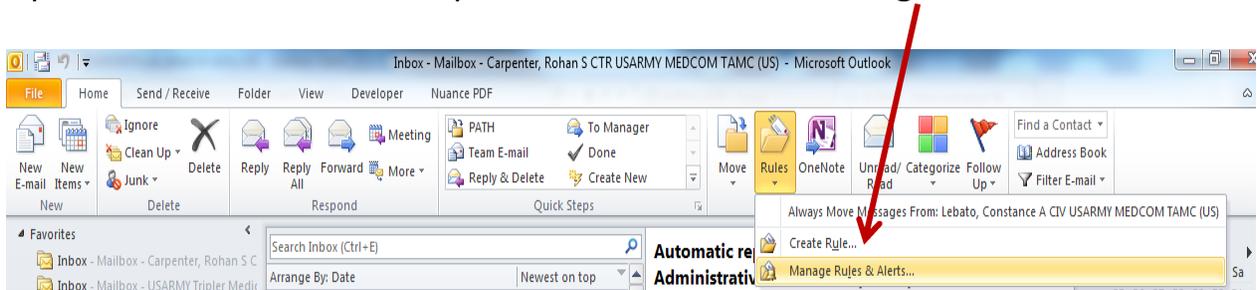
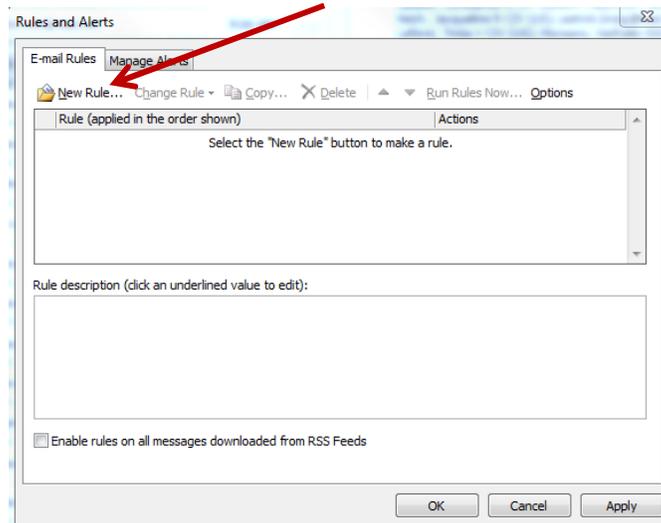


## How to Create an Outlook Rule for PATH Notifications

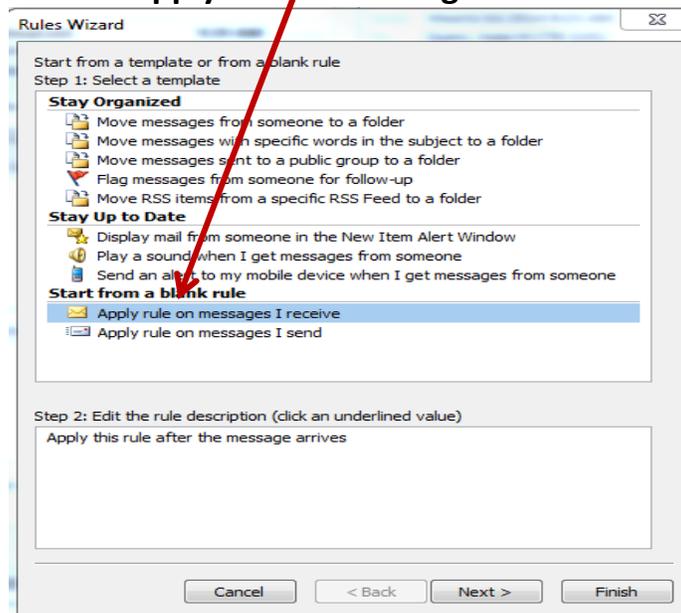
Open Outlook, click **Rules** dropdown and then select **Manage Rules & Alerts...**



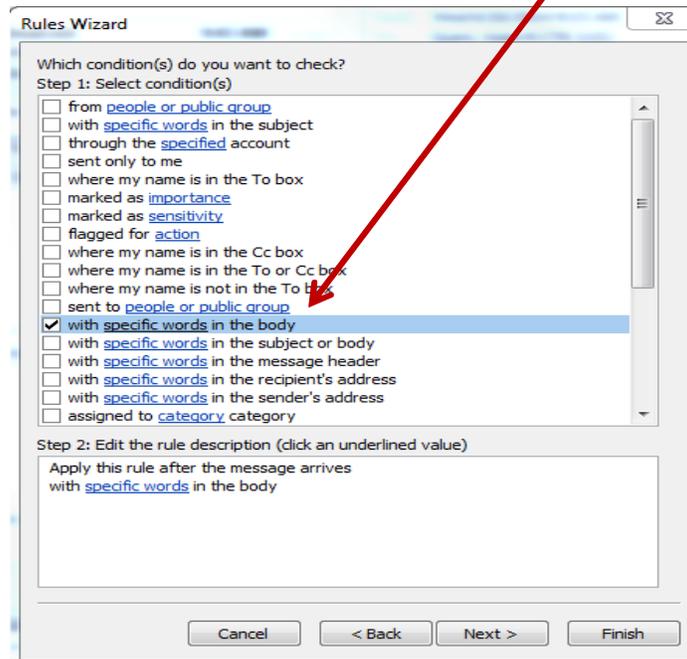
In the Rules and Alerts windows click **New Rule...**



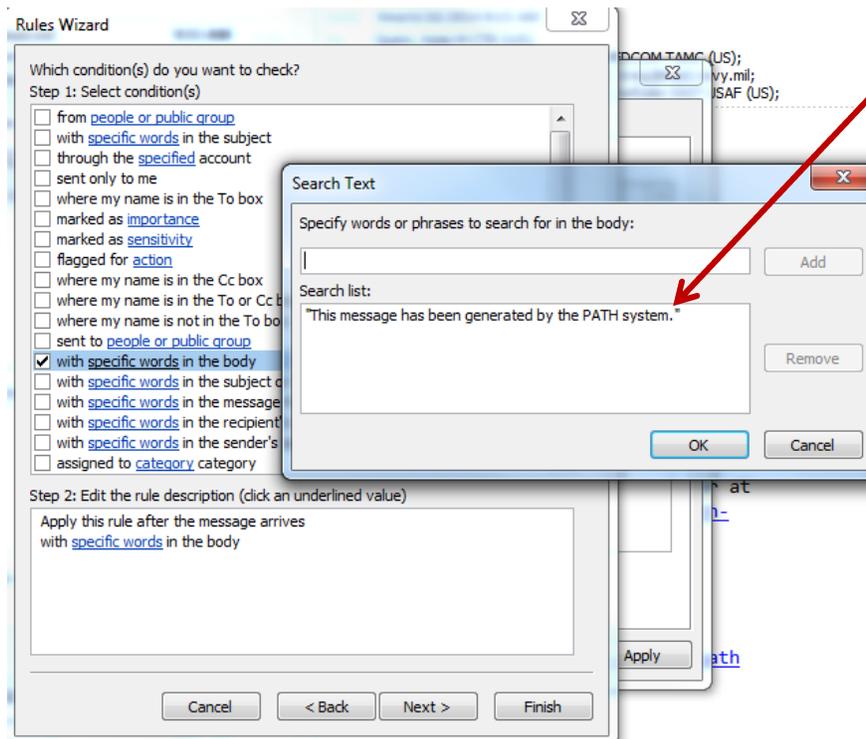
In the Rules Wizard select **Apply rule on messages I receive** and click **Next**



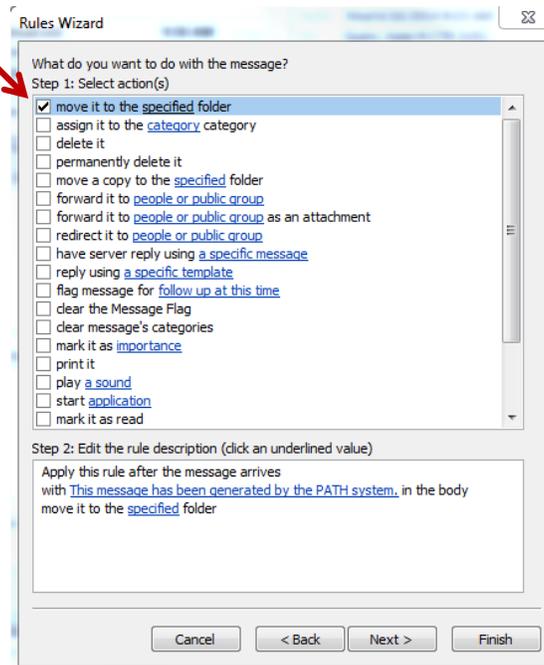
For which condition(s) do you want to check select the **with specific words in the body** choice



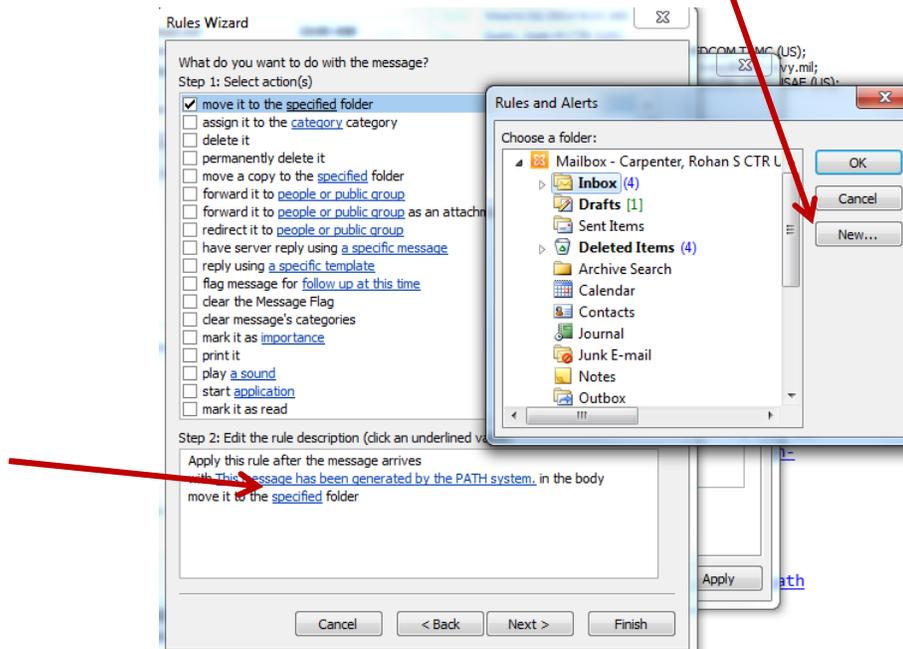
Click the **specific words** text (in Step 2) and input the following "This message has been generated by the PATH system." without quotes and click **Add** then **OK**.



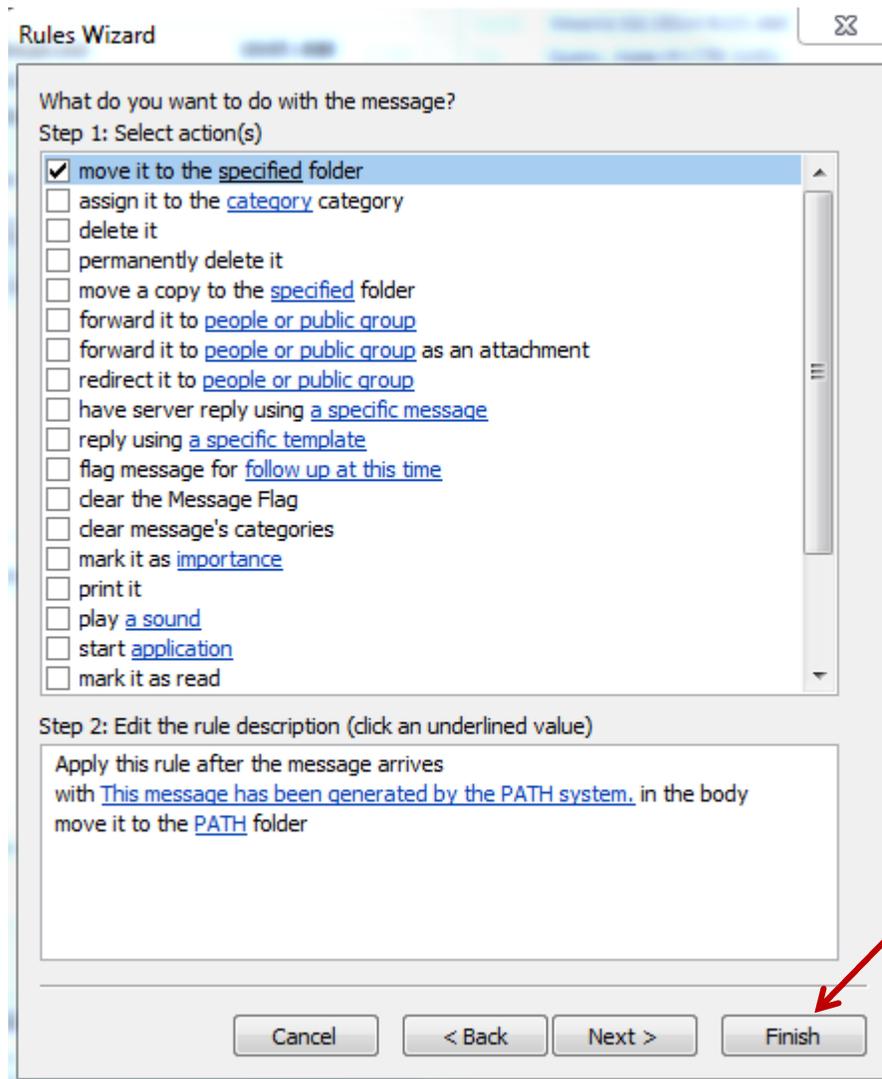
Click **Next** and then select what you want to do with the message by checking the **move it to the specified folder** choice.



Click the **specified** text (in Step 2) and then either select an existing folder or create a new one under your inbox by clicking the **New...** button



Click **Finish** after specifying what to do with the message.



Click **Apply** and then **OK**.

