Creating an Inbox Rule in Dukes Accounts

1. Log into dukes.jmu.edu with your dukes e-mail and password.

   Once logged in, click on the gear icon at the top right of the screen to open Settings.

2. In the Settings search bar, type inbox rules. Then, click on Inbox rules.
3. Click on the + button below the message “Choose how email will be handled....”

4. **Enter a Name** for the rule.

5. **Select a condition for the rule** in the dropdown. This designates the messages to which the rule will be applied.

   Use the **Add condition** button to create additional conditions.

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6. **Select an action** from the dropdown, which will determine what happens to the messages.

   Use the *Add action* button to create additional actions.

7. Once you are done setting parameters for the rule, click **OK** at the top left of the box to save the rule.

8. The new rule should be listed in the Inbox rules section.

   If not grayed out, click **Save** to ensure all changes will take effect.