



Registered E-mail®

an RPost® product

How to create an “Acknowledgement” folder in Outlook 2003.

Please follow the instructions below to add an “Acknowledgement” folder to store your RPost® Registered E-mail® Acknowledgement™ e-mail messages.

1. From the inbox of Microsoft Outlook® press **Tools**
2. Press **Rules and Alerts**
3. Press **New Rule**
4. At the top of the box, press, **Start from a blank rule**
5. Under step 1: Highlight “Check messages when they arrive”
6. Press **Next**
7. Under step 1: Check the box, “with specific words in the message header”
8. Under step 2: Click the link “specific words”
9. In the pop-up, insert the word, “**Acknowledgement**” and press **Add** on the right
10. Press **OK**
11. Press **Next**
12. Under step 1: Check the box, “move it to the specified folder”
13. Under step 2: Click the link “specified”
14. In the pop-up titled “Rules and Alerts”, highlight **Inbox**
15. Press **New**
16. Under name: insert the word, “**Acknowledgement**” and press **OK** at the bottom
17. Press **OK**
18. Press **Finish**
19. On the top right, press “Run Rules Now”
20. Under select rules to run: Check the box next to Acknowledgement.
21. Press **Run Now** (wait until the process finishes)
22. Press **Close**
23. Press **OK**

Now all your Acknowledgements will automatically be put into a special Acknowledgement folder.

Please contact support if you have any questions.

Thank you,
RPost Support

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