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

## Create a new email folder in Outlook named Navigate Appointments.

##

## Under the **HOME** tab click **Rules**>**Create Rule**.



## Check **Subject contains**; type [Appointment Notification].



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



## 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].



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