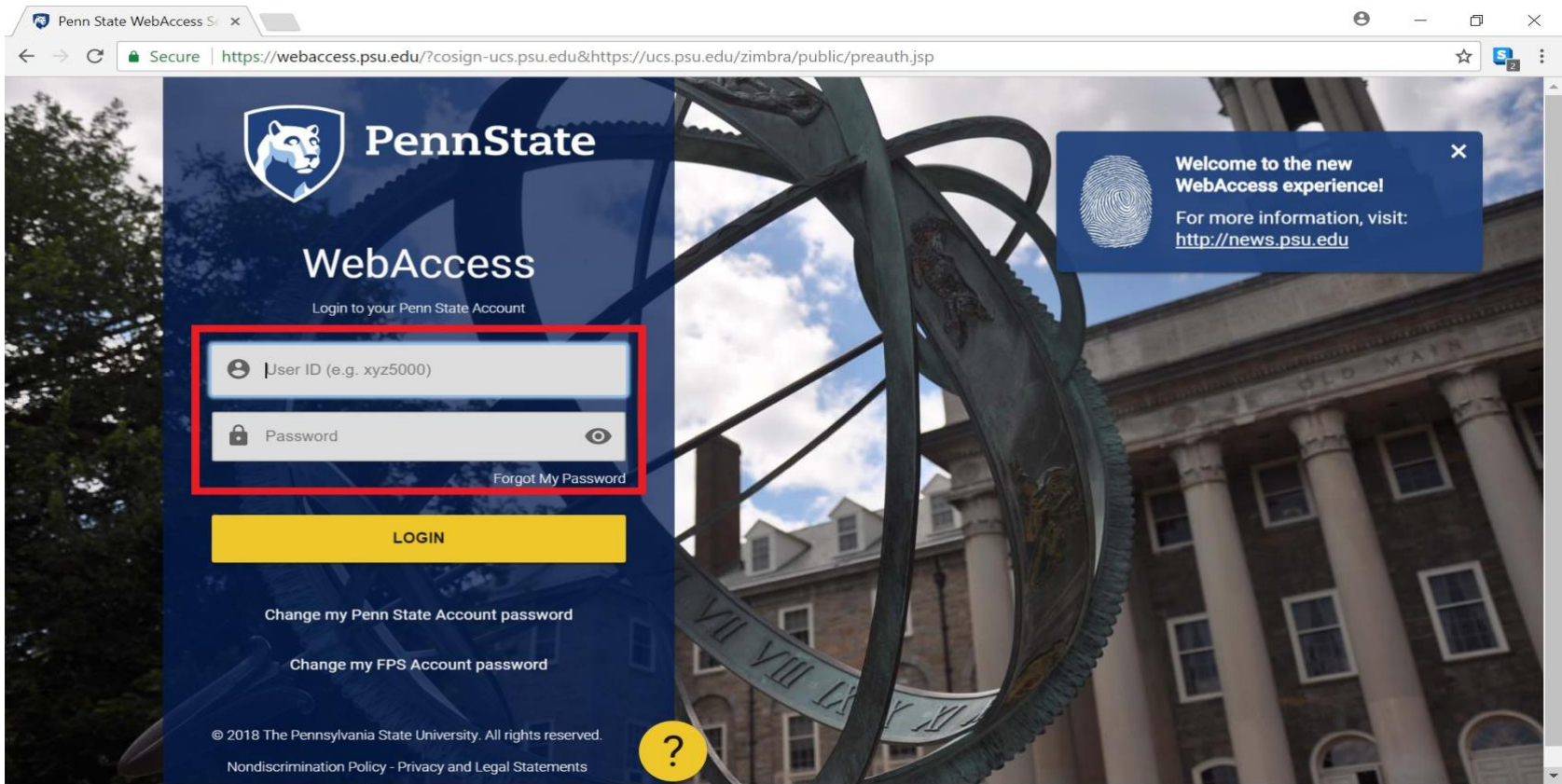


Office365: Find Your UCS Rules and Filters - KB0011382

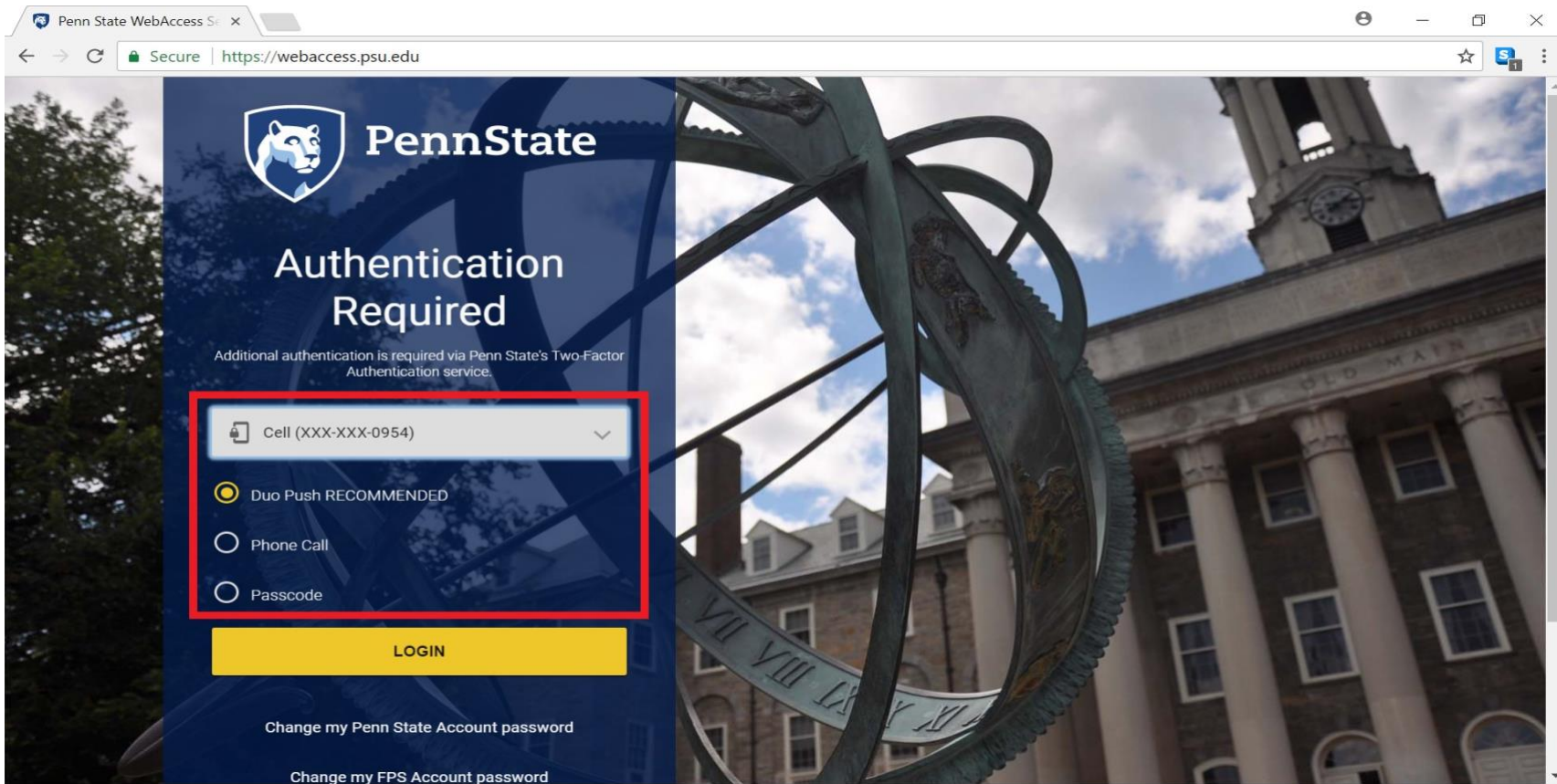
Step 1: In your browser, navigate to **ucs.psu.edu**



Step 2: When prompted, provide your PSU Access credentials



Step 3: If prompted, provide your Two-Factor Authentication.

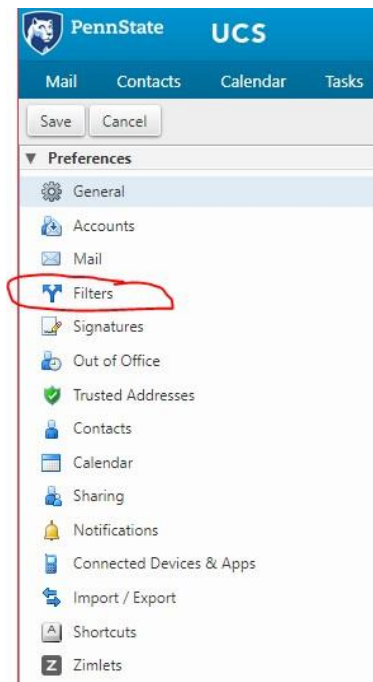


Find Your Rules and Filters

Step 1: Click on the **Preferences** tab.



Step 3: In the left-side menu, click **Filters** to bring up the filters page.



Step 4: Find any filters, either active or inactive you could utilize and double click on that filter's name.

Step 5: Utilize your operating system's built in screen capture tool and take a screen shot of the rule. Alternatively, you could write down the details of the rule.

Step 6: Repeat step 4 and 5 for each rule you want to capture.

Edit Filter

Filter Name: Active

If of the following conditions are met:

<input type="text" value="From"/>	<input type="text" value="matches exactly"/>	<input type="text" value="request@et-test.psu.edu"/>	<input type="text" value="all"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="Subject"/>	<input type="text" value="contains"/>	<input type="text" value="WikiSpaces"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Perform the following actions:

<input type="text" value="Move into folder"/>	<input type="text" value="WikiEdits"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
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Do not process additional filters