

The University of Edinburgh

Information Services

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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 <u>www.staffmail.ed.ac.uk</u> and follow the steps below.

Viewing Email Rules in Staffmail (Webmail)

1. Click 'Filters'	Index (1) B • Mark as • Mark as • Mark as • Mark (Copy) Messages b • Mark as • • • • • • • • • • • • • • • • • •	1653 Messages 1월 수 83 다 다 Deleted Purge Deleted
2. Click on each 'Rule' in turn	Version Rules Version Forward Spann Handwerten Songt Optimic Mail Statimal Mail Model Mail Address Book. Options Problem They Log to d Existing Rules ? Existing DeployMon-reply@ed.ac.uk 2 @ Out DeployMon-reply@ed.ac.uk	abled Move √ To:
 Once the Rule is displayed take a screenshot of the rule 	Filter Rule : Whilest Backlist Vacation Forward Span Handwritten Soript Dynamic Mail Staffmal Mail Noole Hail Address Book Options Problem Heb Log out Filter Rule ? Rule Name: Rvia of the following CAny of the following From Contains Co	ି ଅ ତି
*If not sure how to take a screenshot , The instructions can be found at <u>http://www.take-a-</u> <u>screenshot.org/</u>	Do his: Deher to kider	40 40 40

Viewing Email Whitelist Filter in Staffmail (Webmail)

1.	Click 'Filters'	Kong New Message Faller: Seach Amm Mich Dynamic Mail Damain Mail New Message Faller: Seach Amm Mich Dynamic Mail Damain Mail New Message So So So So My Disco My	Cpen Folder Intox · · · · · · · · · · · · · · · · · · ·
2.	Click 'Whitelist'	Tan Ruse (Weeke Dackst loaden Foreier Span Haus-witten Sort Dynamchail Staffnall Mai Mobie Mail Address Souk Options Problem Help Lagoot Existing Rules ?	
3.	Highlight all the addresses in the whitelist then copy and paste these in to a text file	Part Holes Water Boddet Useren Finanzi Spin Hund-witten Sorge Operand Las Ballman Kar Money Kar Assess Book Operan Hung Lagnet Without Assess Without Assess Operand Loss Operand Loss Oper	

Viewing Email Blacklist Filter in Staffmail (Webmail)

1.	Click 'Filters'	Indian Investments of Process Pro	Content Franker IB41 to 1653 of 1653 Messages 194 ct 153 - Content 194 ct 154
2.	Click 'Blacklist'	Participation of the second of the seco	Enabled Move v To:
3.	Highlight all the addresses in the blacklist, then copy and paste these in to a text file	Theorem Theorem <t< td=""><td>9</td></t<>	9