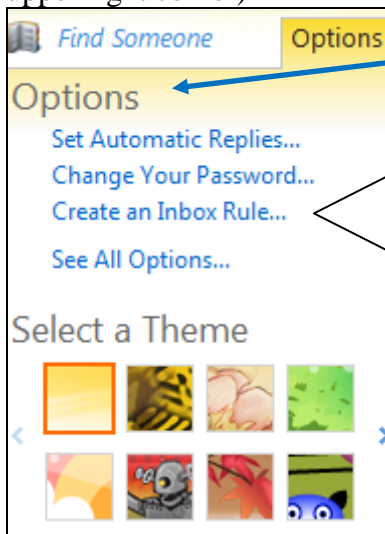


Rules can be created in OWA (Outlook Web App) to move e-mail to specific folders based on the contents of the subject line.

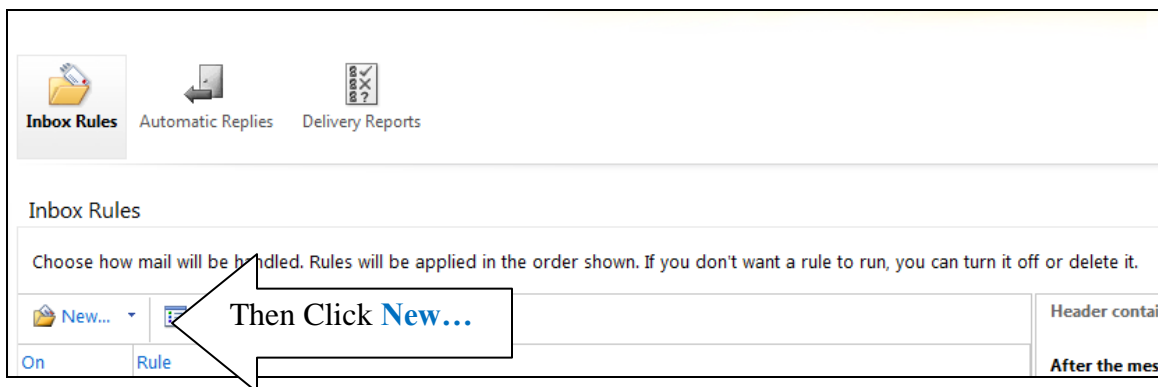
NOTE: Rules can either be created in Outlook or in OWA (Outlook Web App). If the rule is created in OWA, then it will always be in effect. If a rule is created in Outlook, then you need to be using Outlook (i.e. not OWA and not a phone) in order for the rule to be in effect. Therefore it is highly recommended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



Then Click **Create an Inbox Rule...**



Then Click **New...**

New Inbox Rule ?

\*Required fields

Apply this rule...

\* When the message arrives, and:


Select one ▼

Do the following:

Select one ▼

 More Options...

---

 Save  Cancel



New Inbox Rule - Windows Internet Explorer

https://owa.wne.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=1&ReturnObjectType=1


New Inbox Rule

\*Required fields


Apply this rule...


\* When the message arrives, and:

Select one ▼

- Select one
- It was received from...
- It was sent to...
- It includes these words in the subject... 
- It includes these words in the subject or body...
- It includes these words in the sender's address...
- My name is in the To or Cc box
- [Apply to all messages]

---

 Save

Done  Internet | Protected Mode: On

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives in my inbox:

It includes these words or phrases:

Do the following:

Select one

More Options...

Specify Words or Phrases

Edit Remove

BL-201-401

OK Cancel

Save Cancel

Enter as much of the course code you would like (or the word *Kodiak*: ) and then click green plus sign

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives in my inbox:

It includes these words or phrases:

Do the following:

Select one

More Options...

Specify Words or Phrases

Edit Remove

Type words or phrases here

BL-201-401

OK Cancel

Save Cancel

Then click **OK**

New Inbox Rule ?


\*Required fields

Apply this rule...

\* When the message arrives, and:

['BL-201-401'](#)

Do the following:

- Select one
- Move the message to folder... 
- Mark the message with a category...
- Redirect the message to...
- Delete the message
- Send a text message to...

Save  Cancel

New Inbox Rule ?

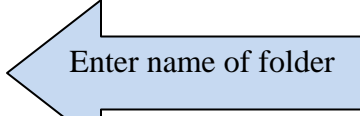
\*Required fields


Apply this rule...

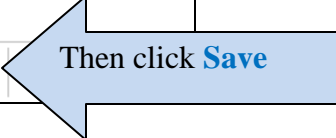
\* When the message arrives, and:

['BL-201-401'](#)


Do the following:



 More Options...

Save 

If you arrange your messages in a particular folder in conversation mode, then the message flow between sender and recipient(s) can be easily followed.

- Date (Conversations)
- From
- To
- Categories
- Flag: Start Date
- Flag: Due Date
- Size
- Subject
- Type
- Attachments
- Account
- Importance
- Show as Conversations
- Show in Groups
-  View Settings...