Setting Up a Chalk and Wire Folder in Outlook 365

1. Login to your Mercer Outlook 365 email account. Click + to create a new folder and name it Chalk and Wire.

2. Right-click on a message from Chalk and Wire and click Create Rule.

3. Remove the subject line from the list of conditions by clicking the X to the left of it. Then, click Select one… and choose the Chalk and Wire folder you just created. Click OK.
4. Click **OK**.

Chalk and Wire messages will now be automatically moved from your inbox to your Chalk and Wire folder.