

## Quick Reference Guide

This guides provides you with the instructions on how to Review Rules, Change Rules and Create Rules for your email.

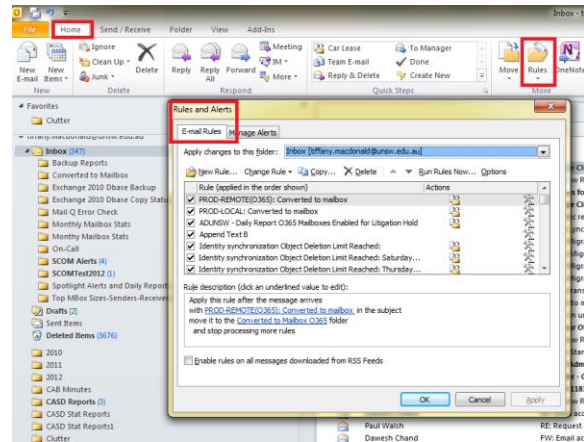
### Step 1 - Review Rules

Click on the **Home** tab in your email.

Click **Rules** icon

Select **Manage Rules & Alerts**.

You can now review your rules currently in place.



### Step 2 - Change Rules

Click on the **Home** tab in your email

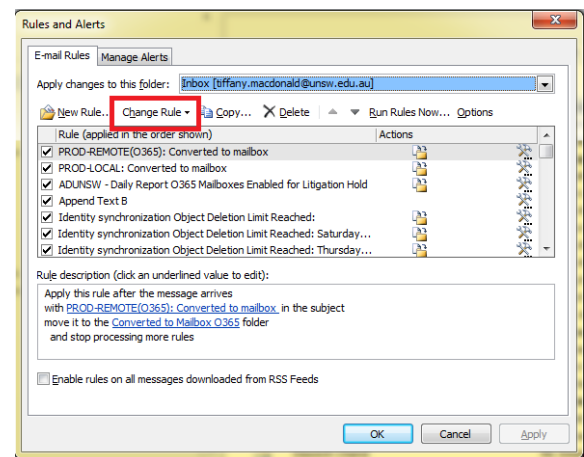
Click **Rules** icon

Select **Manage Rules & Alerts**.

Select **Rule**

Select **Change Rule**.

You can now Change Rules as per your requirements.



### Step 3 - Create Rules

Click on the **Home** tab in your email

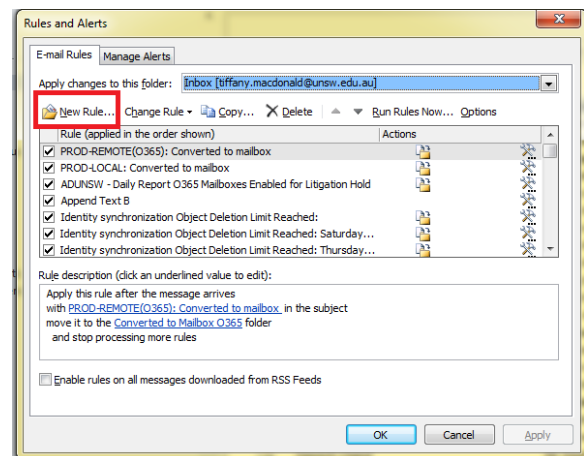
Click **Rules** icon

Select **Manage Rules & Alerts**.

Select **Create Rule**

**Or**

Home> Rules> Create Rule



If you require any additional assistance please contact the IT Service Centre - Tel: 9385 1333  
Email: [ITServiceCentre@unsw.edu.au](mailto:ITServiceCentre@unsw.edu.au)