

# 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:

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.

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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.