



Information Services

Checking for Rules & Filters (Staffmail)

Due to The Switchover, Email Rules and Filters can't be transferred to Office365, It is advisable to take screenshots of the rules & filters to re-create them in Office365.

To check your mailbox for rules & Filters, Log into Staffmail Webmail at www.staffmail.ed.ac.uk and follow the steps below.

Viewing Email Rules in Staffmail (Webmail)

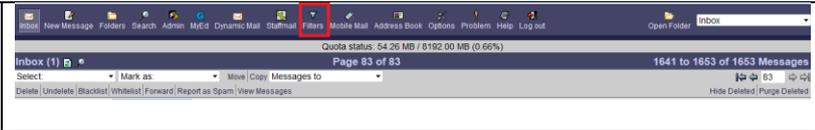
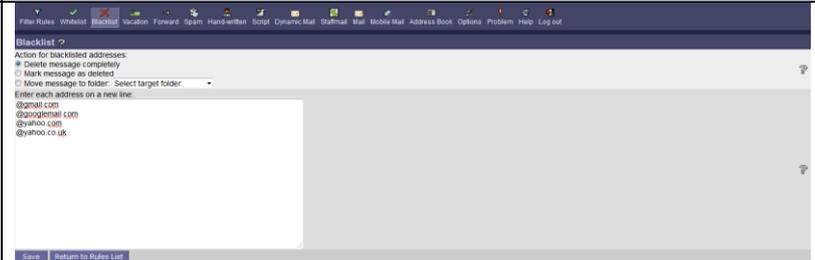
1. Click 'Filters'	
2. Click on each 'Rule' in turn	
3. Once the Rule is displayed take a screenshot of the rule *If not sure how to take a screenshot, The instructions can be found at http://www.take-a-screenshot.org/	

Viewing Email Whitelist Filter in Staffmail (Webmail)

1. Click 'Filters'	
2. Click 'Whitelist'	
3. Highlight all the addresses in the whitelist then copy and paste these in to a text file	

Checking for Rules & Filters

Viewing Email Blacklist Filter in Staffmail (Webmail)

1. Click 'Filters'	 The screenshot shows the top navigation bar of the Staffmail webmail interface. The 'Filters' menu item is highlighted with a red box. Other visible items include 'Inbox (1)', 'Quota status: 54.26 MB / 8192.00 MB (0.66%)', and 'Page 83 of 83'.
2. Click 'Blacklist'	 The screenshot shows the 'Existing Rules' section of the Staffmail webmail interface. The 'Blacklist' menu item is highlighted with a red box. Below it, a rule is listed with the name '1. polopoly-no-reply@ed.ac.uk' and the status 'Enabled'.
3. Highlight all the addresses in the blacklist, then copy and paste these in to a text file	 The screenshot shows the 'Blacklist' page in the Staffmail webmail interface. It lists several email addresses under the heading 'Blacklist'. The addresses are: @gmail.com, @protonmail.com, @yahoo.com, and @yahoo.co.uk. The page includes options for actions like 'Delete message completely', 'Mark message as deleted', and 'Move message to folder'.