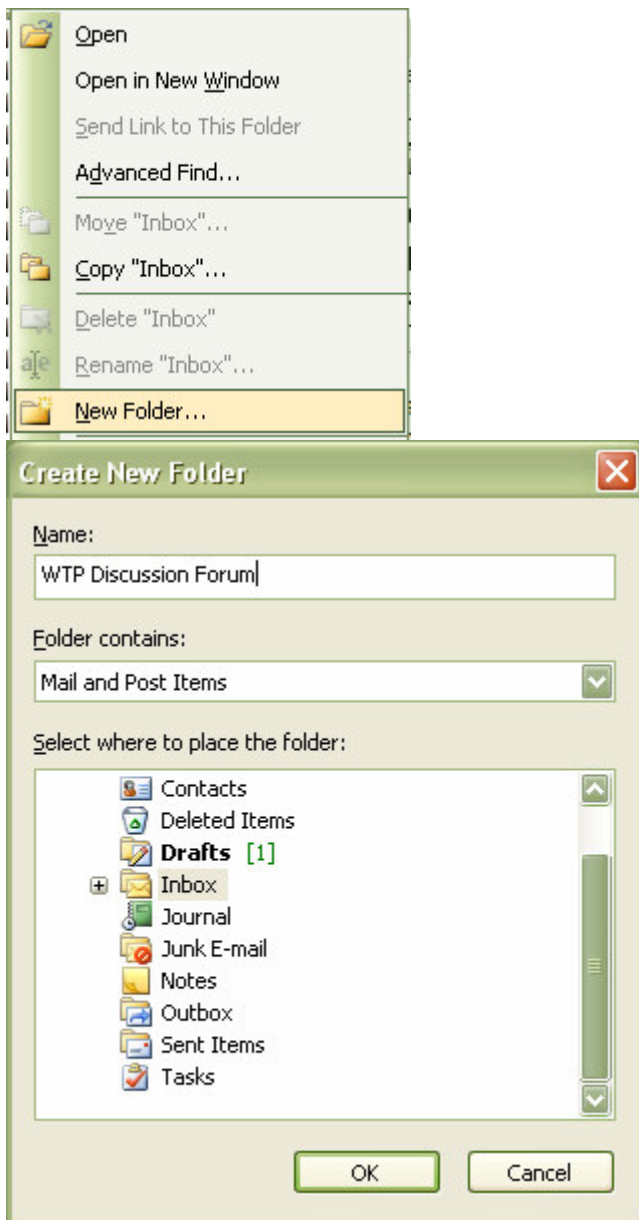


## ORGANIZING WTP DISCUSSION FORUM EMAILS IN OUTLOOK

This technical note discusses how to create a rule in Outlook that allows you to segregate the incoming WTP Discussion Forum email traffic into a separate email folder, where you can peruse the emails at your leisure

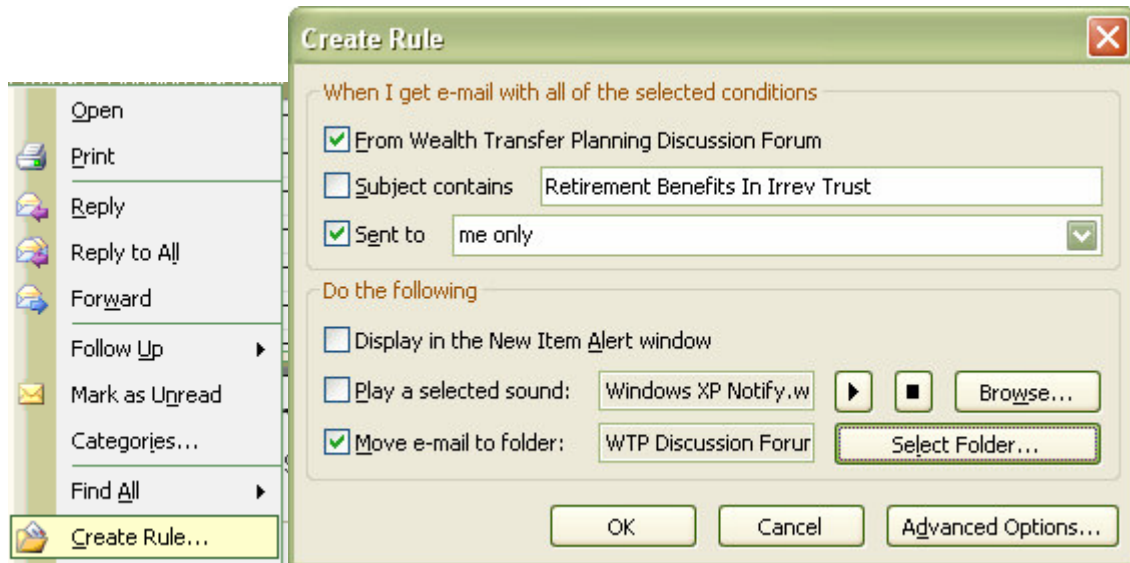
First, create a Folder in Outlook by Right clicking in front of the Inbox, → Select Create a Folder, Name the folder “**WTP Discussion Forum**” →Click OK.



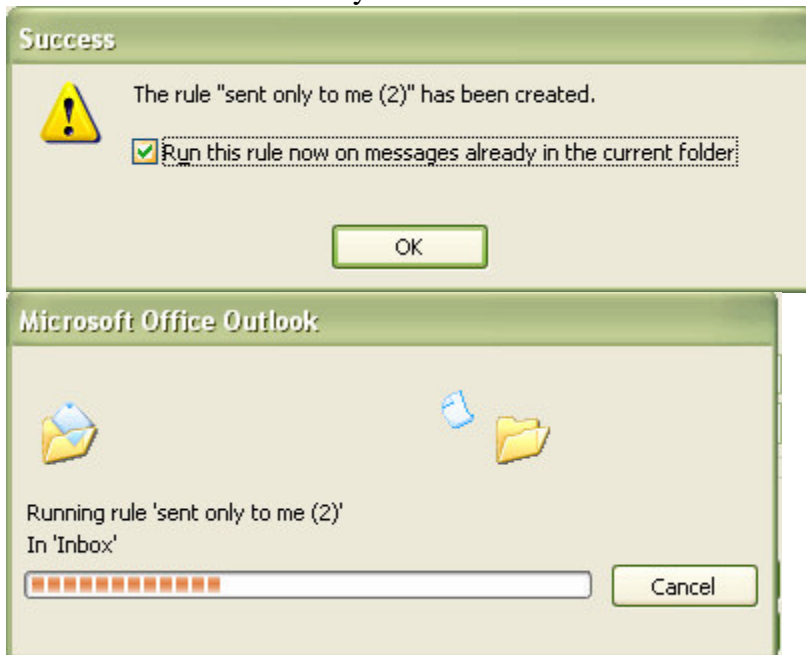
You should now see a folder below your Inbox named **WTP Discussion Forum**.

Go to your Inbox; → right click an email from **Wealth Transfer Planning Discussion Forum**, → Select “**Create a Rule**” → then check off the following conditions;


- 1) When I get an email from Wealth Transfer Planning Discussion Forum
- 2) Sent to me only
- 3) Move e-mail to folder → Select Folder → WTP Discussion Forum → click ok.



At this point, a dialog box will come up letting you know that you have successfully created this rule. If you also check off **“Run this rule now on messages already in the current folder”** and click ok, all of the emails will be moved to the **“WTP Discussion Forum”** folder immediately.



Now, all future messages coming to your inbox from Wealth Transfer Panning Discussion Forum will go straight to the designated folder for viewing at your leisure.

→  **WTP Discussion Forum** (57)

If you should require further assistance with creating a specific rule on outlook, please contact Support via email at ([support@ilsdocs.com](mailto:support@ilsdocs.com)) or by initiating an online support session.