

# WESTERN SYDNEY UNIVERSITY

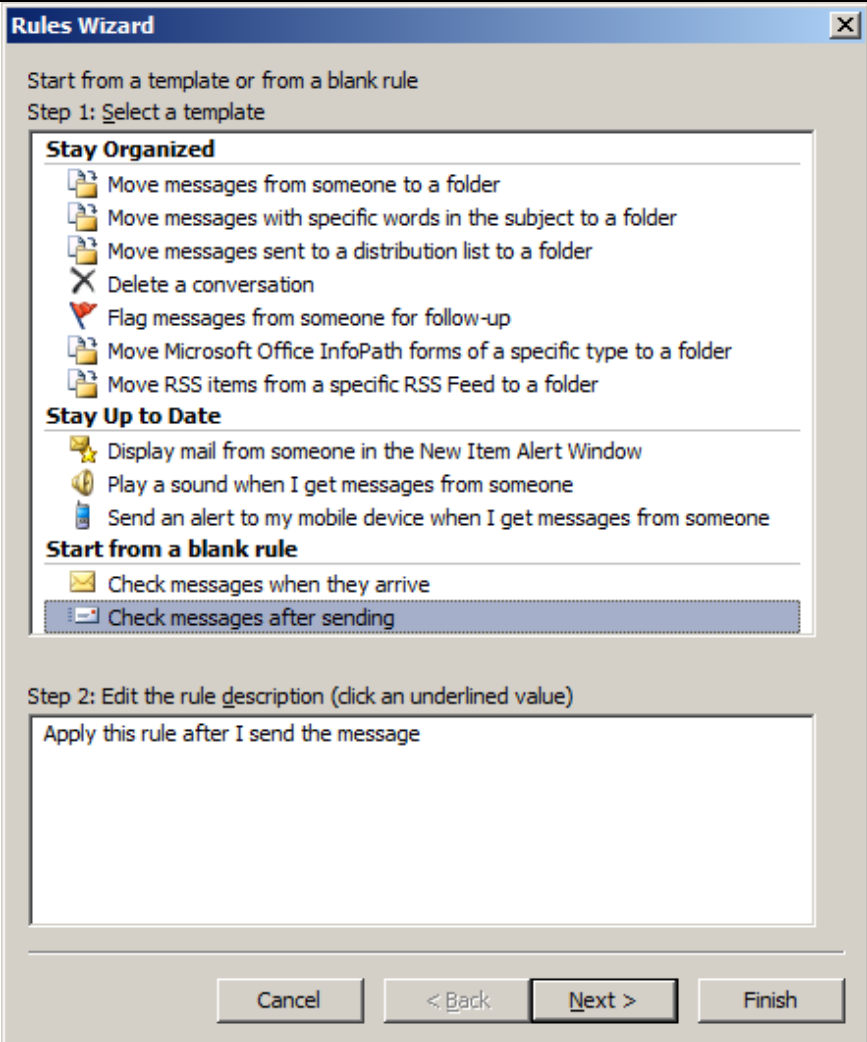


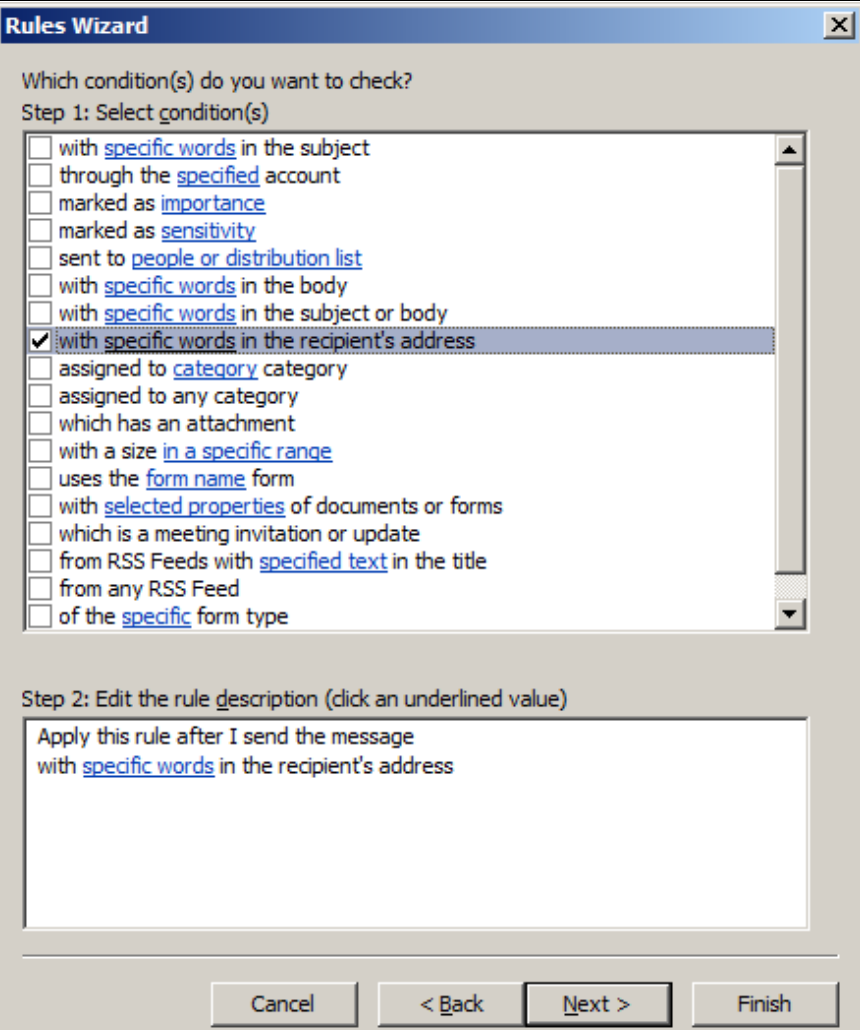
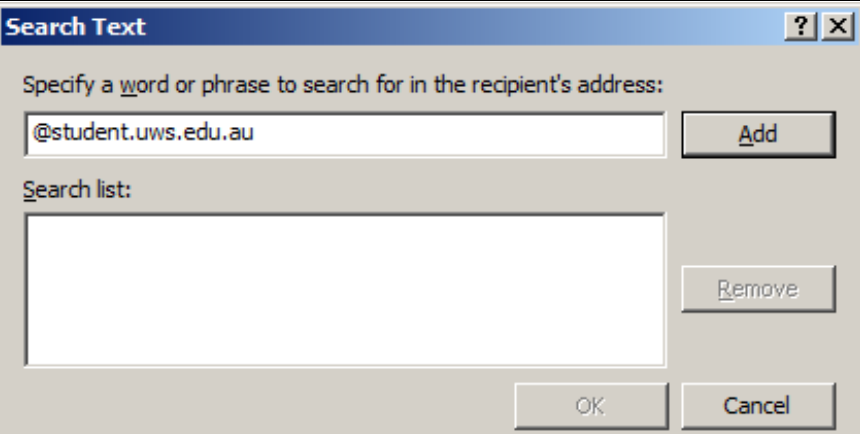
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## Student Records Outlook Rule – TRIM in cc Field

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The instructions in this guideline will take you through the process of creating an Outlook Rule to automatically cc emails to the TRIM Student File

<p>Open Outlook</p> <p>Go To the <b>Tools</b> menu</p> <p>Select <b>Rules and Alerts</b></p> <p>From the Email Rules tab select <b>New Rule</b></p> <p>Select <b>Check messages after sending</b></p> <p>Click <b>Next</b></p>	 <p>The screenshot shows the 'Rules Wizard' dialog box in Microsoft Outlook. It is titled 'Rules Wizard' and has a close button (X) in the top right corner. The main area is divided into two sections: 'Step 1: Select a template' and 'Step 2: Edit the rule description (click an underlined value)'. Under 'Step 1', there are three categories: 'Stay Organized', 'Stay Up to Date', and 'Start from a blank rule'. The 'Stay Organized' category includes options like 'Move messages from someone to a folder', 'Move messages with specific words in the subject to a folder', 'Move messages sent to a distribution list to a folder', 'Delete a conversation', 'Flag messages from someone for follow-up', 'Move Microsoft Office InfoPath forms of a specific type to a folder', and 'Move RSS items from a specific RSS Feed to a folder'. The 'Stay Up to Date' category includes 'Display mail from someone in the New Item Alert Window', 'Play a sound when I get messages from someone', and 'Send an alert to my mobile device when I get messages from someone'. The 'Start from a blank rule' category includes 'Check messages when they arrive' and 'Check messages after sending', which is currently selected and highlighted. Under 'Step 2', there is a text box containing the text 'Apply this rule after I send the message'. At the bottom of the dialog box, there are four buttons: 'Cancel', '&lt; Back', 'Next &gt;', and 'Finish'.</p>
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<p>Select with specific words in the recipient's address</p> <p>Click on the hyperlinked specific words</p>	
<p>In the top field</p> <p>Type: @student.uws.edu.au</p> <p>Click: Add</p> <p>Click: OK</p>	

Click:  
Next

from any RSS Feed  
 of the [specific](#) form type

Step 2: Edit the rule description (click an underlined value)

Apply this rule after I send the message  
with [specific words](#) in the recipient's address

Cancel < Back Next > Finish

Select:  
Cc the  
message to  
people or  
distribution  
list

**Rules Wizard**

What do you want to do with the message?  
Step 1: Select action(s)

- assign it to the [category](#) category
- move a copy to the [specified](#) folder
- flag message for [action in a number of days](#)
- clear message's categories
- mark it as [importance](#)
- stop processing more rules
- perform [a custom action](#)
- mark it as [sensitivity](#)
- notify me when it is read
- notify me when it is delivered
- Cc the message to people or distribution list
- defer delivery by [a number of](#) minutes

Step 2: Edit the rule description (click an underlined value)

Apply this rule after I send the message  
with [@student.uws.edu.au](#) in the recipient's address  
Cc the message to [people or distribution list](#)

Cancel < Back Next > Finish

Click on the  
hyperlinked:  
people or  
distribution  
list

From the contact list

Select:  
Trim

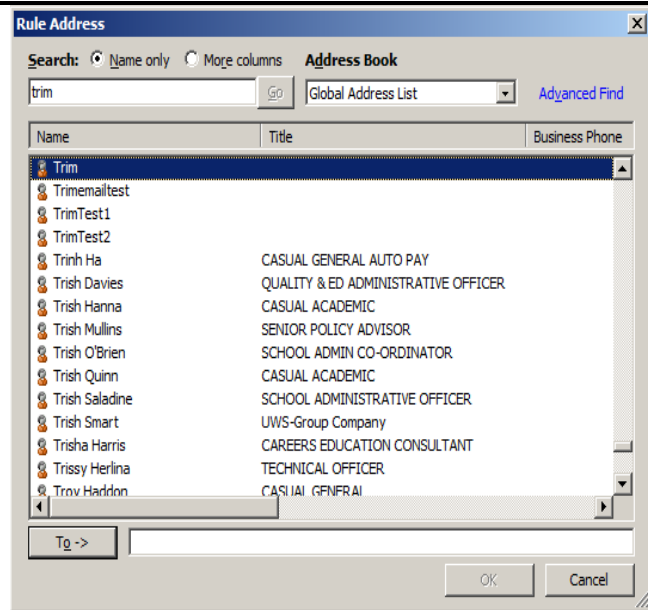
Click:  
To ->

Or

In the To-> field

Type:  
trim@westernsydney.edu.a  
u

Click:  
OK



Click:  
Next



Click:  
Next

**Rules Wizard** [X]

Are there any exceptions?

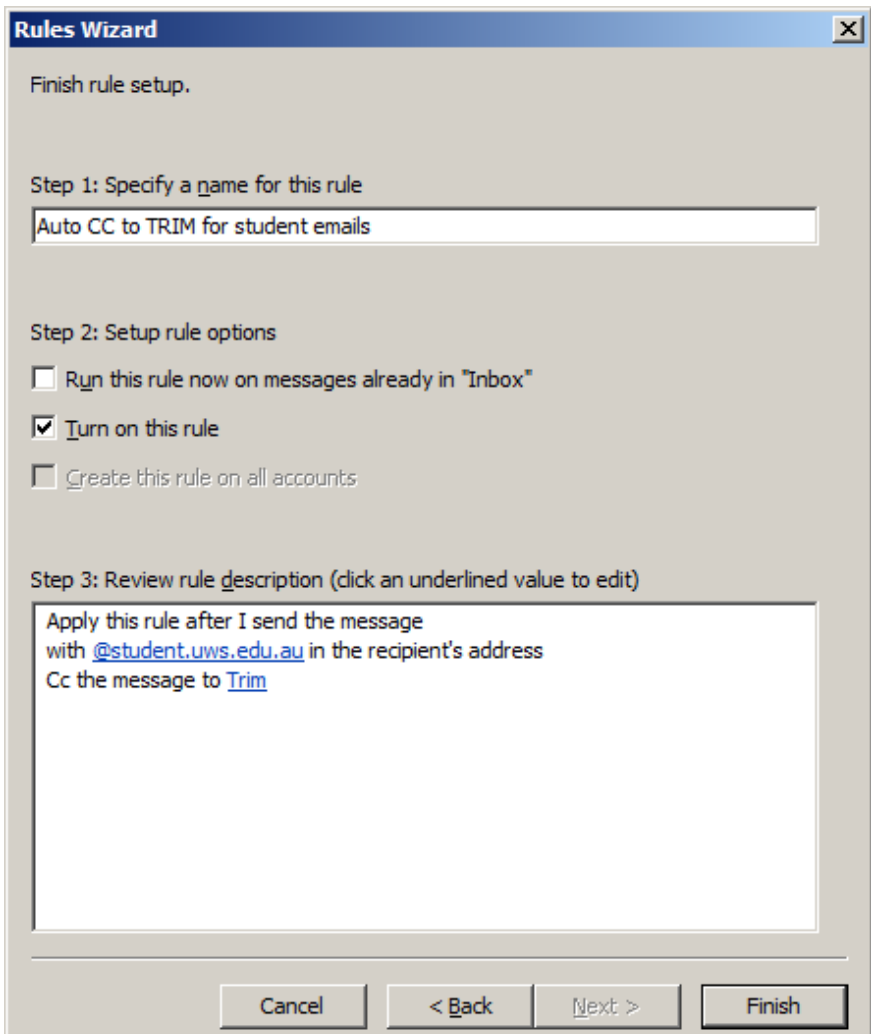
Step 1: Select exception(s) (if necessary)

- except if the subject contains specific words
- except through the specified account
- except if it is marked as importance
- except if it is marked as sensitivity
- except if sent to people or distribution list
- except if the body contains specific words
- except if the subject or body contains specific words
- except with specific words in the recipient's address
- except if assigned to category category
- except if assigned to any category
- except if it has an attachment
- except with a size in a specific range
- except if it uses the form name form
- except with selected properties of documents or forms
- except if it is a meeting invitation or update
- except if it is from RSS Feeds with specified text in the title
- except if from any RSS Feed
- except if it is of the specific form type

Step 2: Edit the rule description (click an underlined value)

Apply this rule after I send the message  
with @student.uws.edu.au in the recipient's address  
Cc the message to Trim

Cancel   < Back   Next >   Finish

<p>Give the rule a name</p> <p>Click: <b>Finish</b></p>	
<p>Click: <b>OK</b></p>	