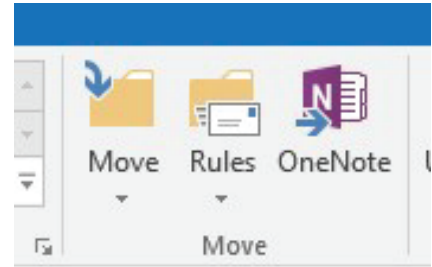
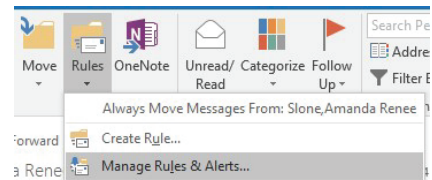


1. From the Outlook Mail view, click Rules at the top of your screen.



2. Click Manage Rules & Alerts.



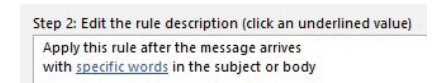
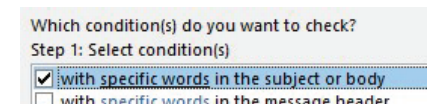
3. Click New Rule.



4. Under "Start from a blank rule" click "Apply rule on messages I receive."

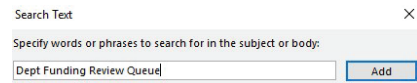


5. In Step 1, check the box that says "with specific words in the subject and body," and click on the blue, underlined words in Step 2.

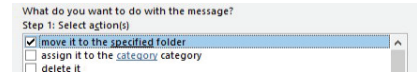


# Cardholder and Card Approver Monthly Activity Report (MAR)

6. In the “Search Text” window, type in the empty field “Dept Funding Review Queue” and press “Add.”

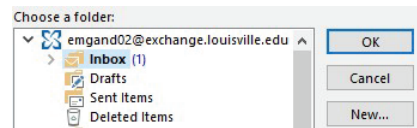


7. Click next and in Step 1, press “move it to the specified folder.” Click the blue, underlined “specified” in Step 2.



Step 2: Edit the rule description (click an underlined value)  
Apply this rule after the message arrives with Dept Funding Review Queue in the subject or body move it to the specified folder

8. Choose a folder for the emails to be forwarded to, or create a new folder by pressing “New...”



9. Pressing “Finish” will complete the process. You can add any exceptions you may need and give the rule a unique name by pressing “Next.”

