Creating Rules to Move Emails to Specified Folders

You can easily create rules with a number of options to select to be able to automatically have emails be filed in specified folders, forwarded to someone else, deleted etc. To setup these rules:

1. Sign into your Webmail account by going to mail.utoronto.ca
2. From the top right-hand corner of the screen, click on the “gear” icon for Settings. Type rules in the search box to automatically find the Inbox rules feature. Click on Inbox rules

3. Select “Add new rule”
4. Start by giving your new rule a name specific to what it will do in the box “Name your rule”. Next, click on “Add a condition” to start on the creation of the rule logic such as if the email is From a specific user or if the Subject includes a common title and so on.
5. Once a condition is selected, click on “Add an action” drop-down box to select what you’d like to do when a rule condition is met (Move the email to a specific folder, forward, Delete, etc). To move the email to a specified folder, select “Move to”. You’ll then be asked to select the folder name the email will be moved to. You’ll also have the option to create a new folder for this purpose if it doesn’t already exist in your list.
6. This is what the whole process will look like all together. Select the “Run rule now” option to have the rule applied to your inbox and retroactively check for existing emails that meet this rule criteria. Make sure to “Save” the rule to complete the process.

If you have any questions or require assistance, please contact us at the IITS helpdesk: helpdesk@utsc.utoronto.ca or 416-287-HELP (4357) option #1