

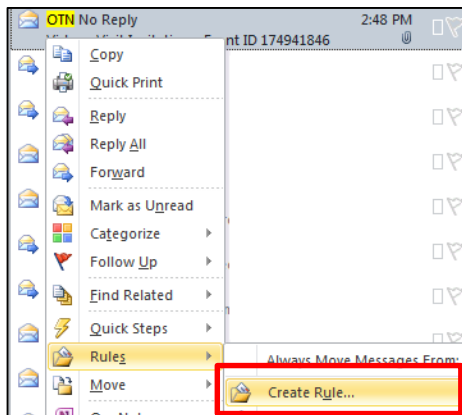
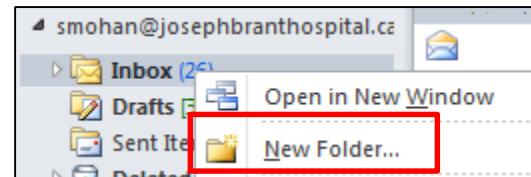
# OTN – Filter Emails out of Inbox

## How to Filter Emails to a Folder in Outlook

As delegates assign appointments to physicians using OTN, they will receive an email per appointment as a confirmation. To clear out those emails more easily please follow the steps below:

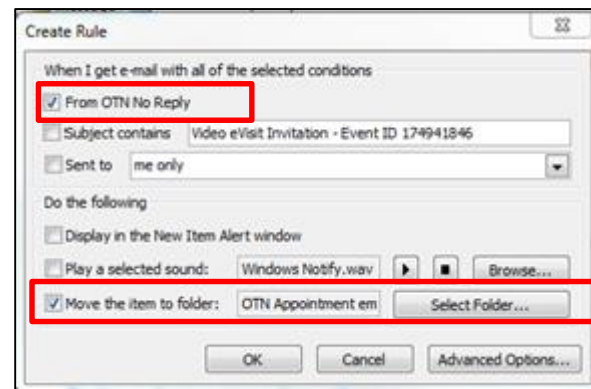
### Step 1: Create folder in outlook

Right click on the 'inbox' folder under your email address and create a new folder named 'OTN Appointment emails'



### Step 2: Create a Rule

Right click on any of the OTN emails that arrived a result of the booking being placed on behalf of a physician. Then click on Rules> Create Rule

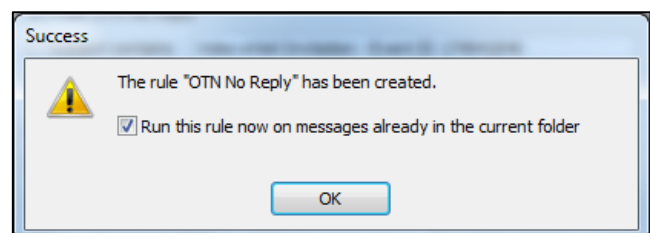


### Step 3: Enter Parameters

Check off 'From OTN No Reply' and 'move the item to folder' while selecting the folder that was just made.

### Step 4: Run Rule on Inbox.

Check off the box to send all current emails meeting the above parameters to the folder created. All future emails inbound will go to this folder.



You can empty this folder easily by clicking on it, selecting all emails in the folder (Ctrl+A) and pressing delete on your keyboard to move them to your Deleted Items folder.