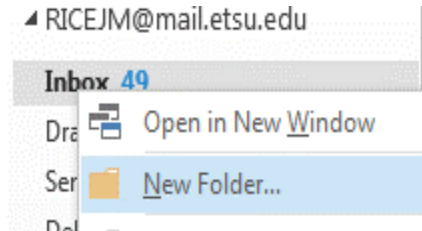


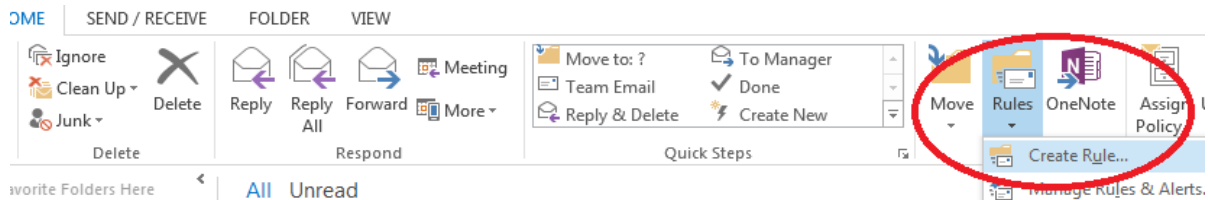
Log in through GoldLink or at <https://etsu.campus.eab.com/>; use your ETSU user name and password.
For best results open Navigate in Chrome, Safari, or Firefox.

Setting Up Outlook to Manage Appointment Emails from Navigate

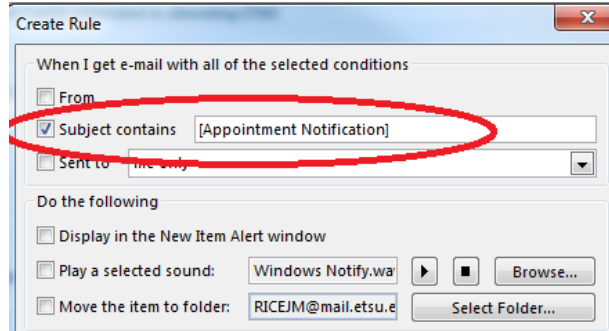
- 1) Create a new email folder in Outlook named Navigate Appointments.



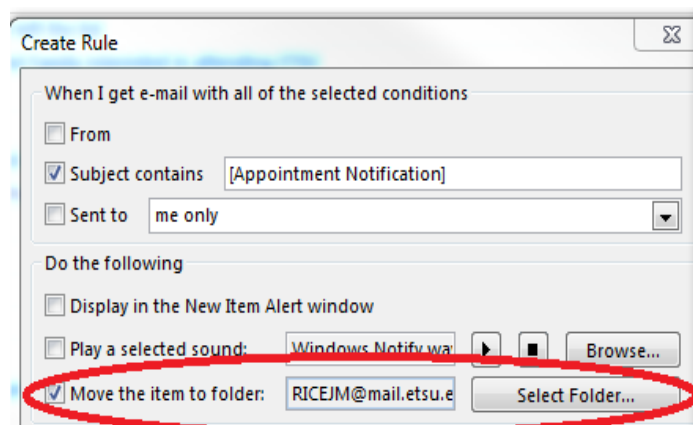
- 2) Under the **HOME** tab click **Rules>Create Rule**.



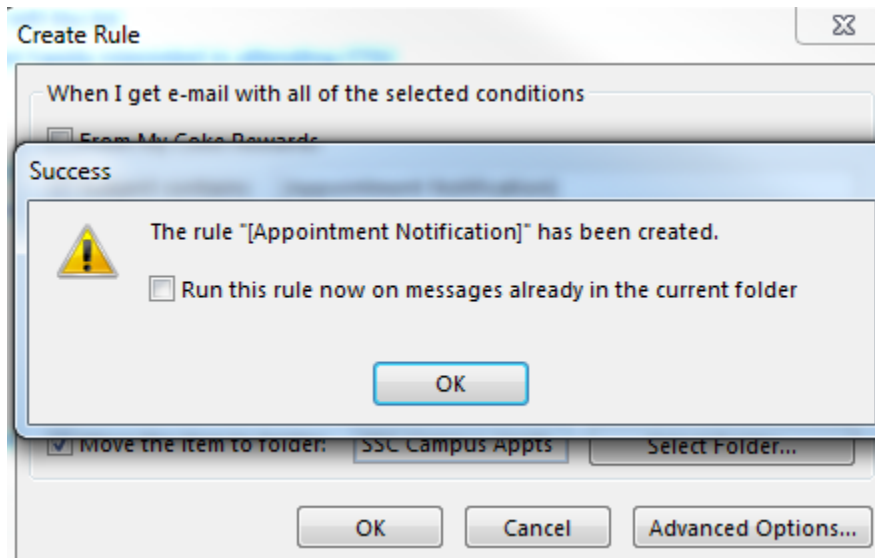
- 3) Check **Subject contains**; type [Appointment Notification].



- 4) Check **Move the item to folder**, click **Select folder**, then find and select the folder you created.



- 5) Click **OK**. A window confirm that the rule has been created. Clicking **Run this rule now...** will find and move all emails containing [Appointment Notification].



- 6) To create a rule to move Navigate appointment reminders to the new folder, repeat steps 2-6 using the subject line [Appointment Reminder].