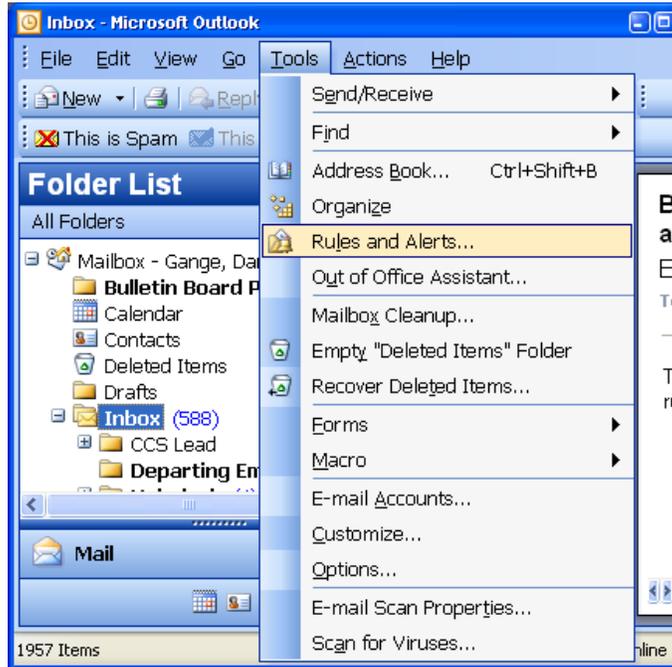


How to Automatically Delete NED NTE Date Expiration Notifications

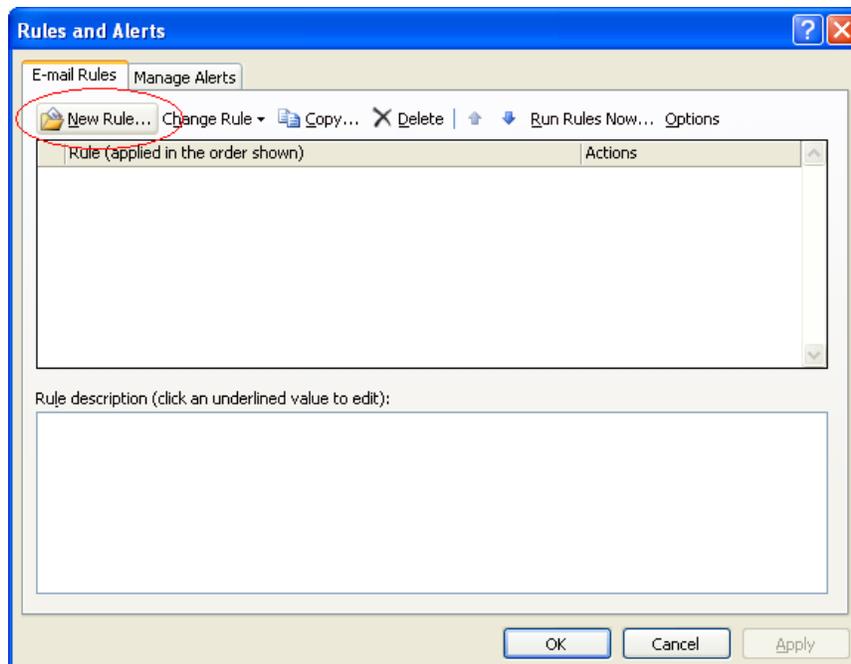
The following steps will guide you through the creation of an Outlook rule to filter the NTE date expiration notifications you get from NED Administrator. These instructions assume that:

- you would like to delete messages about people who are in a SAC code outside of your coverage; and
- you would like to keep messages about people who are in a SAC code you are responsible for.

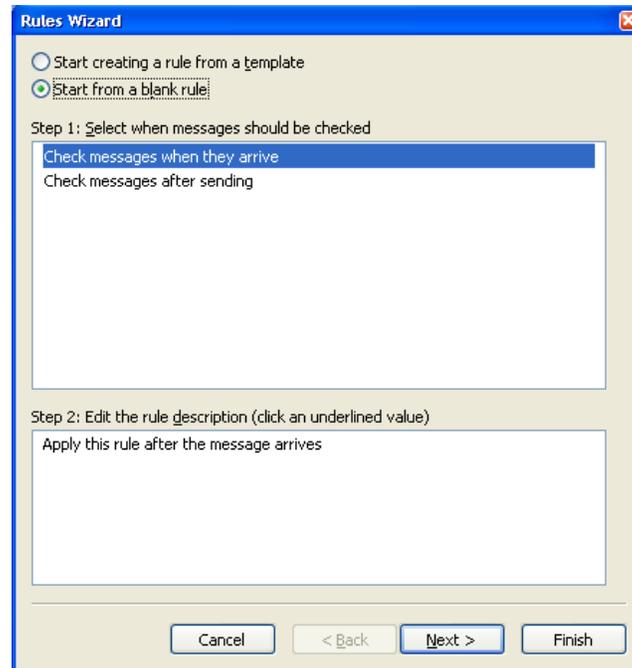
1. From Outlook select **Tools** then **Rules and Alerts**.



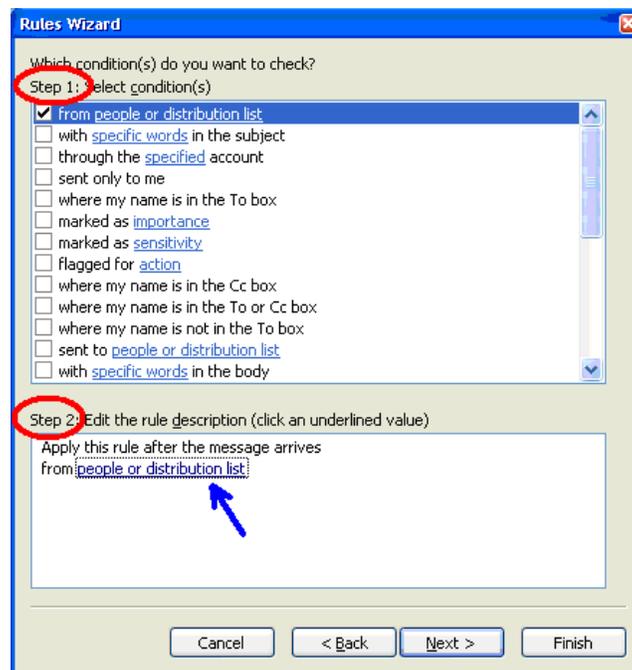
2. Select **New Rule**.



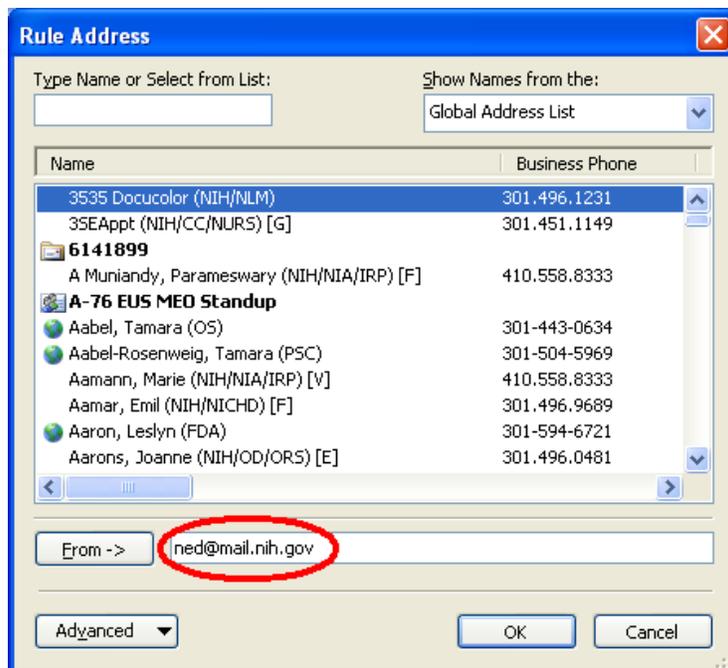
3. Select **Start from a blank rule** and highlight **Check messages when they arrive**.



4. Click **Next**.
5. From Step 1, select **from people or distribution list**.
6. From Step 2, click on **people or distribution list**.

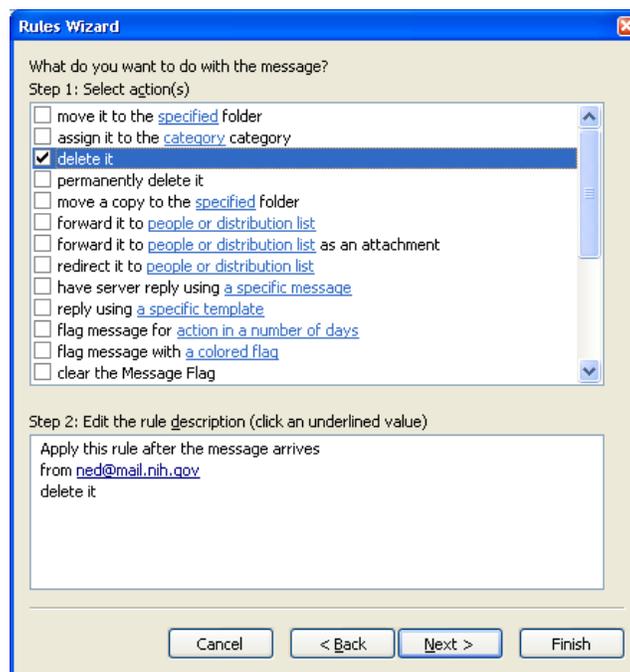


7. Type **ned@mail.nih.gov** in the **From** field then click **OK**.



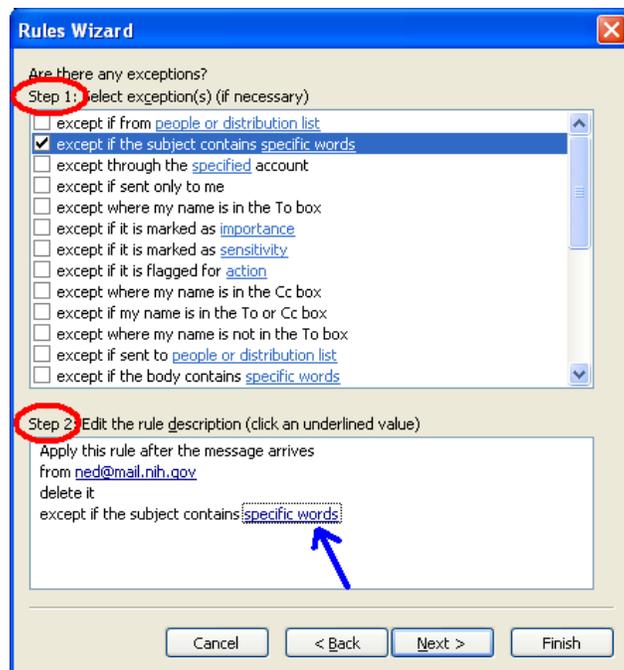
8. Click **Next**.

9. From Step 1, select **delete it**, and click **Next**.

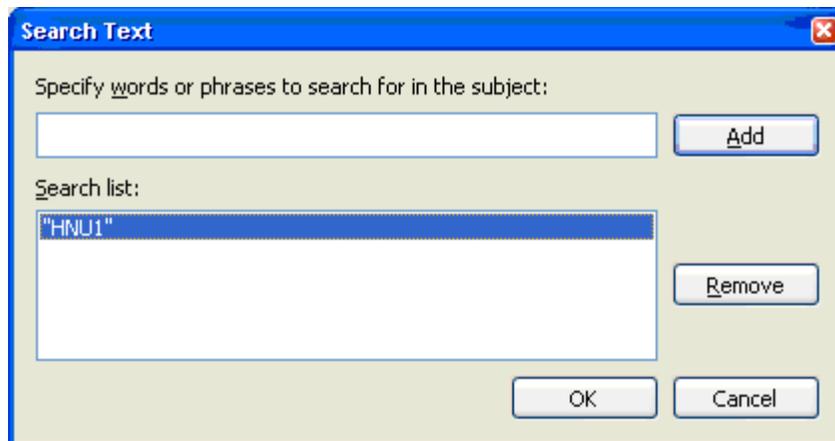


10. From Step 1, select **except if the subject contains [specific words](#)**.

11. From Step 2, click on [specific words](#).

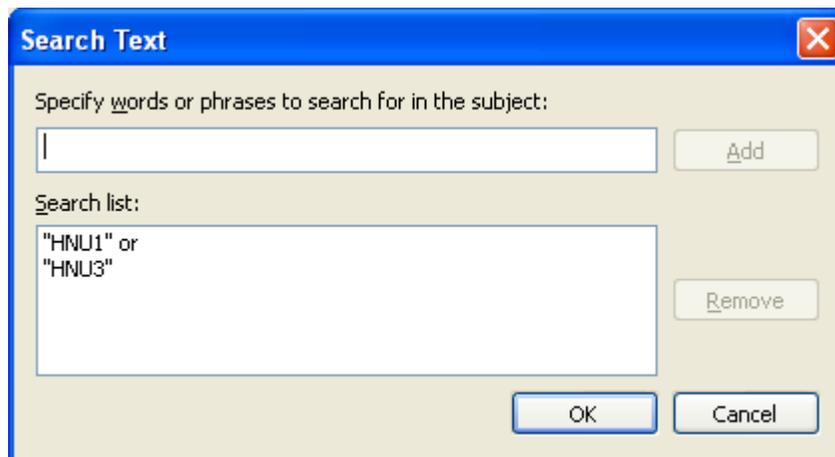


12. Enter the top-level SAC code for the notifications that you wish to receive in your inbox (all others will be deleted.), and click **Add**. For example, to keep all messages with HNU1 in the subject, type **HNU1** and click **Add**.



The example shown above would delete all messages **except** those with HNU1 in the subject. This means that messages with HNU1, HNU12, or HNU121 in the subject would **not** be deleted. Messages with HNU2, HNU21, or HNU4 would all be deleted.

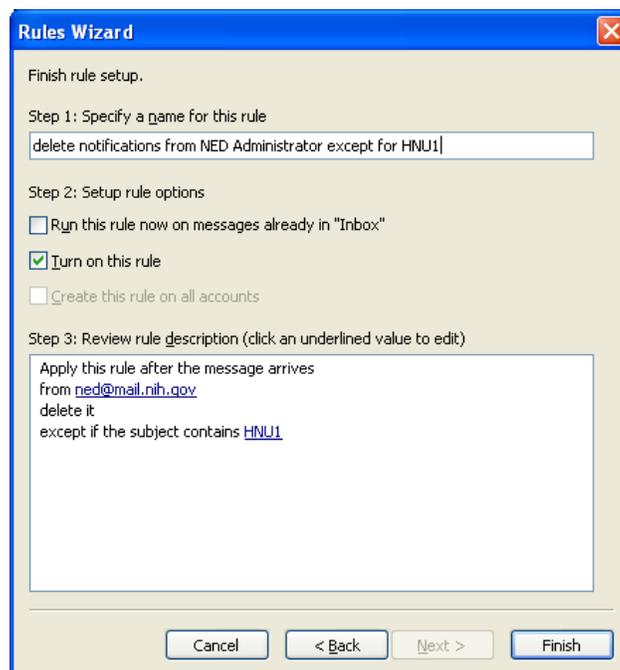
If you want to keep messages in more than one top-level SAC (e.g., HNU1 **and** HNU3), simply enter the additional top-level SAC and click **Add** so that you have multiple top-level SAC codes in the Search list.



The example shown above would delete all messages **except** those with HNU1 or HNU3 in the subject. This means that messages with HNU1, HNU12, HNU121, HNU3, HNU31 or HNU311 in the subject would **not** be deleted. Messages with HNU2, HNU21, or HNU4 would all be deleted.

13. Click **OK**, then **Next**.

14. Type a name for the rule.



15. Review the new rule, then click **Finish**.

16. Click **OK**.