

Managing DSABox Email Notifications by Using Outlook Rules

Issue:

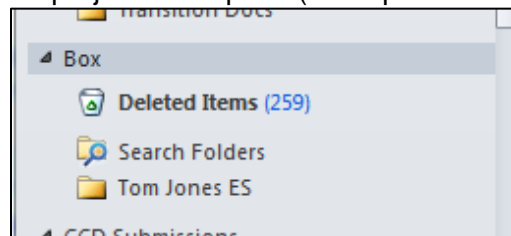
Currently, collaborators receive notifications regarding their projects using only the application number based on the root folder name. The subject line does not list the school or project name, making management of project notifications cumbersome. Any document placed within a subfolder under the root project folder has the application "number_document" type embedded in the DSABox email notification.

Example: Box Updates New Items were added to '02-113470_Semi-Monthly Reports'

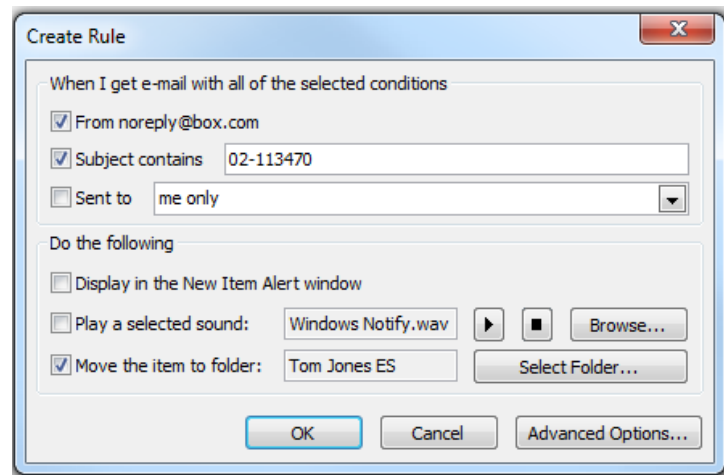
Recommended Solution:

Collaborators create a rule in Outlook, or equivalent mail system, as described below. The DSABox email notification message and any future messages will be placed in a personal email folder under the project application number and school name, and if desired, the project description.

1. Create a personal folder (or subfolder) in your mailbox titled with the school name (Example: Tom Jones ES) or school name and project description (Example: Tom Jones ES – Gymnasium).



2. Upon receipt of a notification email from "Box Update," highlight the email.
3. Select "Rules" command from the Home toolbar; select "Create Rule."
4. Select the checkbox "From nonreply@box.com."
5. Select the checkbox "Subject contains" and type in the project application number.
6. Select the checkbox "Move the item to folder"; select the newly created folder titled the school name from the "Select Folder..." menu.
7. Select "OK."



8. In the "Success" screen, select "Run this rule now on messages already in the current folder."
9. Select "OK."

