Rule Name (optional) | Delete TRI|Distribution List Emails

When a message arrives

Where the

From field contains | [   ]

Subject contains | [   ]

Importance is | [Any   ▼]

Sent to | TRI1

People or Distribution List | [   ]

Or is | ☐ Sent only to me

Then

○ Move it to the specified folder
○ Copy it to the specified folder
◉ Delete it
○ Forward it to | [   ]

☑ Keep a copy in my Inbox

Stop getting email from a person or distribution list

To stop getting mail from a person or distribution list follow the general instructions below.

Open the Outlook Web Access (OWA) at https://web.mail.parkercc.edu/exchange

Log in using your user id (i.e. student@stu.parkernet.edu) and password.

Click on the "Rules" button in the lower left hand corner of the OWA client as shown in the attached image.

Click on the "New…" button in the menu bar along the top of the OWA Client.

Type a name for your rule such as "Delete Tri1 Distribution List Emails"

Click the Address Book icon on the right next to the "People or Distribution List" field. This will open the "Field Names - Web Page Dialog" window.

Enter "TRI1" or the person of distribution list name you wish to ignore in the "Display Name" field of the "Field Names - Web Page Dialog" and click Find Button

Select the correct person of distribution list in the list of found names and click the "Apply" button.

You may repeat this process to find additional names. When you are done finding names click the "Close" button. You should observe that the found names now populate the "Sent To" area of the "Edit Rule : Outlook Web Access - Web Page Dialog" window.

Select "Delete it" from the "Then" area of the window.

Click the "Save and Close" button in the top left corner of the "Edit Rule : Outlook Web Access - Web Page Dialog" window.