SAHARA – Creating Rule in Outlook

In order to compile SAHARA notifications, we encourage SAHARA approvers to create an Outlook rule to manage notices. You can create separate rules for notices regarding approval requests and auto-approvals.

1. From your Outlook inbox, right-click on the SAHARA e-mail notification.
2. Navigate to Rules
3. Select Create Rule to start the process.
4. On the Create rule pop-up, select the **Subject contains** option and enter the subject:

   Approval is Requested for SAHARA Account Reconciliation*
   
   or
   
   SAHARA Reconciliation Auto Approved*

5. Under “Do the following” section, select the **Move the item to folder** checkbox.

6. Next, click on the **Select Folder** button.

7. From the pop-up, click **New** to create a new folder.

   **Please note:** You can also select a current folder within your inbox by selecting the folder and using the OK button.

*A rule will need to be created for each subject.*
8. Next, insert a **Name** (e.g. SAHARA Reconciliation).
9. Click **OK** to complete creation.
10. You will then see the newly created folder under **Inbox** and click **OK** to continue.
11. Click **OK** to create the rule.

12. Select the checkbox to **Run this rule now on messages already in the current folder** to relocate all relevant e-mails to the new folder. This may take a moment to load.

13. Click **OK** to run the new rule. All previous and future files with the same Subject will be located in the new folder.