Creating a Rule in Outlook:
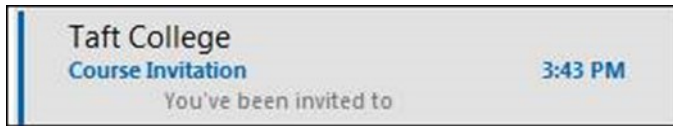Send emails from this sender to "Inbox" instead of "Clutter/ Junk"

Taft College
Course Invitation   3:43 PM
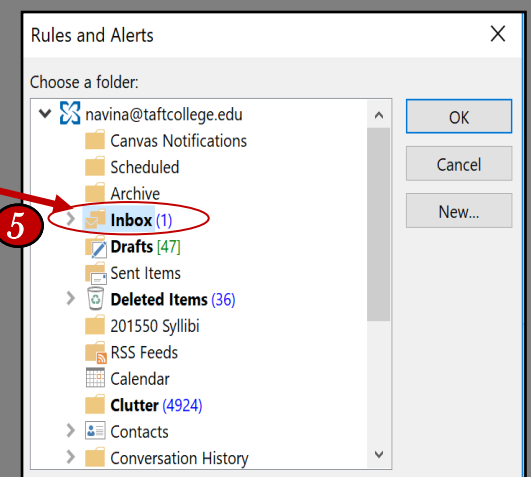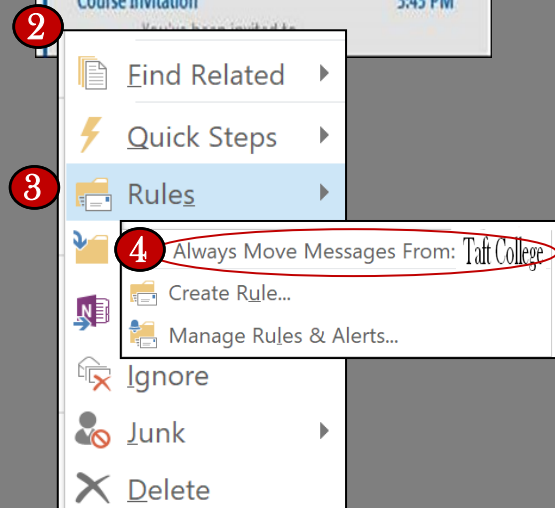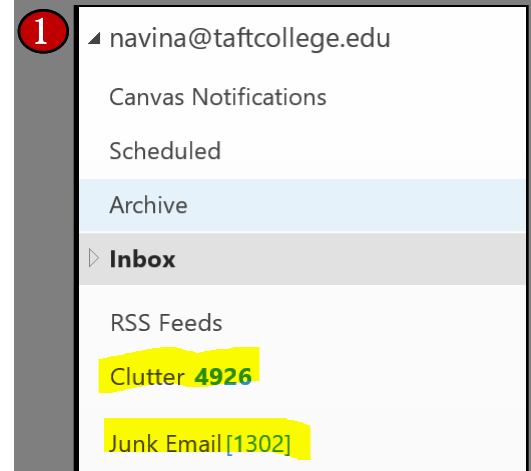You've been invited to

(Found in Clutter Folder)

If you notice any of your wanted emails going to "Clutter" or "Junk", you'll want to create a rule to stop it.

Outlook rules will make sure your emails get sent to your inbox every time.

1. Go to the clutter or junk folder where that email got sent.

2. Right click the email.

3. Select the "Rules" option.

4. Select "Always move messages from __"

5. A box will pop open prompting you to choose the desired folder for messages from this sender.

1
◢ navina@taftcollege.edu
  Canvas Notifications
  Scheduled
  Archive
▷ Inbox
  RSS Feeds
  Clutter **4926**
  Junk Email [1302]

Taft College
Course Invitation   3:43 PM

2
📄 Find Related   ▸
⚡ Quick Steps   ▸
3
📁 Rules   ▸
📂 **4** Always Move Messages From: Taft College
          Create Rule...
          Manage Rules & Alerts...
🚫 Ignore
👤 Junk   ▸
✕ Delete

Rules and Alerts   ✕
Choose a folder:
☑ 📧 navina@taftcollege.edu   ▲   OK
    📁 Canvas Notifications
    📁 Scheduled   Cancel
    📁 Archive
5 ▷ 📧 Inbox (1)   New...
    📝 Drafts [47]
    📄 Sent Items
  ▷ 🗑 Deleted Items (36)
    📁 201550 Syllibi
    📁 RSS Feeds
    📅 Calendar
    📁 Clutter (4924)
  ▷ 📇 Contacts
  ▷ 📁 Conversation History   ▼

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Going the Distance for our students!