

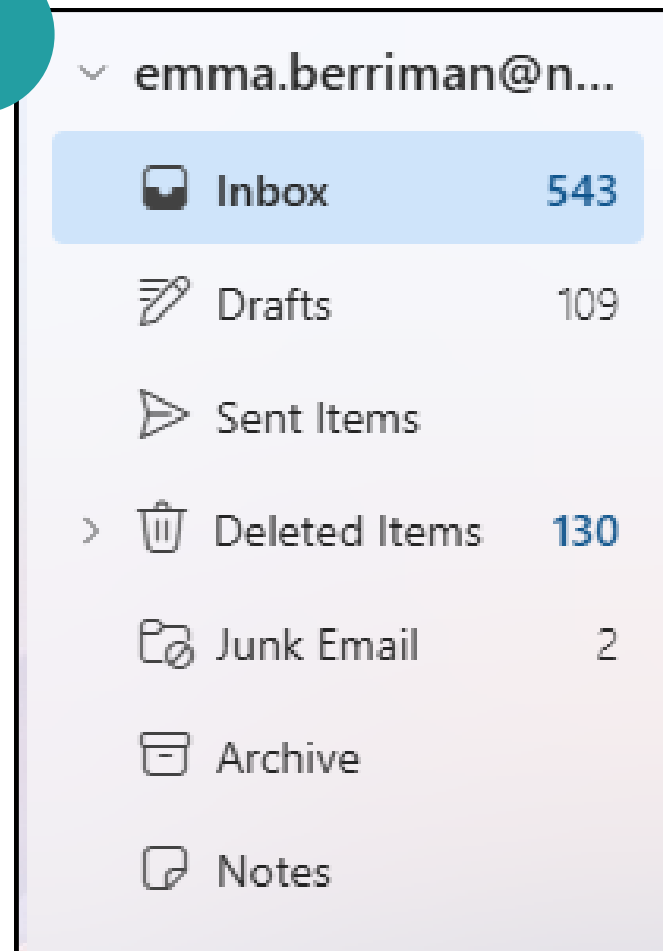
Creating an email rule

Collate all your Navigation Learning emails in one place



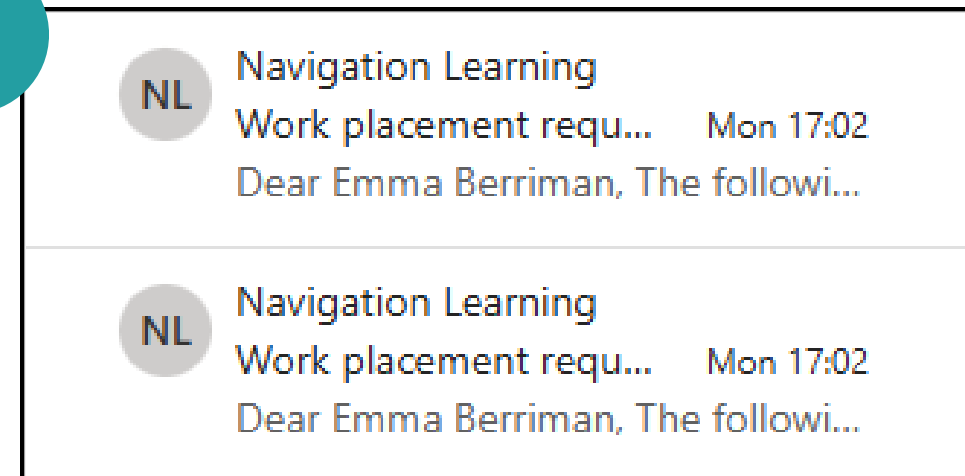
You may want to have yourself copied into emails that employers receive, but they can clog up your inbox. You can create a rule to have all these emails go to a specified folder.

1

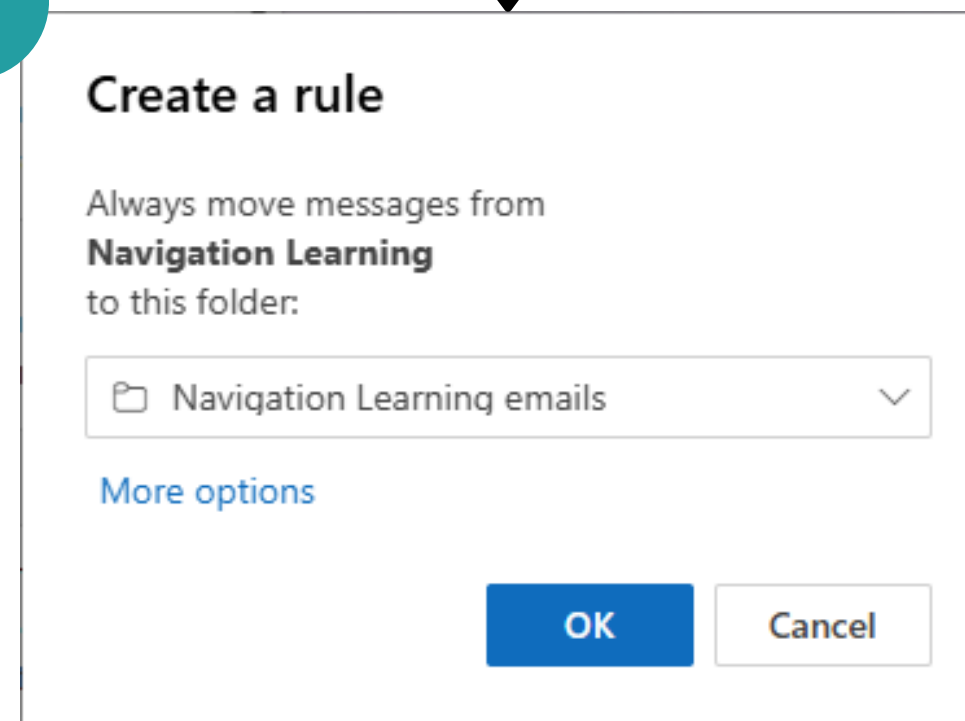


1. Email account name > Right click
2. Create New Folder
3. Navigation Learning Emails
4. Return

2



3



1. On a Navigation Learning email > Right click
2. Rules
3. Create Rule

1. Select the folder you want them to be moved to
2. OK