



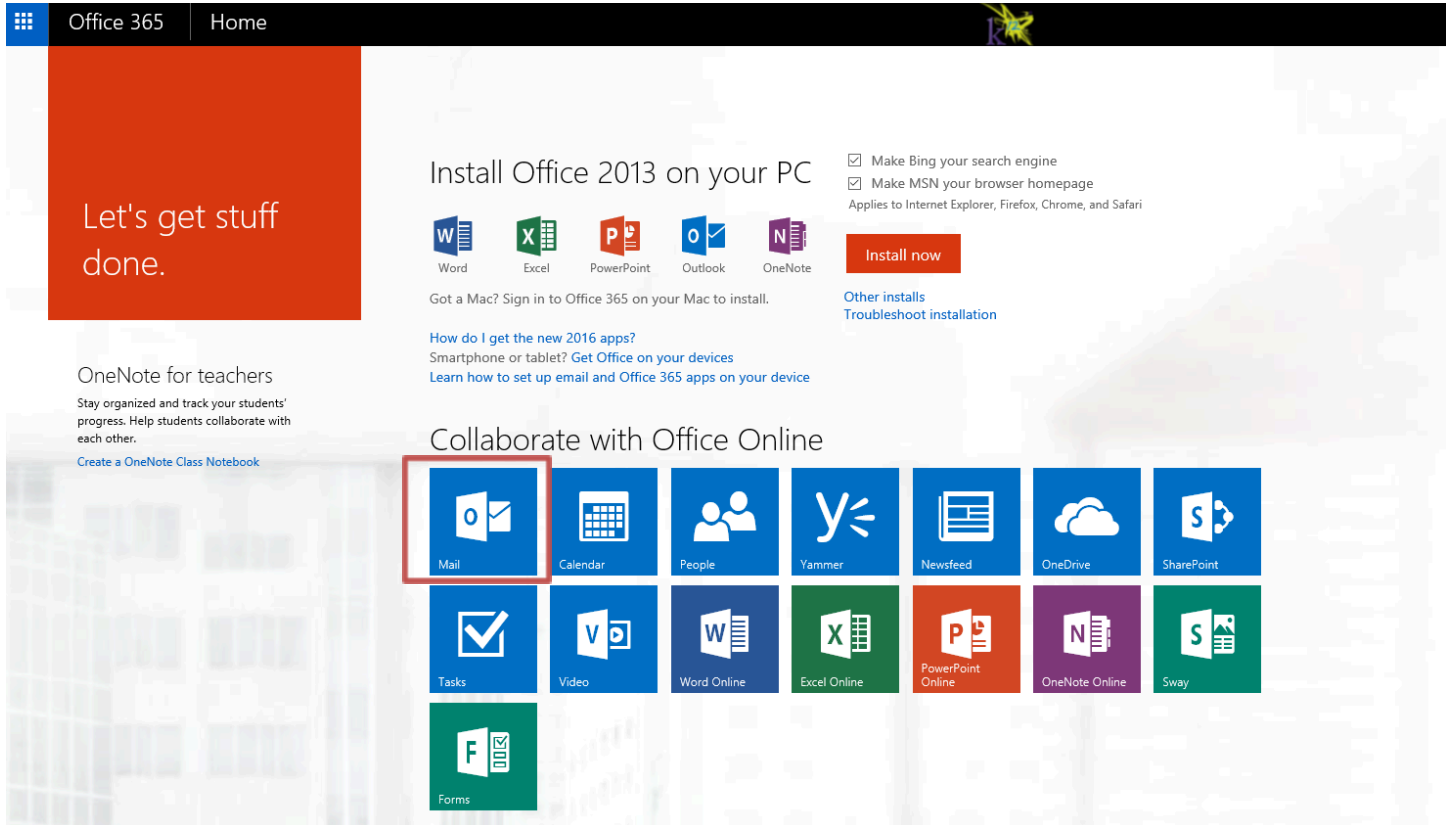
Applying Rules to Outlook where copies of messages from OLS are Stored

School Email

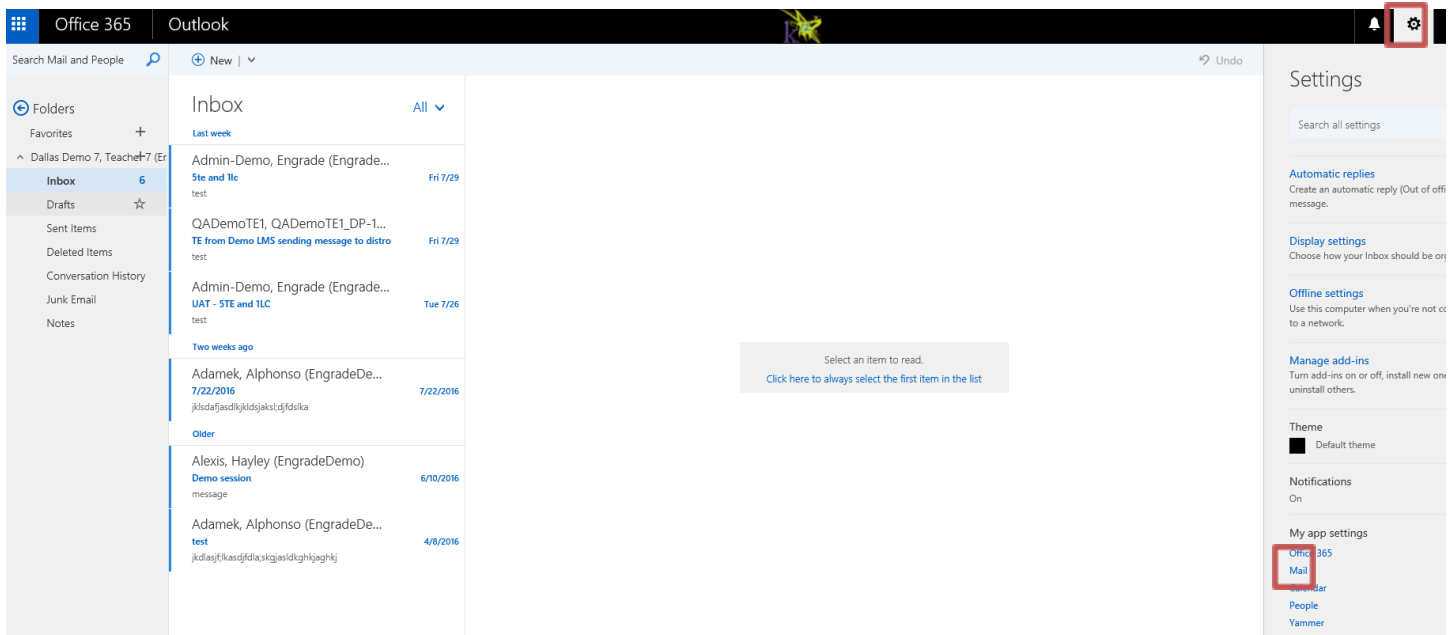
Messages sent from the OLS automatically appear in your Sent Items. To change or update where your messages from OLS are stored in your inbox, follow the instructions below.

Step 1: Log into Outlook (<https://portal.office.com/>)
Username: your school email address (jdoe@school.org)
Password: your OLS password is your email password

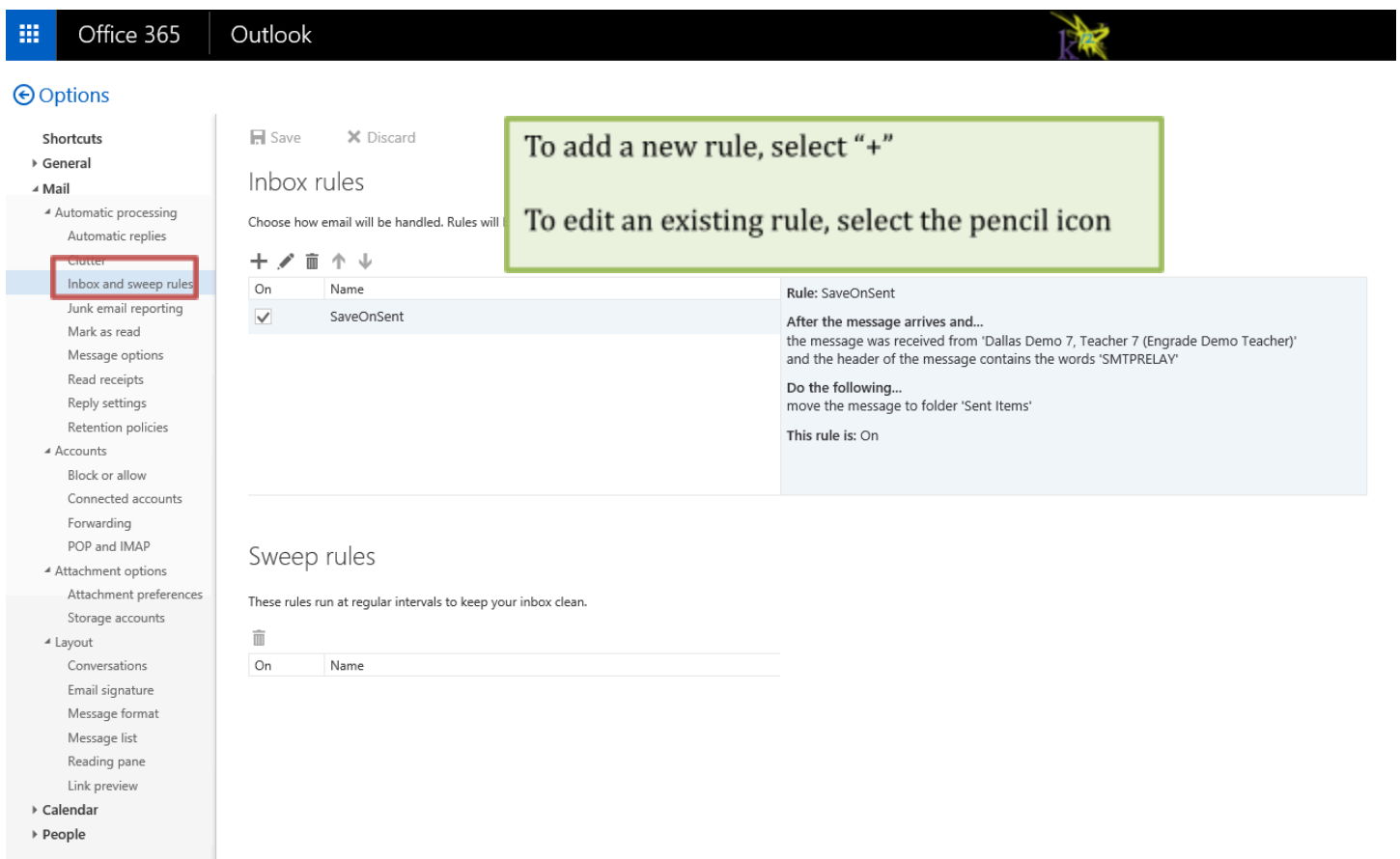
Step 2: Select “Mail” from the login screen



Step 3: Select the Gear Icon from the upper left navigation bar. From the settings menu select “Mail”.



Step 4: Select “Inbox and Sweep Rules”



To setup a new rule, click on the pencil icon. For the first dropdown select “It includes these words...in the message header” and type in “SMTPRELAY”. This is the system designation as to how the message was sent. SMTPRELAY means through the OLS widget. From there you can select the folder the messages go to (sent items, inbox, deleted items, etc.) and accept changes.

New inbox rule

Name

Demo Rule

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

and it includes these words in the message header... ▼

SMTPRELAY

It includes these words in the sender's address... ▼

useremailaddress@demo.org

Add condition

This is your school email address

Do all of the following

Move the message to folder... ▼

Sent Items

Add action

Except if it matches any of these conditions

Add exception

☒ Stop processing more rules [\(What does this mean?\)](#)

To flag all messages from the OLS/TVS widget, you must have "SMTPRELAY" as a word in the message header