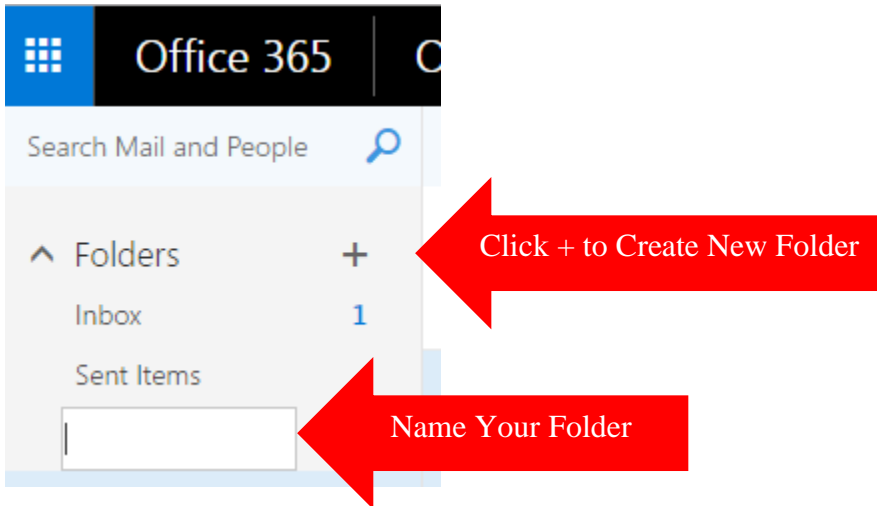
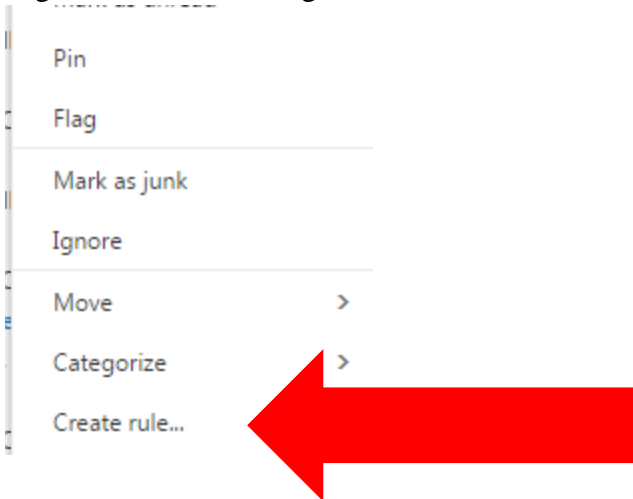


## Setup an Outlook Rule to Manage Chalk & Wire Emails

1. Login to your JagMail account
2. Create a Chalk & Wire folder



3. Right Click on a message from Chalk & Wire then click Create rule...



4. Remove the subject line from the list of Conditions by clicking the X to the left of it

✓ OK    ✕ Cancel

### New inbox rule

Name

Move messages from Chalk and Wire Portfolio Assessment

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

- ✕ It was received from... Chalk and Wire Portfolio Assessment
- ✕ and it was sent to... Gray, William
- ✕ Work to Assess - Test2, Student

Add condition

5. Click Select one...

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

- ✕ It was received from... Chalk and Wire Portfolio Assessment
- ✕ and it was sent to... Gray, William

Add condition

Do all of the following

Move the message to folder... Select one...

6. Click the Chalk & Wire folder you created then click the OK button.


Select folder

CW

OK

Cancel

7. Click the OK button to save your rule

✓ OK 

## New inbox rule

Name

Move messages from Chalk and Wire Portfolio Assessment

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

✗ It was received from... [Chalk and Wire Portfolio Assessment](#)

✗ and it was sent to... [Gray, William](#)

Add condition

Do all of the following

Move the message to folder... [CW](#)

Add action

Except if it matches any of these conditions

Add exception

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

All Chalk & Wire messages will now be automatically moved from your inbox to your Chalk & Wire folder.