Office365: Creating Rules in Shared Mailboxes

- 1. Log into Office 365 via Webmail
- 2. Once logged in open outlook on the top panel

Good moi	rning								Ins	stall Office $$
+	o	<u> </u>	w	x	•	N	4	ų		F
Start new \smallsetminus	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Calendar	Forms
\rightarrow All apps										

3. In the top right of the screen click on your profile picture and then select open another mailbox



4. Type in Mailbox name that you are looking to edit and press **open**

Open another mailbox ×
erda.sa.ser

erda.sa.ser

servicedesk, erda.sa (NYSERDA)
erda.sa.servicedesk@nyserda.ny.gov
el

Search Directory

5. Click on the cog in the upper right portion of the screen and then press View all Outlook settings

202	?	5	٦	¢ <mark>1</mark>	C
Settings >					
✓ Search Outlook settings					
Theme					
Offic	e		۲		*)
				S.F.O.	1.
View all					
Dark mode)				\supset
Focused Inbox ①					
Desktop notifications					
Display density	уŪ				
:==	=	=			
Full	Med	ium	Co	mpact	
Conversation view					
 Newest messages on top 					
 Newest messages on bottom 					
Off					
Reading pane					
Show on the right					
View all Outlook settings					
view an Outlook settings Da					

6. Finally click on **Rules** and put in the name and logic of the rule you wish to make.

Settings	Layout	Rules			
Search settings	Compose and reply				
ැටි General	Attachments	1 Name your rule			
Mail	Rules	Enter a name.			
Calendar	Sweep	2 Add a condition			
8 ⁹ People	Junk email	From			
View quick settings	Customize actions Sync email	Add another condition			
	Forwarding	3 Add an action			
	Automatic replies	Select one \checkmark			
	S/MIME	Add an exception			
		Stop processing more rules ()			