Set up a rule to separate your external emails from Internal emails

Under the home tab at the top, click on the ‘Rules’ button, then ‘Manage Rules & Alerts’

Click on the ‘New Rule...’ button.

Next, click on the ‘Apply rule on messages I receive’ button and then go to Next
This will take you through some steps. Select ‘with specific words in the sender’s address’ and then in Step 2, click on ‘specific words’.

This brings up the Search Text window where you will type in: @

Then click on ‘Add’ followed by the ‘OK’ button
Click **Next** and the next stage will pop up.

Check ‘**move it to the specified folder**’

Then in Step 2 of this stage, click on ‘specified’ to bring up the Choose a folder window.

If you have not already created the folder, click on ‘**New...**’ and create a folder you want the external emails to go to.

Make sure that folder is highlighted before clicking the ‘**OK**’ button, followed by ‘**Next**’.

Then we want to make an exception so our internal emails don’t go to that folder.

Check ‘**except with specific words in the sender’s address**.’

Down in Step 2, click on ‘**specific words**’.

In the Search Text window, you will need to type in: @newmanu.edu

Click ‘**Add**’ and then ‘**OK**’.
Click next and your rule has been made! In the Step 1 text box give your rule a name e.g. ‘External Emails’

In Step 2 make sure ‘Run this rule now on messages already in “username@newmanu.edu” ’ is selected if you would like the rule to sort all of your existing emails with this rule.

Otherwise just make sure ‘Turn on this rule’ is selected.

Click ‘Finish’ and ‘OK’ on the next window and you should see your new folder on the left with all the external emails now being sent to that folder.