Creating Rules to Redirect CIM Notification Emails

1) Create a subfolder in your account for the committee on which you serve.
2) Go to "File."
3) Select "Manage Rules and Alerts."
4) Click on "New File." This opens the Rules Wizard box.
5) Select "Move messages from someone to a folder" and then "Next."
6) Select the box for "from people or public group." Before selecting next:
   a. Click on the underlined text "from people or public group" in the Step 2 box. This will open the Address Book.
   b. Find and double click cim_admin and select "OK" once cim_admin shows in the "From" field.
   c. Once back in the Rules Wizard box, click on the underlined "specified" text referring the specified folder.
   d. Highlight the folder you created for your curriculum emails and select OK.
7) Select "Next" (this may have to be selected twice as the Rules Wizard may automatically add "stop processing more rules" to your actions – this is okay).
8) In the exceptions selections, do not check any option. Just select "Next" to proceed.
9) In the finish rule setup, create a name for your rule (e.g., CIM Email Rule) and select the rules options you want, checking the box for "Turn on this rule" as a minimum.
10) Select "Finish."
11) Back in the main Rules and Alerts box, select "Apply" to save the changes to your rules. Then, select "OK" to close the box.

IMPORTANT NOTE: Once this rule is established, all emails from the CIM system will be redirected as you have indicated in the rule. This will include any rollback emails. Be sure to review the emails to determine the nature of the communication (notification of proposal to review, proposal approval, proposal rollback, etc.) and address those that need it before marking emails as read.