# Zoom Meeting / Webinar Invites: Creating MS Outlook Inbox Rules

Many clinicians and clerks will receive numerous Zoom Meeting and Webinar invites and Automated Appointment Reminders for Webinars. To manage these numerous emails from Zoom, creating an MS Outlook Inbox rule would automatically send them all to an Inbox folder. This Inbox folder could then be easily referenced if you specifically need to find a Zoom Meeting/Webinar invite.

1. In your MS Outlook Inbox, Create a new folder.   From your Inbox folder left hand pane, right click.
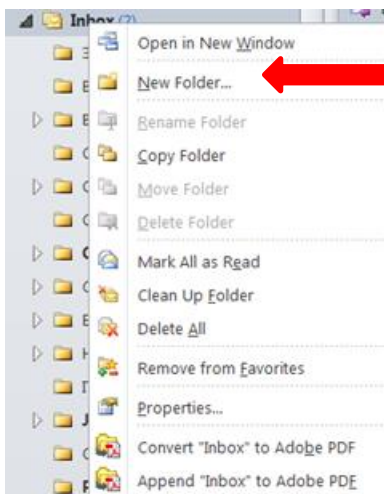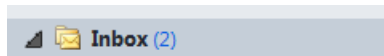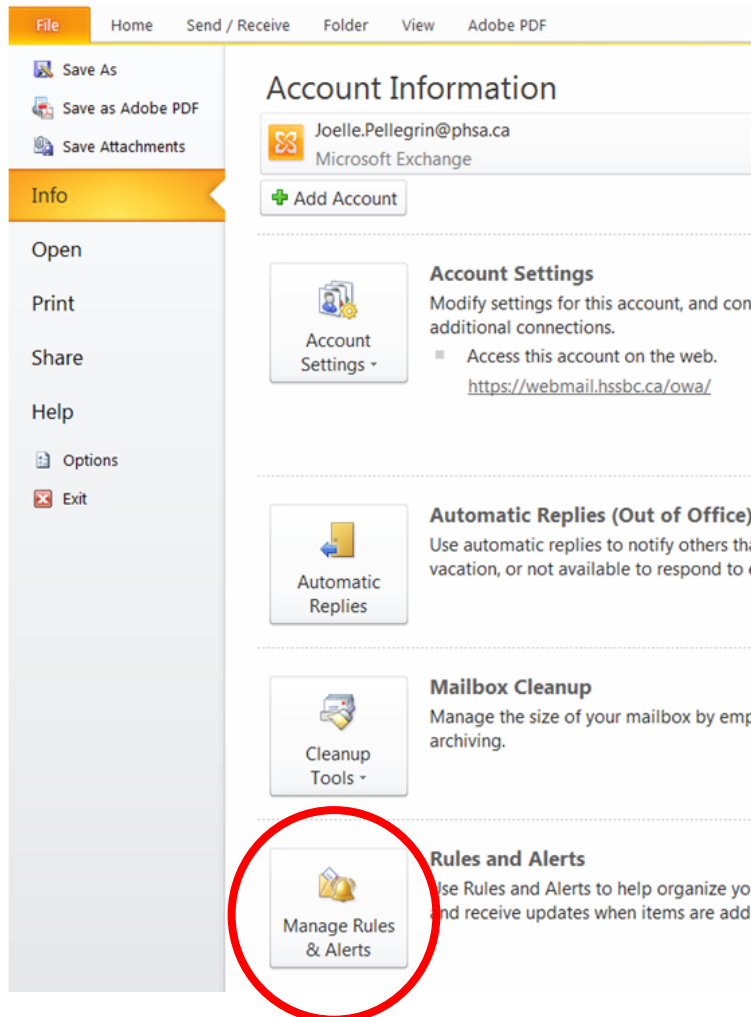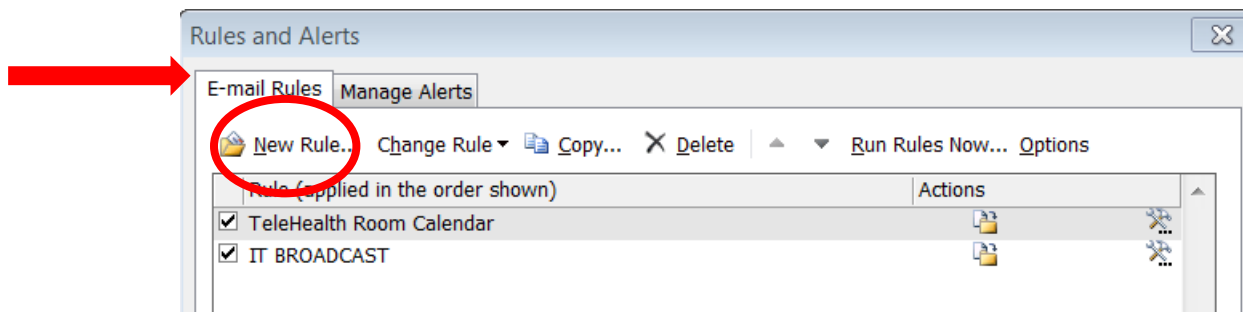
Select New Folder

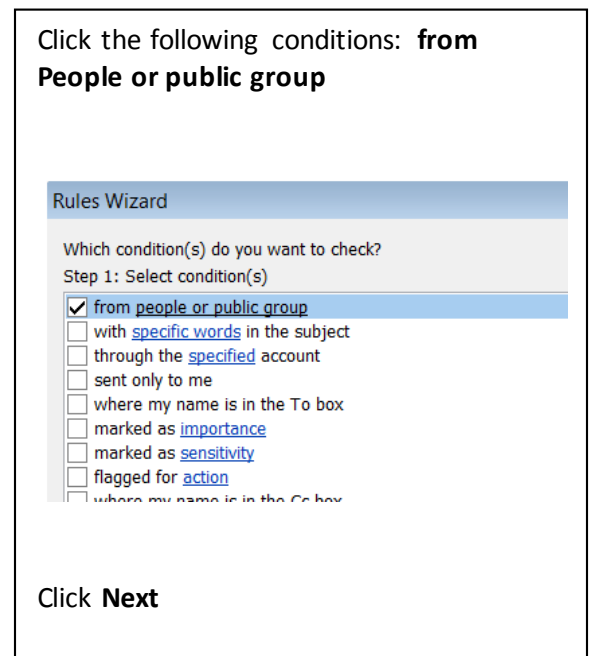Give your New Folder a name (Zoom).
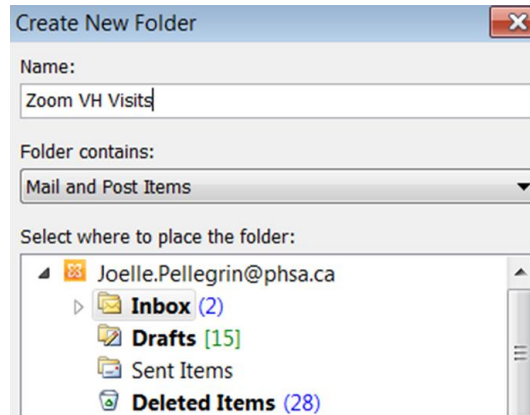
2. Create the Rule
   a) From your MS Outlook Inbox **File** > **Info** > **Select Rules and Alerts**

   b) Select **E-mail Rules** tab. Click **New Rule**.

c) From the Rules Wizard Select "**Move messages from someone to a folder**". Click **Next**.

Click the following conditions: **from People or public group**

Click **Next**
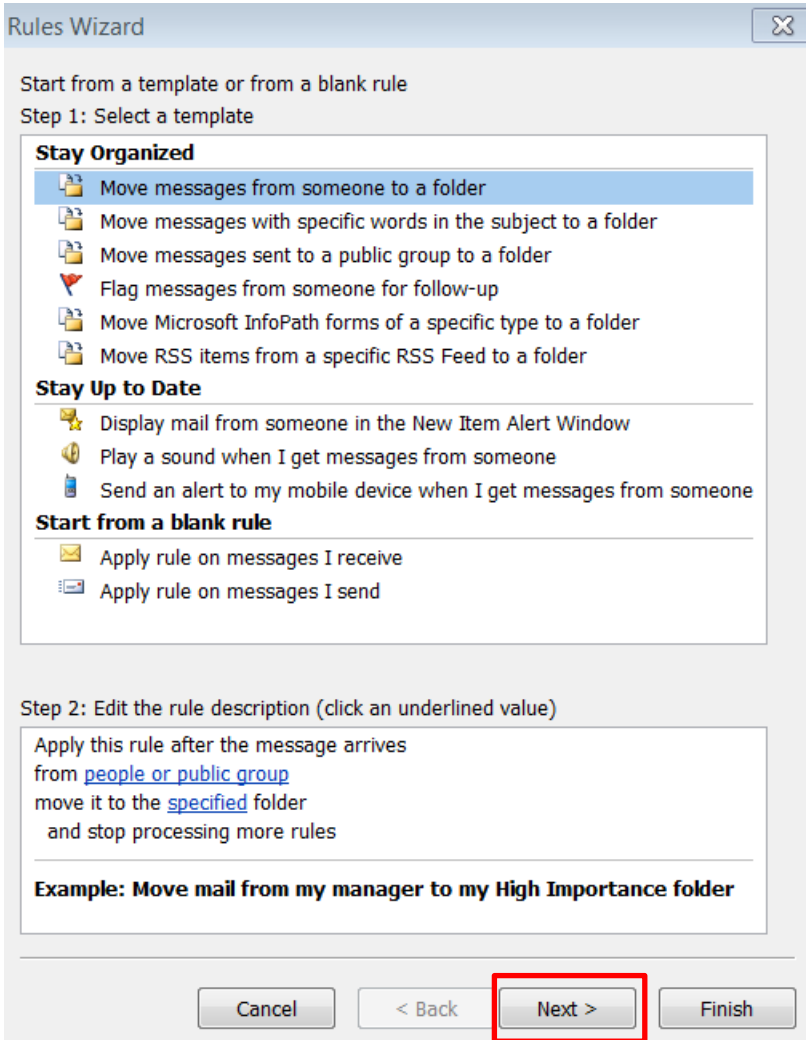
d) Click the underlined value people or public group. This opens Active Directory. Type in no-reply@zoom.us email address (as the public group that will send you all Zoom invites) in the From line. Click **OK**
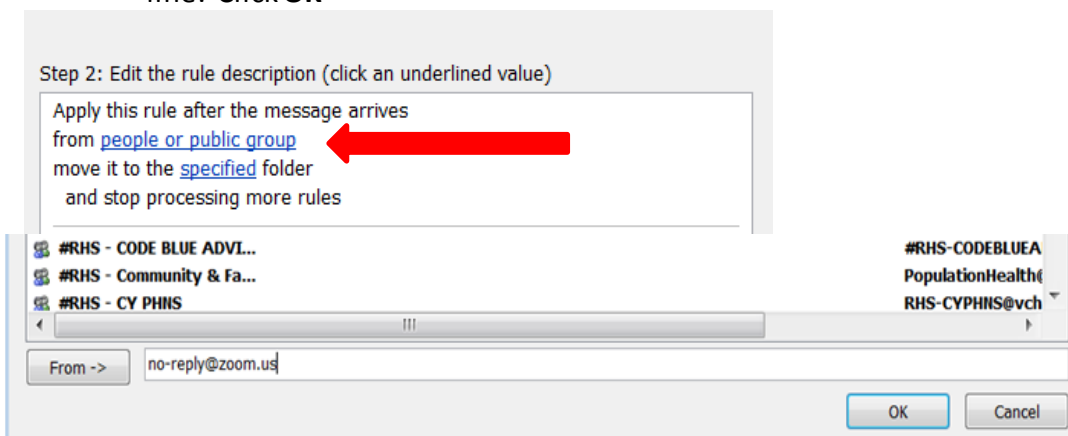
e)   Edit the Rule. Click on **move it to the specified folder**. Click **Next**.

Select the folder that you created on Step 1. Click **OK**.
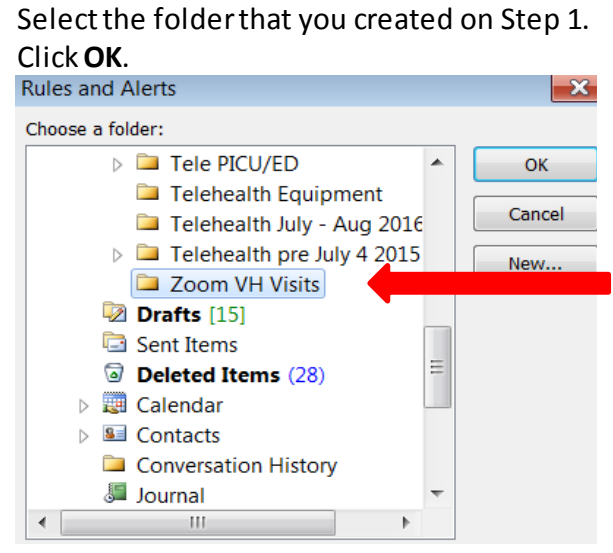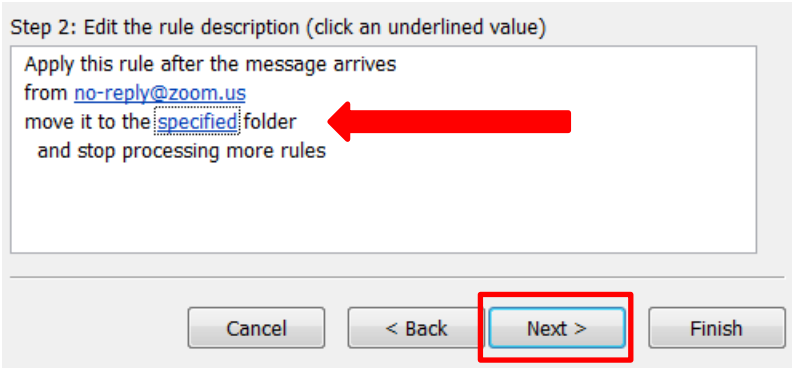
f)   Your Rule summary should look like this:

g) The Rules Wizard then asks you "**Are there any exceptions**?" There are NO exceptions. Click **Next**.

h) Set up a name for this rule. You could name it **ZOOM**. Ensure that Step 2 **Run this rule and Turn on this rule are checked**. Click **Next**.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

no-reply@zoom.us

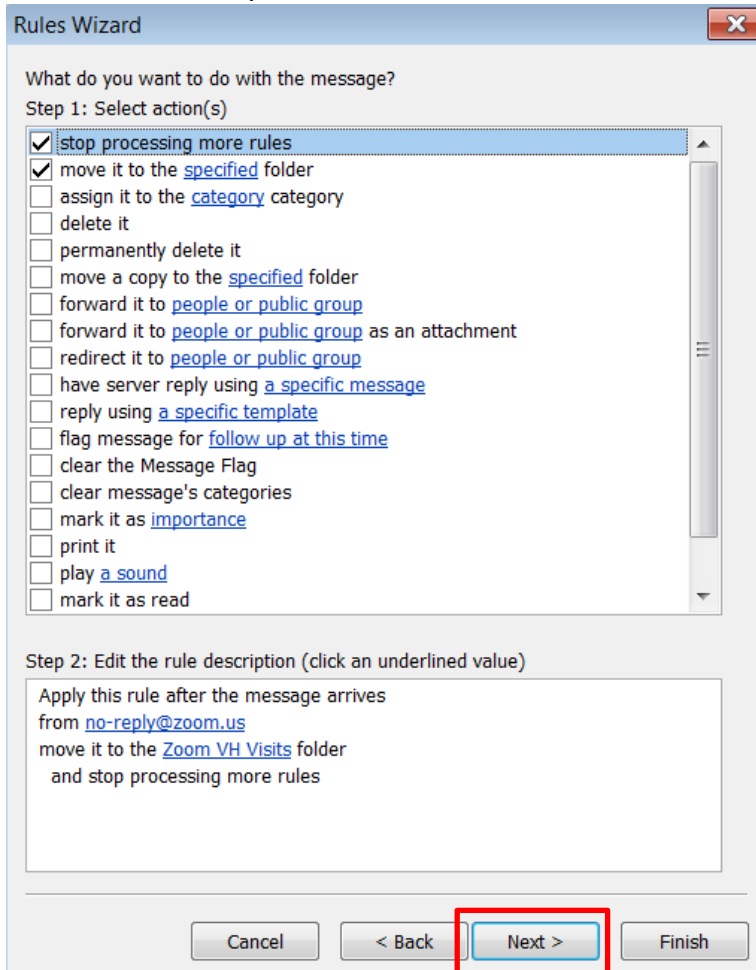Step 2: Setup rule options

☑ Run this rule now on messages already in "Inbox"

☑ Turn on this rule

☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
from no-reply@zoom.us
move it to the Zoom VH Visits folder
  and stop processing more rules

| Cancel | < Back | Next > | Finish |

i) Run the Rule. The E-mail Rules now lists your rule. Click **Ok**.

Microsoft Outlook

Running rule 'no-reply@zoom.us'
In 'Inbox'

20 Seconds Remaining

| Cancel |

Rules and Alerts

E-mail Rules | Manage Alerts

New Rule... Change Rule ▾ Copy... ✕ Delete ▲ ▼ Run Rules Now... Options

Rule (applied in the order shown)	Actions
☑ no-reply@zoom.us	
☑ TeleHealth Room Calendar	
☑ IT BROADCAST	

Click **Ok**