

Exchange Online sisendkausta reeglite loomine

Postkasti sisendkausta reeglite eesmärk on lihtsustada kirjade sorteerimist kaustadesse. Reeglid käivituvad automaatselt igal sissetulnud kirjal ning reegli tingimustele vastavad kirjad liigutatakse teie postkastis õigesse kausta. Järgmiste juhiste abil saate seadistada enda postkastis taolisi reegleid.

1. Logige sisse veebipostkasti aadressil <http://mail365.ut.ee>
2. Kui te olete oma postkasti sisse loginud, siis valige ülevalt paremalt Sätted (hammasratta ikoon). Paremavalik avanenud menüüs valige kõige alt Meil. Vasakul avanenud menüüs valige Meil Automaattöötlus Sisendkausta- ja korrastamisreeglid.
3. Vajutades "+" märgil avaneb uus aken, kus saate oma sisendkausta reegli lisada. Nime väljale kirjutate reegli nimi. Järgmisena tuleb rippmenüüst valida sissetulnud kirja tingimus. Järgmises rippmenüüs tuleb valida, mida reegli tingimusele vastava kirjaga teha. Järgmisel pildil on loodud reegel, mis teisaldab kirjad, mis sisaldavad pealkirjas või tekstis sõna "konverents", kausta "Konverents".

The screenshot shows a dialog box for creating a rule named 'Konverents'. At the top, there are buttons for 'OK' and 'Loobu' (Cancel). The rule name 'Konverents' is entered in the 'Nimi' field. Below, there are three sections for defining the rule: 1. 'Kui sõnum saabub ja vastab järgmistele tingimustele' (When the message arrives, and it matches all of these conditions): A dropdown menu shows 'See sisaldab teemas või sisus neid sõnu...' (It includes these words in the subject or body...) with a blue 'konverents' tag. A 'Lisa tingimus' (Add condition) button is below. 2. 'Tee järgmist' (Do all of the following): A dropdown menu shows 'Teisalda sõnum kausta...' (Move the message to folder...) with a blue 'Konverents' tag. A 'Lisa toiming' (Add action) button is below. 3. 'Välja arvatud juhul, kui see vastab järgmistele tingimustele' (Except if it matches any of these conditions): A 'Lisa erand' (Add exception) button is present. At the bottom, there is a checkbox 'Peata ülejäänud reeglite töötlemine (Mida see tähendab?)' (Stop processing more rules (What does this mean?)) which is currently unchecked.

4. Kui loodud reegel on teie jaoks sobiv, siis vajutage OK.
5. Kui te soovite olemasolevat reeglit ajutiselt peatada, siis võtke reeglit linnuke eest ära ning vajutage Salvesta.
6. Reegli täielikuks eemaldamiseks valige reegel ning "Kustuta", seejärel "Salvesta".

The purpose of inbox rules is to simplify sorting of incoming messages into folders. Rules will automatically check if incoming e-mails have all the conditions met which are set up in the rule and moves the e-mails to the desired folder. Below you can find instructions on how to set up such rules.

1. Log into your e-mail account at <http://mail365.ut.ee>
2. When you've logged in, choose Settings (Gear icon) on the top-right corner. Choose Mail from the bottom of the menu. In the new menu, which opened at the left side, choose Mail Automatic processing Inbox and sweep rules.
3. Clicking on the "+" sign opens a new window where you can create a new rule for your incoming e-mails. In the Name field write the name of your rule. From the first drop-down menu choose a condition of the e-mail. From the second drop-down menu choose, what to do with the e-mail which meets the rule conditions. In the picture below is shown a rule which moves the e-mails that have the word "conference" in the subject or e-mail text into the folder "Konverents".

The screenshot shows a dialog box for creating a rule named 'Conference'. At the top, there are buttons for 'OK' and 'Cancel'. The rule name 'Conference' is entered in the 'Name' field. Below, there are three sections for defining the rule: 1. 'When the message arrives, and it matches all of these conditions': A dropdown menu shows 'It includes these words in the subject or body...' (It includes these words in the subject or body...) with a blue 'conference' tag. An 'Add condition' button is below. 2. 'Do all of the following': A dropdown menu shows 'Move the message to folder...' (Move the message to folder...) with a blue 'Konverents' tag. An 'Add action' button is below. 3. 'Except if it matches any of these conditions': An 'Add exception' button is present. At the bottom, there is a checkbox 'Stop processing more rules (What does this mean?)' which is currently unchecked.

4. When you've finished setting up the rule, click OK.
5. If you want to temporarily disable a rule, remove the tick in front of the rule and click Save.
6. If you want to delete a rule, choose the desired rule and click delete. After that, click Save.