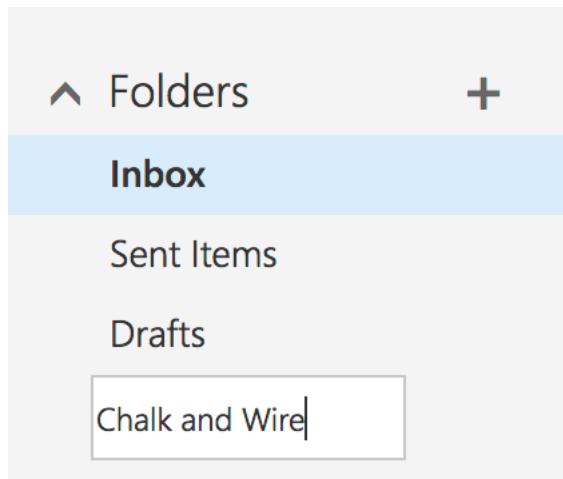
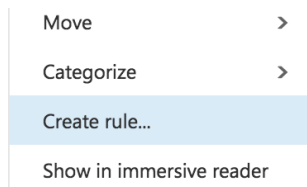


## Setting Up a Chalk and Wire Folder in Outlook 365

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**.

✓ OK   ✕ Cancel

### New inbox rule

Name

Move messages from Chalk and Wire Portfolio Assessment

When the message arrives, and it matches all of these conditions

- ✕ It was received from... Chalk and Wire Portfolio Assessment
- ✕ and it was sent to... Caroline Young
- ✕ and it includes these words in the subject... Assessment Completed

Add condition

Do all of the following

Move the message to folder... **Select one...**

Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules [\(What does this mean?\)](#)

Select folder

- Clutter
- Drafts
- Sent Items
- Deleted Items
- Archive
- Conversation History
- Junk Email
- Notes
- Chalk and Wire**

OK   Cancel

#### 4. Click **OK**.

✓ OK    ✕ Cancel

### New inbox rule

Name

Move messages from Chalk and Wire Portfolio Assessment

When the message arrives, and it matches all of these conditions

✕ It was received from... [Chalk and Wire Portfolio Assessment](#)

✕ and it was sent to... [Caroline Young](#)

Add condition

Do all of the following

Move the message to folder... [Chalk and Wire](#)

Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules ([What does this mean?](#))

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