

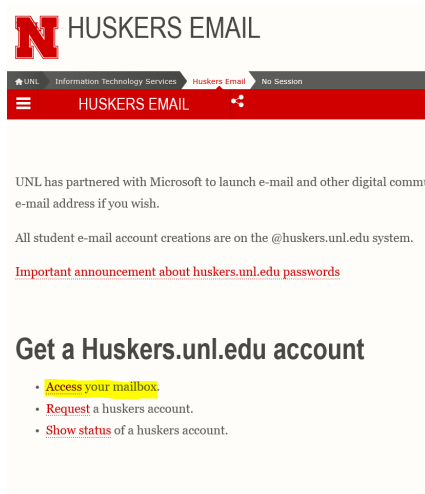
How to Create a "Huskers Inbox" for Your @unl.edu Email Account

During the April 13-15 transition, emails, attachments and folders from @huskers.unl.edu will be merged into the @unl.edu for faculty and staff who have both accounts. To keep these email separate, complete these two actions as directed below.

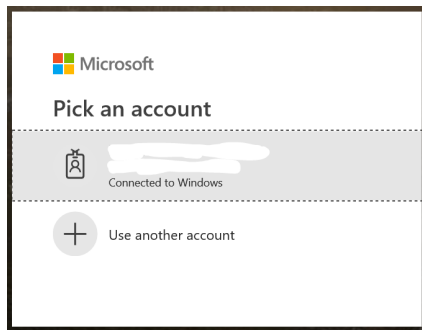
ACTION 1 : Do this before 2 p.m. on Saturday, April 13

Log in to @huskers.unl.edu and create a folder called "Husker Inbox." Move all of the emails in your inbox into that folder. This will allow the "Husker Inbox" to get moved as a folder into your @unl account, along with any other folders you have.

Step 1 – Go to huskers.unl.edu and click on Access your mailbox.

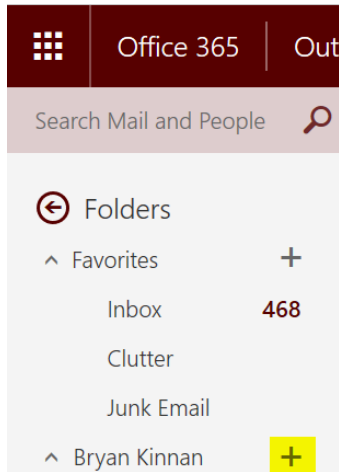


Step 2 – Sign in.



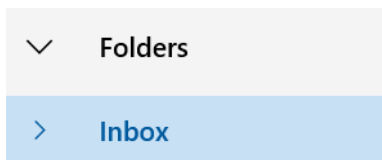
Step 3 – Create a new folder and label it Huskers Inbox.

A. Click on the + sign next to your name.

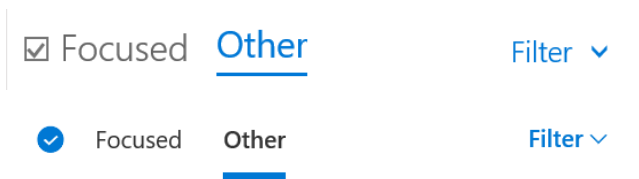


B. Label the new folder Huskers Inbox.

Step 4 – Click on your Inbox in the Folder pane.

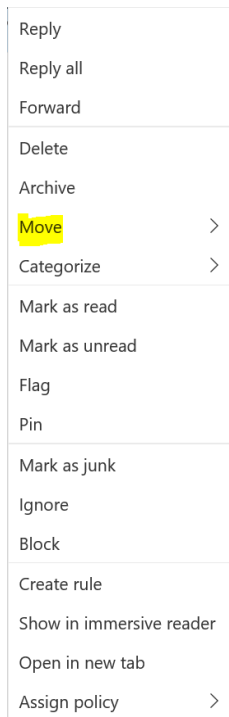


Step 5 – In the message pane, click on Other and then put a check mark in the square or circle (depending upon your version) next to the word Focused.

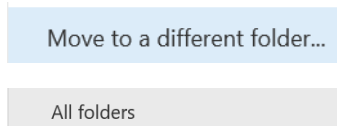


Step 6 – In the message pane, right-click on the first message.

A. Select Move.



B. Select “Move to a different folder...” or “All Folders” (depending up on your version).



C. Select Huskers Inbox from the drop-down list and Click Move or, if using the new version, simply select Huskers Inbox from drop-down list.



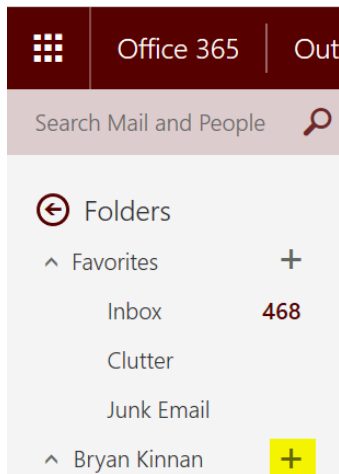
ACTION 2 : Do this after 8 a.m. on Monday, April 15

Log in to @unl.edu and create an Outlook rule to direct incoming @huskers email directly to your new "Husker Inbox" folder.

Step 1 – Log onto [MyMail.unl.edu](https://mymail.unl.edu).

Step 2 – Create a new folder and label it Huskers Inbox (if you performed action 1 prior to the migration, this step can be skipped)

A. Click on the + sign next to your name.



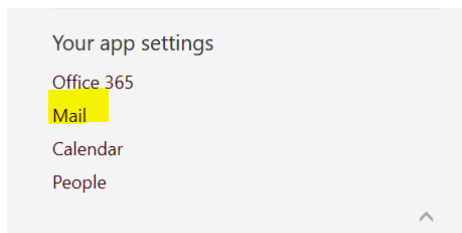
B. Label the new folder Huskers Inbox.

Step 3 – Create a new rule to direct email sent to your huskers.unl.edu mail to your “Huskers Inbox” folder.

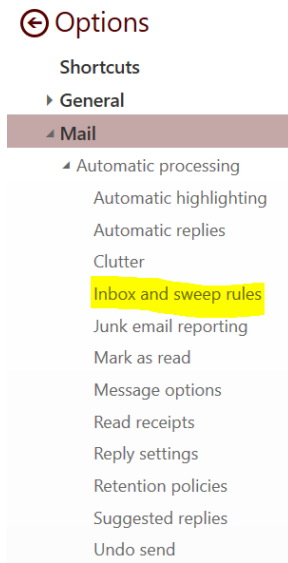
A. Click on the Settings button (COG) in the upper right-hand corner of the screen.



B. Under Your app settings, click on Mail.



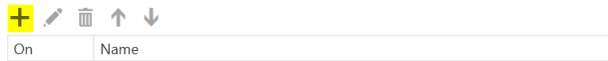
- C. Under Mail > Automatic Processing, Click on Inbox and sweep rules.



- D. Under Inbox rules, click on the + sign.

Inbox rules

Choose how email will be handled. Click the "+" icon below to create a new rule.



- E. In the New inbox rule screen, set a name of Huskers Inbox Rule.

New inbox rule

Name



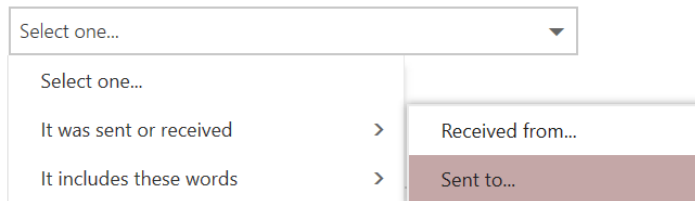
- F. In the "When the message arrives, and it matches all of these conditions" drop down menu, select It was sent or received > Sent to... option.

New inbox rule

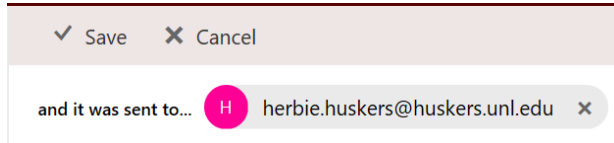
Name



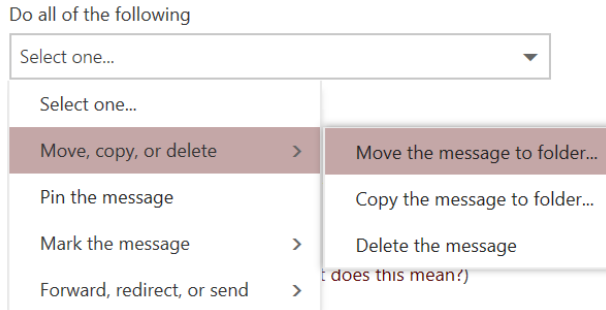
When the message arrives, and it matches all of these conditions



- G. An address picker screen will appear, type in your @huskers.unl.edu address at the top of the screen next to “and it was sent to...”, hit enter and then click Save.

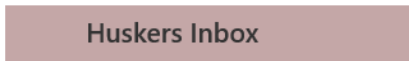


- H. In the “Do all of the following” drop menu, select Move, copy, or delete > Move the message to folder... option.



- I. In the Select folder pop-up menu, scroll down and select your Huskers Inbox folder.

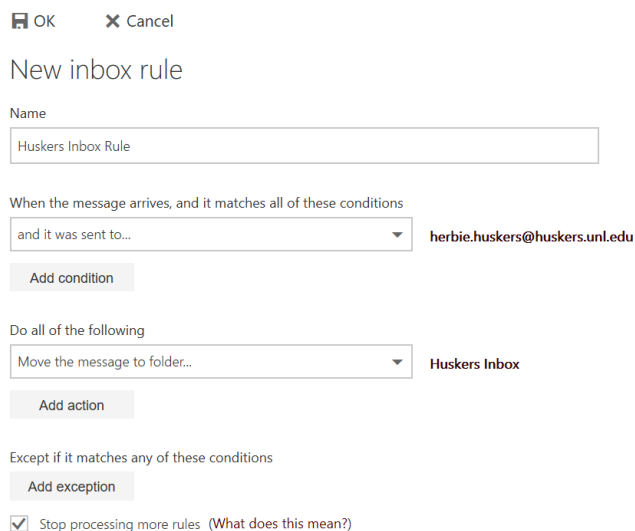
Select folder



- J. Once your Huskers Inbox folder is selected, click OK.



- K. Once complete, click on OK.



Step 4 – The completed rule should read:

Rule: Huskers Inbox Rule

After the message arrives and...

the message was sent to your @huskers.unl.edu

Do the following:

Move the message to folder “Huskers Inbox”

and stop process more rules on this message

This rule is: On

Inbox rules

Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.

On	Name
<input checked="" type="checkbox"/>	Huskers Inbox Rule

Rule: Huskers Inbox Rule

After the message arrives and...
the message was sent to 'herbie.huskers@huskers.unl.edu'

Do the following...
move the message to folder 'Huskers Inbox'
and stop processing more rules on this message

This rule is: On

Step 5 – Click on the Left facing arrow next to Options to go back to your Inbox or Log Out.

Options

- Shortcuts
- General
- Mail