

SORTING EMAILS SENT FROM BLACKBOARD

All emails sent within Blackboard (WTClass) will be sent directly to your email address on file within Blackboard. To keep track of student emails vs. university email it may be necessary to create automation to sort these emails for ease of use.

CREATE FOLDER(S)

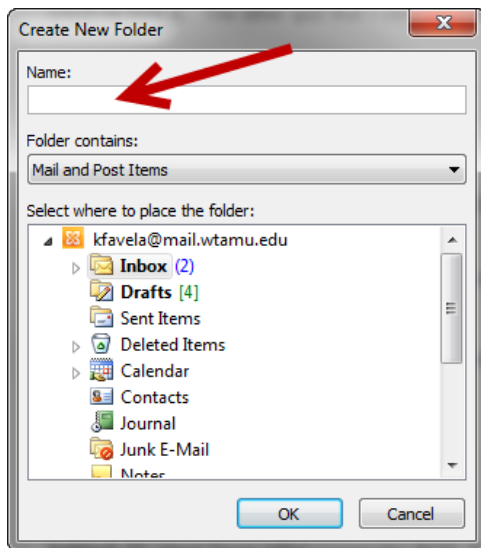
Step 1: In Outlook, right-click on your **Inbox** in your folder view.

Step 2: Click on **New Folder**.

Step 3: Enter a **Name** for your new folder.

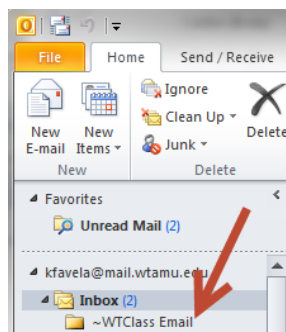
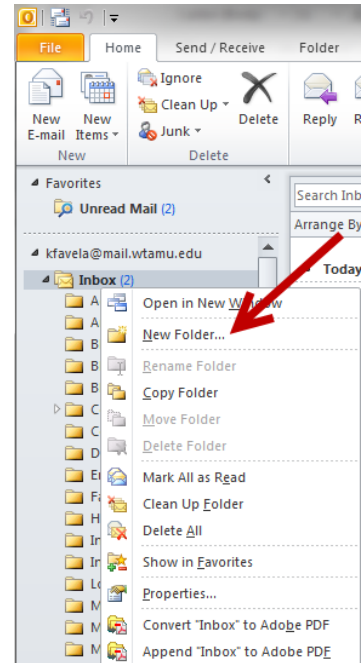
Examples:

- WTClass Emails
For all emails to filter into one folder. (By Term)
- HIST_1301
For emails only for this course to filter into. A separate folder and filter will need to be created for each course. (By Course)



Step 4: Click **OK**.

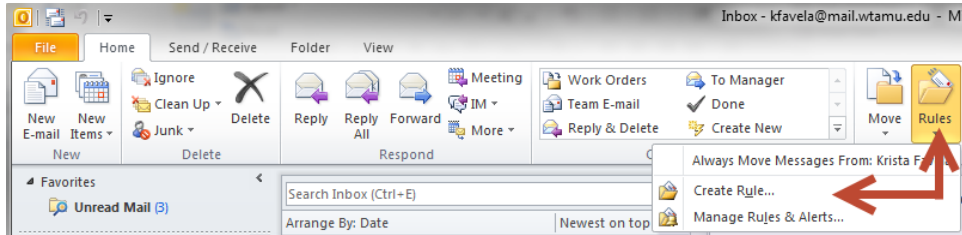
The new folder will be added to your folder list.



CREATING RULES

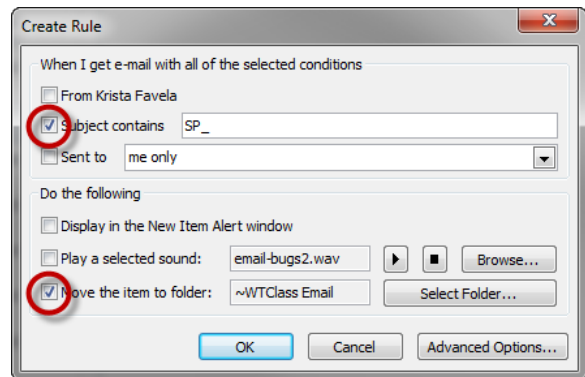
All Emails sent from Blackboard (WTclass) will start with the term and course ID. You can create rules based off of terms.

Step 1: On the **Home** tab, click the **Rules** button, and then select **Create Rule...**

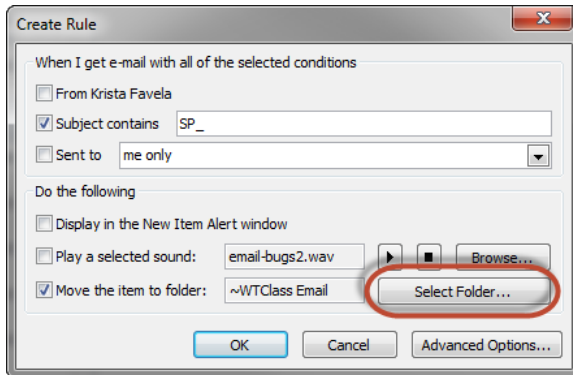


Step 2: Select the options for

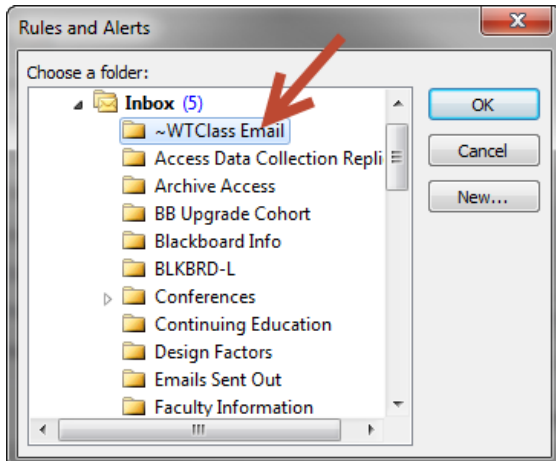
- Subject contains
- Move the item to folder



Step 3: Select the **Select Folder...** button.



Step 4: Select the folder you just created, and click **OK**.



To sort by Term:

- FA_
- SU1_
- SU2_
- JAN_ (Winter Intersession)
- May_ (May Intersession)

To sort by Course:

- HIST_1301
- ENGL_2311
- POSC_2305

To sort by Term and Course:

- 2014FA_HIST_1301
- 2014SP_ENGL_2311
- 2014SU1_POSC_2305