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# UNIVERSITY OF NEW HAVEN

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Office of Information Technology

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## Setting up Inbox Rules to Reduce Email Clutter:

1. Log into your University of New Haven student email account and open your mailbox
2. Click the "Gear Icon" in the top right-hand corner
3. On the pop up menu, click "Mail" under Your app settings
4. On the left menu, click the arrow to drop down "Mail", then "Automatic Processing"
5. Click "Inbox and Sweep Rules"
6. Click the "+" under the Inbox Rules box to add a new rule
7. Pick a name that makes it easier to reference later
8. Choose the rules and conditions
9. Click "Save"

**Example:** If it includes "Menu" in the subject, then delete message.