Organizing Kodiak Email in your Outlook Account

When an email is sent from within a classroom in Kodiak, the subject line of the email is prefilled with the course code of the classroom.

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W Compose Nev	v Message - Mozilla Firefox
wne.edu ht	tps://kodiaktest.wne.edu/d2l/common/popup/p_pup.d2l?ou=6965&queryString=ou%3D6965%26p%3D1%26ex
	Compo <mark>r e</mark> New Message
Address	Book
To:	"Rich Pont" <rpont@wne.edu;< th=""></rpont@wne.edu;<>
Cc:	
Bcc:	
Subject:	BL-201-41-C20112:
Priority:	Normal 👻
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	Paragraph

When an email is sent from Kodiak but not from within a specific classroom, then the subject line is prefilled with "Kodiak:"

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To:	
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Subject:	Kodiak:
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Rules can be created in OWA (Outlook Web App) to move e-mail to specific folders based on the contents of the subject line.

NOTE: Rules can either be created in Outlook or in OWA (Outlook Web App). If the rule is created in OWA, then it will always be in effect. If a rule is created in Outlook, then you need to be using Outlook (i.e. not OWA and not a phone) in order for the rule to be in effect. Therefore, it is highly recommended that the rule be created in OWA.

Creating an Inbox Rule in OWA

Log into OWA (owa.wne.edu). After you have logged into OWA, click on **Settings** in the upper right corner and then from the drop-down menu choose **Options.**



R Save	e 🗙 Discard				
Inbo	x rules				
Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.					
+ 🗸	亩 ↑ ↓				
+ 🖍 On	m ↑ ↓ Name	Rule: Spam			
+ 🖍 On V	mathin ↑ ↓ Name Spam	Rule: Spam After the message arrives and the header of the message contains the words 'X-Spam-Level: ***			





Enter as much of the course code you would like or enter the work Kodiak and then click the plus sign.

When you have completed all of your entries, click OK.

Add a new inbox rule by clicking Add (the plus sign)

New inbox rule			
lame			
KodiakEmail			
/hen the message arrives, and	l it mat	ches all of these conditions	
It includes these words in the s	subject	-	BL-201-41
It includes these words in the s	subject.	. •	BL-201-41
It includes these words in the s Add condition	subject.	. •	BL-201-41
It includes these words in the s Add condition	subject.	. •	BL-201-41
It includes these words in the s Add condition It also all of the following Select one	subject.	. •	BL-201-41
It includes these words in the s Add condition to all of the following Select one Select one	subject.	• • •	BL-201-41
It includes these words in the s Add condition O all of the following Select one Select one Move, copy, or delete	subject.	Move the message to for	BL-201-41
It includes these words in the s Add condition Co all of the following Select one Select one Move, copy, or delete Pin the message	subject.	Move the message to for Copy the message to for	BL-201-41
It includes these words in the s Add condition Co all of the following Select one Select one Move, copy, or delete Pin the message Mark the message	subject >	Move the message to fo Copy the message to fo Delete the message	BL-201-41



Select folder	
∧ Sharon Benoit	
^ Inbox	
Answered Questions	
Drafts	
Sent Items	
✓ Deleted Items	
Archived	
Junk Email	
Notes	
DCC F I	-
ОК	Cancel

Navigate to the folder you want the email sent to.

Click OK

New inbox rule	
Name	
KodiakEmail	
When the message arrives, and it matches all of these conditions	
It includes these words in the subject $\hfill {\blacksquare}$	BL-201-41
Add condition	
Do all of the following	
Move the message to folder	Answered Questions
Add action	
Except if it matches any of these conditions	
Add exception	
Stop processing more rules (What does this mean?)	

Verify all of your setting and then click OK.

Your rule is now created.