How to Filter Meeting Updates
Marked as Low Importance

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Outlook 2007

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To filter arriving meeting updates that are of Low Importance, you can apply a simple Rule on incoming messages that will automatically move them to a specific folder. To do this, it is recommended that you use Outlook Web Access for this procedure, although it can also be achieved using Outlook 2003 and 2007.

1. Open Internet Explorer and navigate to https://mail.uvic.ca, and enter your Username and Password, and click Log On.

**Note:**

As a meeting organizer you may, from time to time, be required to make updates to a meeting that has already been scheduled and responded to. When updating a meeting in invitee’s calendars, it is recommend that you send the update marked as Low Importance, and not request a response. This will immediately update their calendar without them having to respond to the update message.
2. Click on **Options**.
3. Click on **Rules** and then click on **New Rule** to select **Create a new rule for arriving messages.**
You will be prompted with a notification window informing you that you must delete any rules that have been disabled before you can use Outlook Web Access to create a new rule.

4. Click on **Delete Disabled Rules**. This will open the *New Rule* dialog box.
5. Click on the link labelled “If the message is...” and select “A meeting invitation or an update to a meeting” from the options provided.
6. Click on the link labelled “If this message is marked with...” and select “A specific importance” from the list provided.

7. Then click on the link labelled “importance”.
8. Select **Low** from the options provided and click **OK**.
9. Click on “**Move, copy, or delete...**” and select “**Move the message to a specified folder**”.

![Image of Outlook 2007 interface showing the rule editor and the option to move messages.](image-url)
10. Click on the link labelled “specified”.
11. Scroll to locate the folder where you would like to move these updates and highlight to select it.

Click OK when you are finished.

**Note:**

You can also click on **Create New Folder** if you need to create one.
12. Click **Save** to return to the Options – **Rules** folder.
13. You will see that your new Rule have been created.

14. Click on New Rules to create any additional rules or Log Off.
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