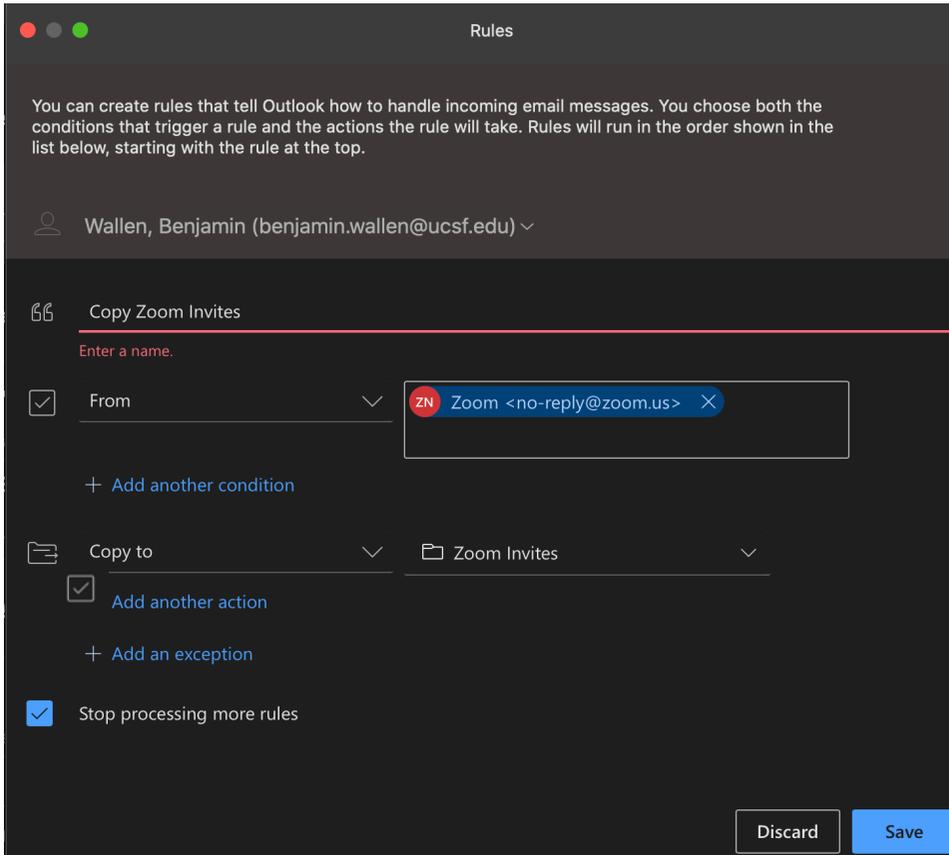


Never Lose a Zoom Email Invite Again

This rule copies all emails received from the zoom system email account and copies them into a folder for easy access and reference.

1. **Create a folder** in your inbox called “Zoom Invites” or whatever you want to name it in outlook.
2. **Click on Tools** in the menu bar at the top of your screen.
3. Then select **Rules**
4. Match the settings below:



The screenshot shows the Outlook 'Rules' configuration window. At the top, it says 'Rules' and provides a brief explanation: 'You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.' Below this, the user's name 'Wallen, Benjamin (benjamin.wall@ucsf.edu)' is displayed. The rule name is 'Copy Zoom Invites'. The condition is 'From' with the value 'Zoom <no-reply@zoom.us>'. The action is 'Copy to' with the folder 'Zoom Invites'. The 'Stop processing more rules' checkbox is checked. At the bottom, there are 'Discard' and 'Save' buttons.

Rules

You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.

Wallen, Benjamin (benjamin.wall@ucsf.edu) ▾

Copy Zoom Invites

Enter a name.

From ▾ Zoom <no-reply@zoom.us> ✕

+ Add another condition

Copy to ▾ Zoom Invites ▾

Add another action

+ Add an exception

Stop processing more rules

Discard Save

Verify the account at the top is the one you wish to add the rule to.

From is: **Zoom <no-reply@zoom.us>**

Action: **Copy to**

Location: i.e. **Zoom Invites**
(or the folder created already)

Uncheck **Stop Processing More Rules**

Click **SAVE**.

Note: This is not-retroactive. Will only work for future invites and emails. You can set to retroactive if you want.