Why Create a Rules Wizard?

HRIS – Learning Management will notify you via email when one of your employees enrolls, drops, or completes a training activity or program. This will help you track the training attendance of your team members.

With the Outlook Rules Wizard, you can manage incoming email messages by defining instructions to be applied to certain e-mail messages in certain scenarios--for example, training notifications. Before a Rules Wizard is set up, you must create a new Training Notifications folder in Outlook.

Training notifications supervisors/managers are Cc:ed on:

Confirmed Registration in Program
Dropped Registration in Program
Incomplete Program
Completed Activity
Confirmed Enrollment
Dropped Enrollment
Incomplete Activity
Waitlisted Enrollment
Completed Program
Cancelled Activity

How to Create a New Folder for Training Notifications

1. Open Microsoft Office Outlook.
2. Create a **New Folder** in your Inbox.
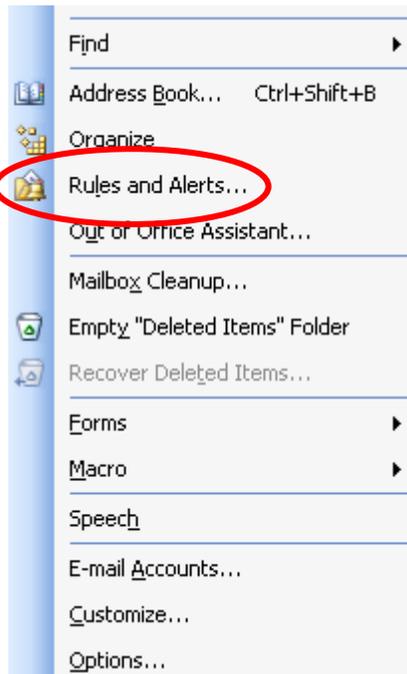3. Name the new folder "Training Notifications."

If you need further instructions on creating folders, visit:
http://office.microsoft.com/en-us/outlook/HP052431101033.aspx?pid=CH063564631033
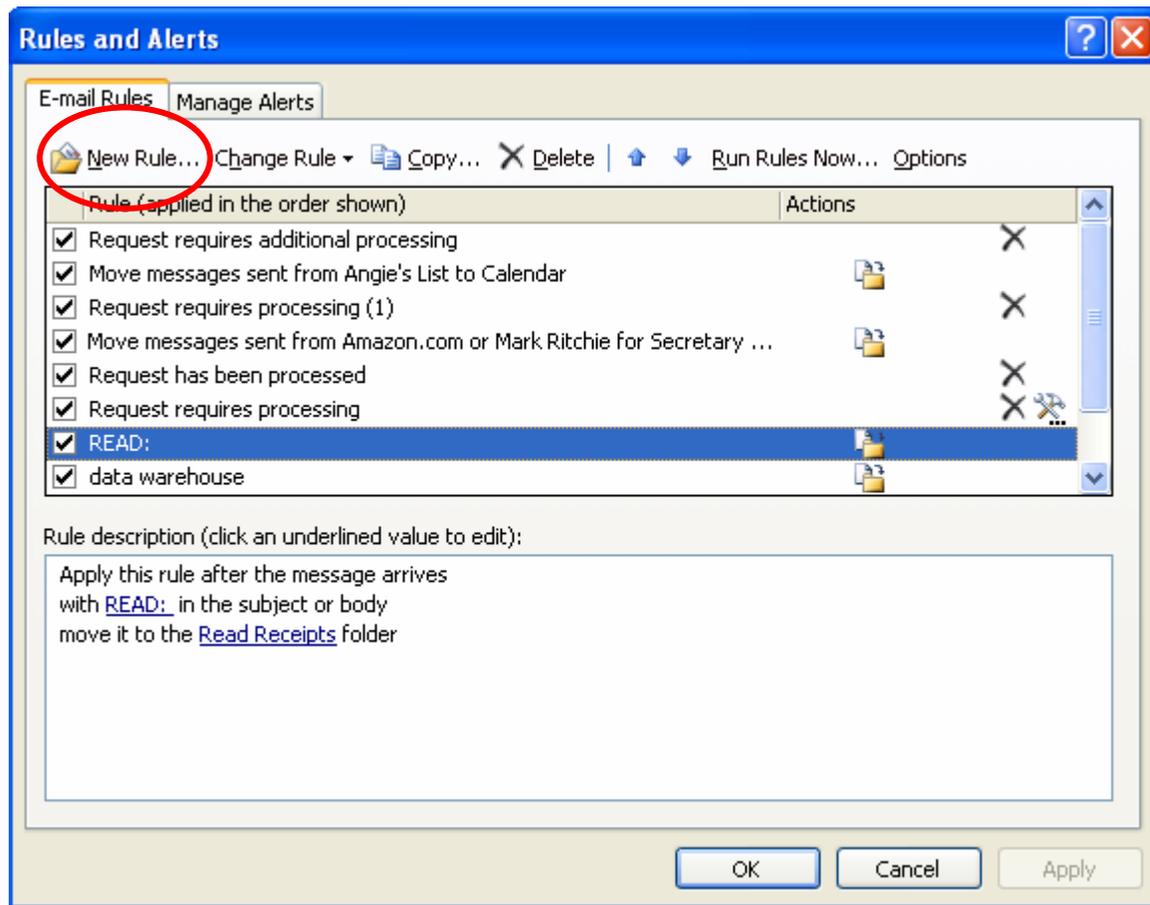
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How to Create a Rule Wizard for Training Notifications

1.   Open Microsoft Office Outlook.
2.   On the **Tools** menu, click **Rules and Alerts**.
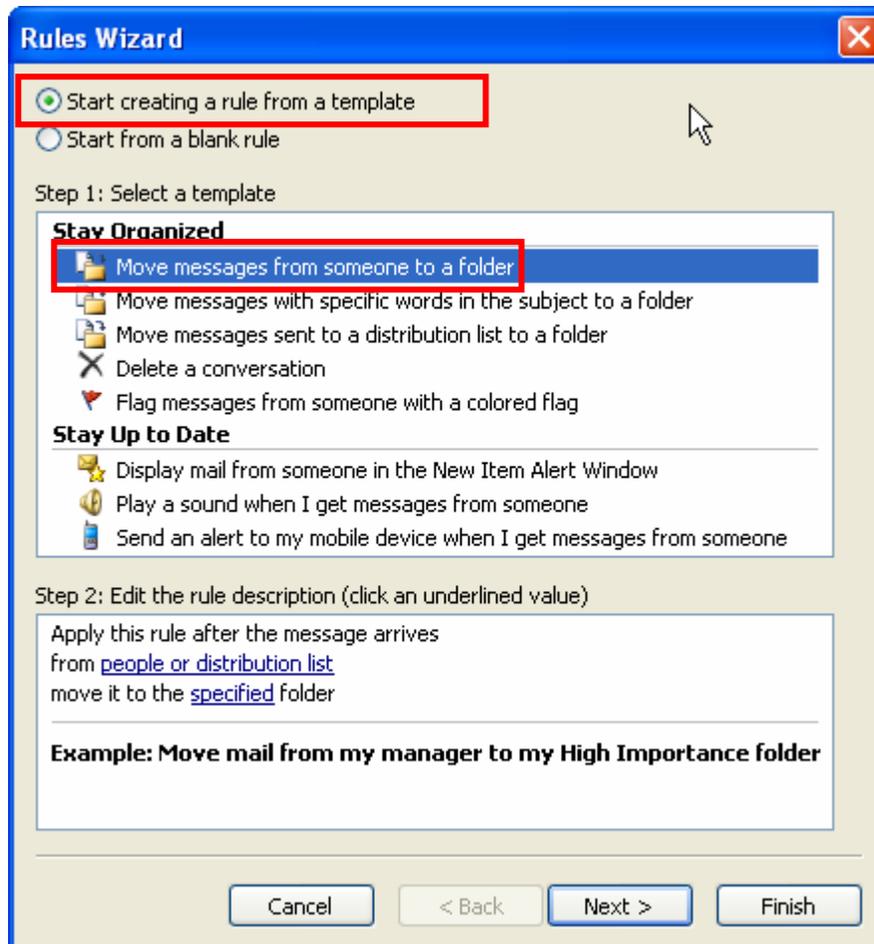
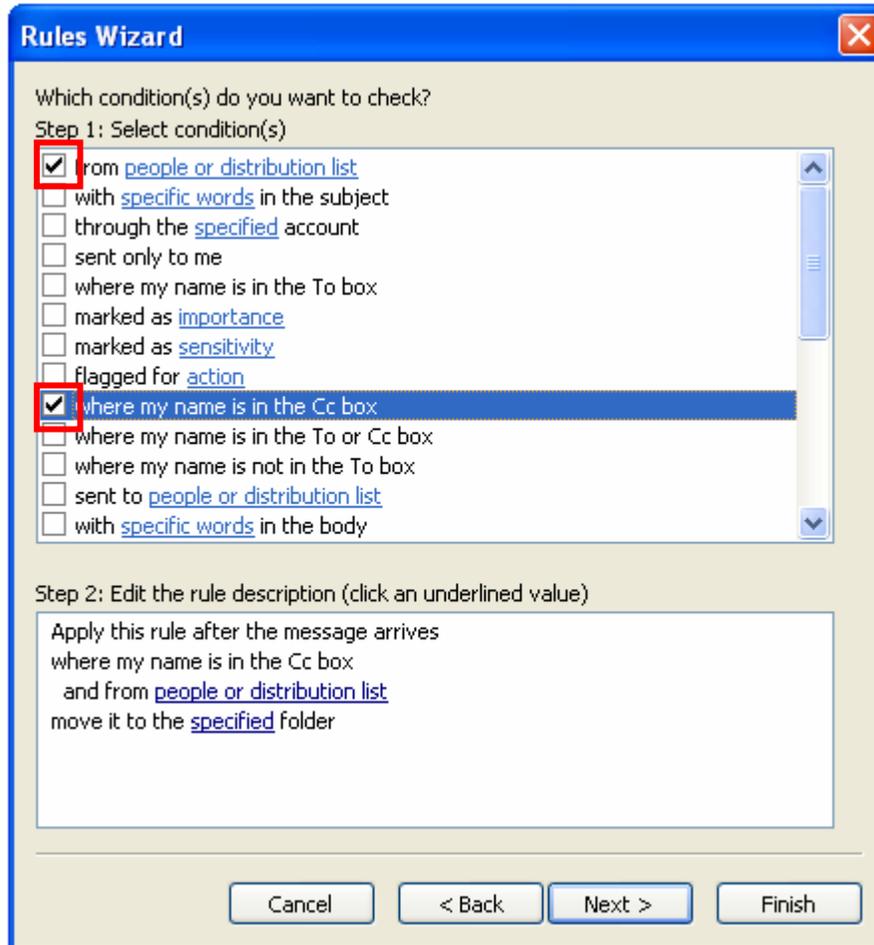# Continued from previous page...

5. Click on **New Rule**.

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6. Check the **Start creating a rule from a template** option.
7. Select the **Move messages from someone to a folder**.
8. Click the **Next** button.

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9.   Select the following conditions:
    ✓ from people or distribution list
    ✓ where my name is in the Cc box
10. Click the **Next** button.

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11. Edit the rule description (click an underlined value). The rule description should read: Apply this rule after the message arrives where my name is in the Cc box and from traininganddevelopment@ci.minneapolis.mn.us move it to the Training Notifications folder.
12. Click the **Apply** button.
13. Click the **Finish** button.