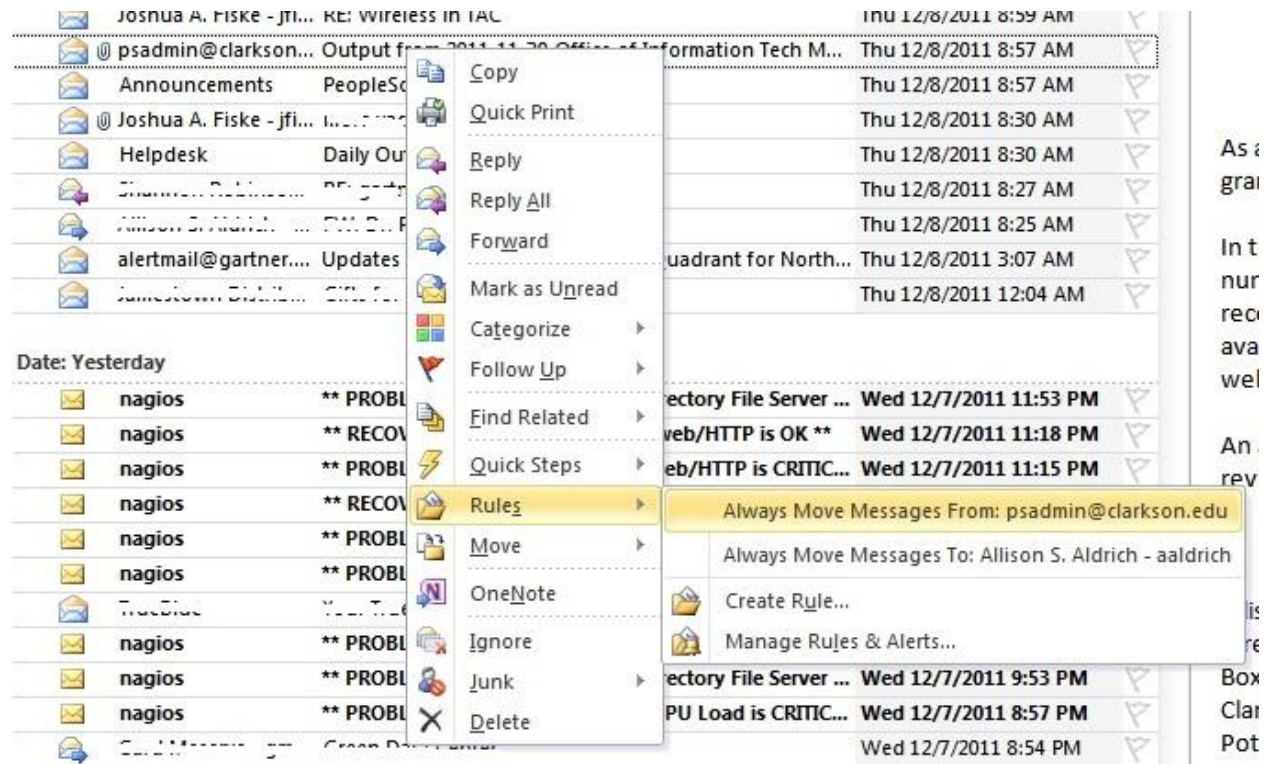
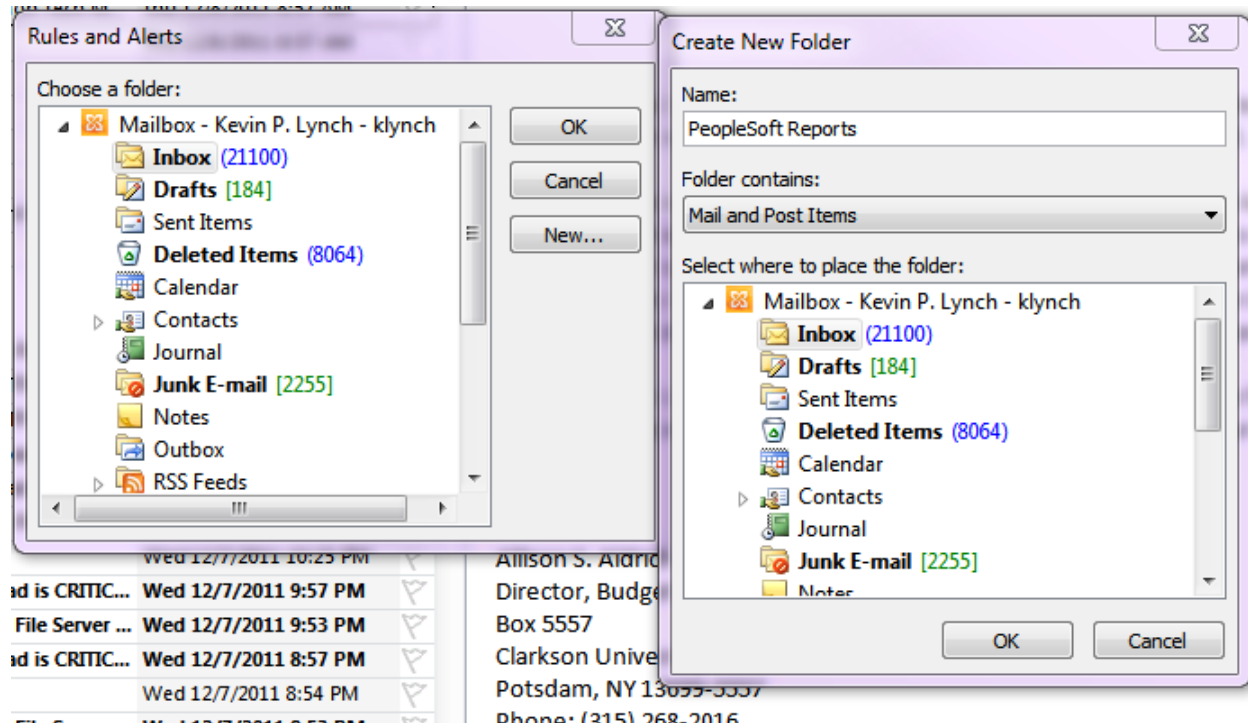


Create a Rule to move from PSADMIN into a Folder:

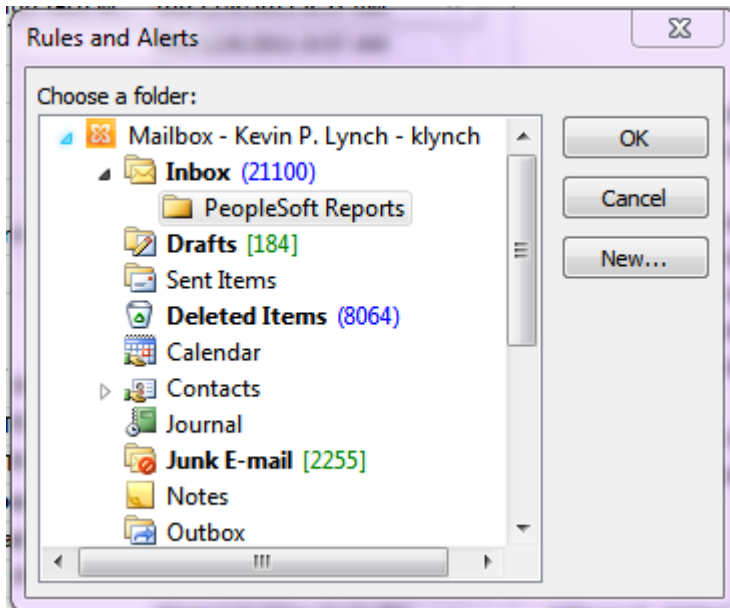
Right Click on the message, select rules, select Always Move Messages From:psadmin@clarkson.edu



In the Dialog box that pops up, select New... Give the new folder a name and click OK



You will see the new folder appear under your inbox, then click OK:



The rule will now run again you inbox and move any messages from psadmin@clarkson.edu into your PeopleSoft Reports folders. All new messages from psadmin@clarkson.edu will automatically move into the folder when they arrive.