Setting Up Rules (Filters) in Student Email

**Step 1** Go to student.semo.edu and login with your SE-Key and Password.

Welcome to student.semo.edu, your student e-mail server.

Southeast Key  [ ]  Password  [ ]  Enter

**Step 2** Click on the Mail Control button (in between Settings and Files)

**Step 3** Look for the “add new” section at the bottom of the section displayed.

**Step 4** Type in the name you would like your rule to be called. Click create.

Add New

Name: (Ex: Spam)  Create

**Step 5** You can now see that your rule was created directly above the “Add new.”
**Step 6** Click on the **edit** button for the rule you would like to change.

**Step 7** Set all of the data fields to your needs.

**Step 8** Click the **check mark** at the top left of the red box. To **reset** rule to blank, click the “X” right by the check mark. Once you are done, click the **small “x”** in top right corner of the section to **go back** to rules page.