# Manage Email Messages with Rules

Rules allow you to move, flag, and respond to email messages automatically. You can also use rules to play sounds, move messages to folders, or display new item alerts.

The most common rule to create is one that allows you to move an item from a certain sender or with certain words in the subject line to another folder. You can create this rule directly from a message you've already received.

1. Right-click a message in your inbox or another email folder message you received to create a rule and select **Rules>Create Rule**.

    NOTE: The email generate from Web Time Entry are sent from the following email address
    payroll@brookdalecc.edu
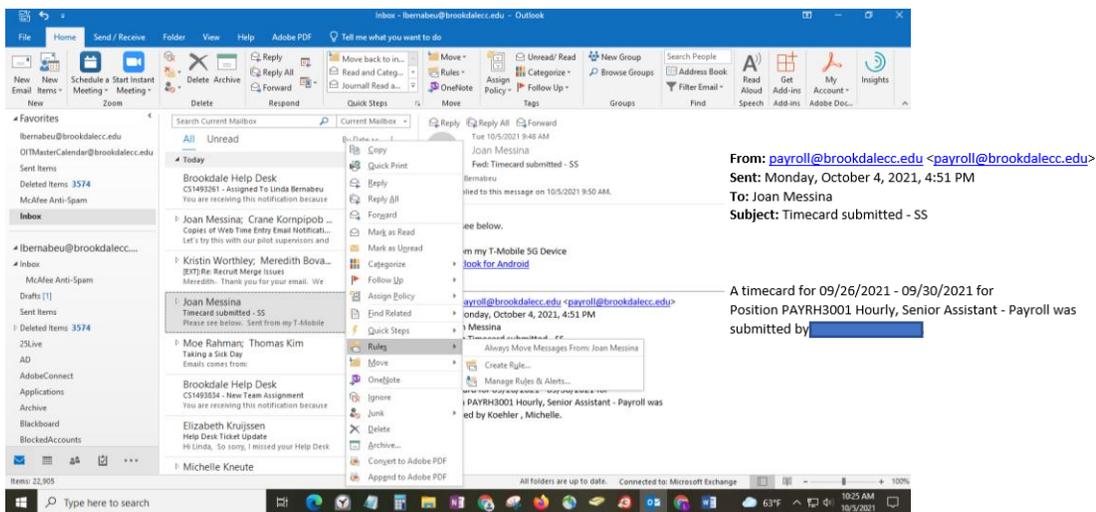
2. In the Create Rule dialog box, select one or more of the first three checkboxes.

    NOTE: The subject line from Time Entry email notification will include the phase "Timecard submitted."
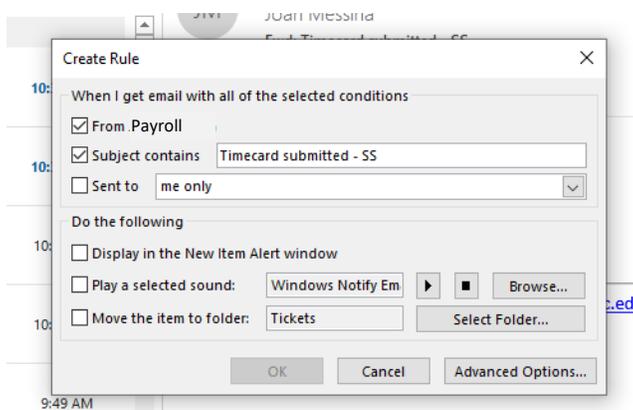
3. In the **Do the following** section, if you want the rule to move a message to a folder, check the **Move** item to folder box, then select the **New** folder from the **Select Folder** dialog that pops up. Enter a new for the Folder and click **OK.**

Create Rule ✕

When I get email with all of the selected conditions

☑ From Joan Messina

☑ Subject contains   Timecar

☐ Sent to   me only

Do the following

☐ Display in the New Item Ale

☐ Play a selected sound:

☑ Move the item to folder:

49 AM

A timecar
Position PAYRH3001 Hourly
submitted by Koehler , Mich

46 AM

Rules and Alerts ✕

Choose a folder:

∨ ✕ Ibernabeu
   › 📥 Inbox
   📝 Drafts
   📧 Sent It
∨ 🗑 Delete
   Tic
   25Live
   AD
   Adobe
   Applic
   Archiv
   Blackb
   Blocke

Create New Folder ✕

Name:
Time Entry

Folder contains:
Mail and Post Items �> ∨

Select where to place the folder:

∨ ✕ lbernabeu@brookdalecc.edu
   › 📥 **Inbox** (2)
   📝 **Drafts** [1]
   📧 Sent Items
∨ 🗑 **Deleted Items** (3579)
   Tickets (23)
   25Live
   AD
   AdobeConnect
   Applications

[OK]   [Cancel]

4. If you want to run the rule on messages you've already received, check the box on the confirmation dialog that pops up and then click OK.