



Create a Microsoft Outlook Rule for GTS Notifications

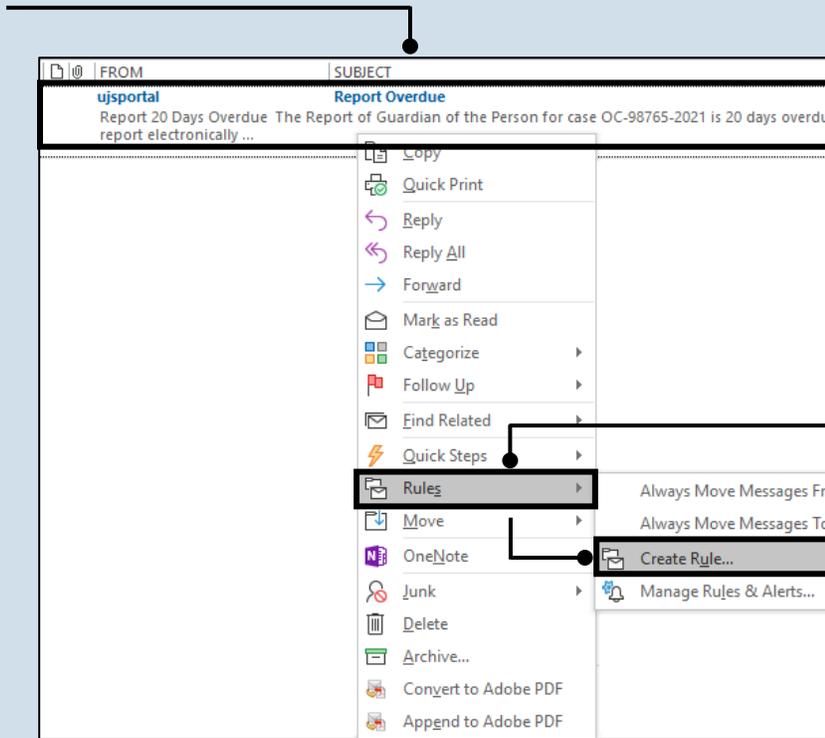
➤ To complete this process, you must:

(1) subscribe to GTS notifications and (2) have received at least one e-mail notification type (ex. Report Due, Report Overdue, Inventory Report Submitted, etc.) that you no longer want delivered to your inbox. These steps have no effect on the notifications available through your GTS Dashboard.

1. Right-click on the GTS notification e-mail in Outlook

This is a notification type, based on the **Subject**, that you do not want delivered to your inbox.

Tip The **From** should be ujsportal.

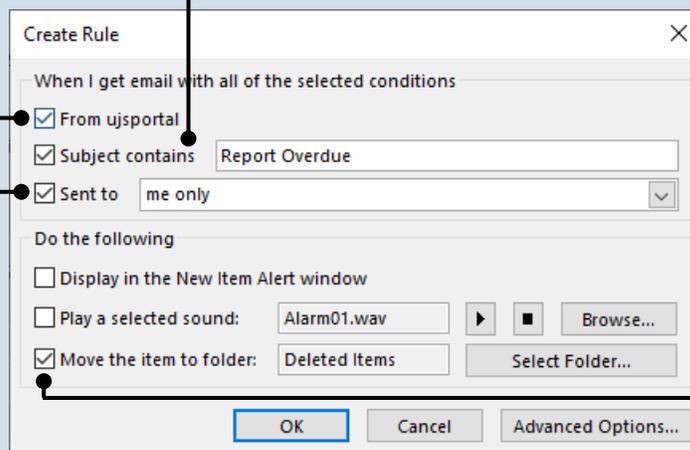


2. Initiate a new rule

Hover over the 'Rules' option in the menu and then click 'Create Rule.'

3. Select your rule criteria (I)

In the Create Rule screen, click the **From ujsportal** checkbox.



4. Select your rule criteria (II)

Select the **Subject contains** checkbox.

The subject of the selected e-mail displays automatically.

5. Select your rule criteria (III)

Select the **Sent to** checkbox.

If needed, click on the dropdown to the right of the checkbox and select 'me only.'

6. Select your rule criteria (IV)

Select the **Move the item to folder** checkbox. The Deleted Items folder may be selected automatically.

Tip You can keep the default folder or pick a another with the SELECT FOLDER button.

Create a Microsoft Outlook Rule for GTS Notifications



7. Click the **ADVANCED OPTIONS** button

8. Do you want to **add to the rule?**

If you want to create a rule for the selected GTS notification type only, proceed to Step 12.

If there are other GTS notifications types you want to add to the rule, proceed to the next step.

9. Open the **Search Text** popup

In the Rules Wizard screen, within the Step 2 box, click on the subject name of the e-mail you used to start the rule.

10. Enter another **notification type**

In the Search Text popup, click in the blank box, enter one of the following notification types, and click the ADD button.

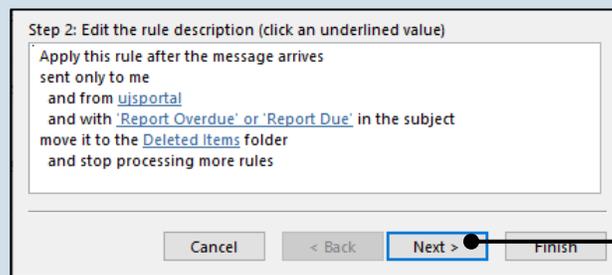
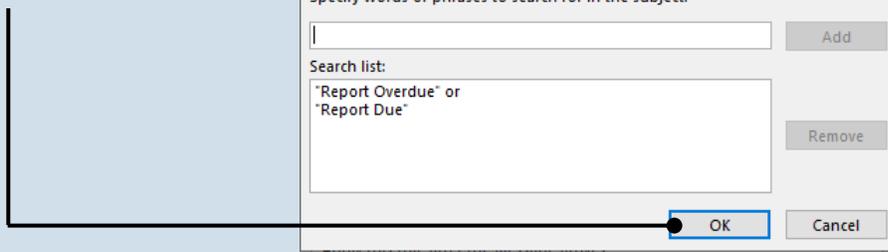
- Report Due
- Report Overdue
- Inventory Report Submitted
- Report of Guardian of the Person Submitted
- Report of Guardian of the Estate Submitted
- Death Notice Participant Match Notification

Tip Repeat this step, as needed, until you add all the notification types you don't want delivered to your inbox.

Create a Microsoft Outlook Rule for GTS Notifications



11. Click the OK button

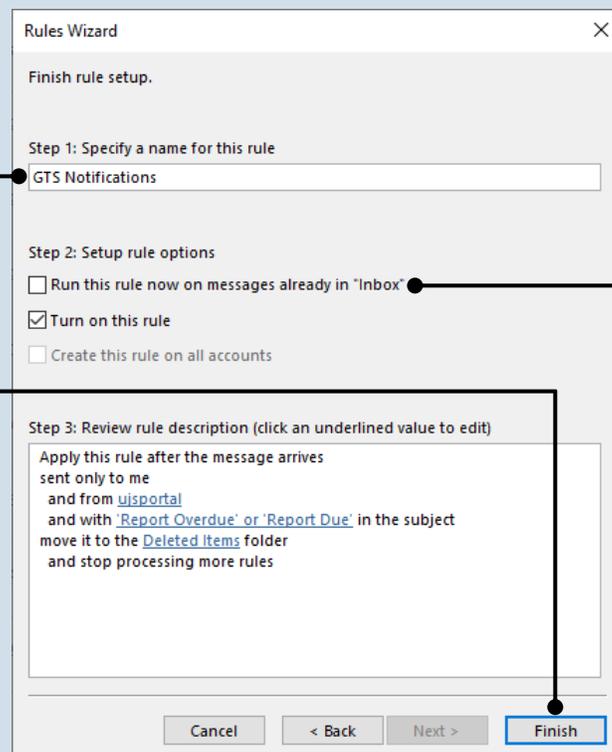


12. Proceed to the final page of the wizard

In the Rules Wizard screen, click the NEXT button until the final page of the wizard displays.

13. Name your rule

Click in the **Step 1** field and enter a name for your rule.



15. Click the FINISH button

This saves the rule.

Tip This rule will be applied to all future e-mails you receive that match the selected criteria.

Tip If you want to view or edit the rule later, click on the File tab in the ribbon and click the MANAGE RULES & ALERTS button.

14. (Optional) Run the rule?

Under Step 2, select the **Run this rule now...** checkbox if you want to run the rule for any applicable e-mails in your inbox.

This will run after you click FINISH.