

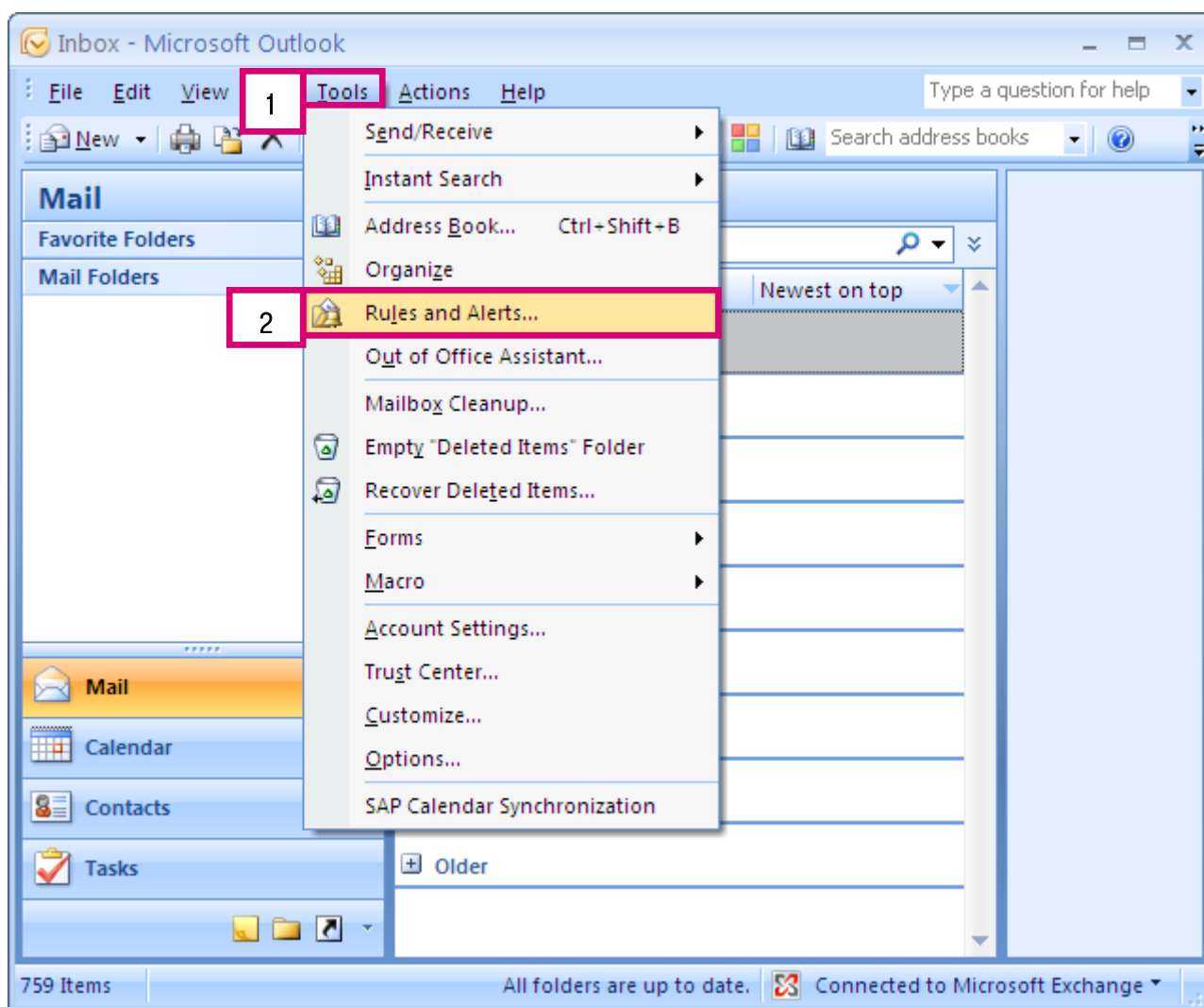


Dodatne postavke u Microsoft Outlooku

Upute za dodatne postavke u Microsoft Outlooku – Kreiranje pravila

Kreiranje pravila Office Microsoft Outlook

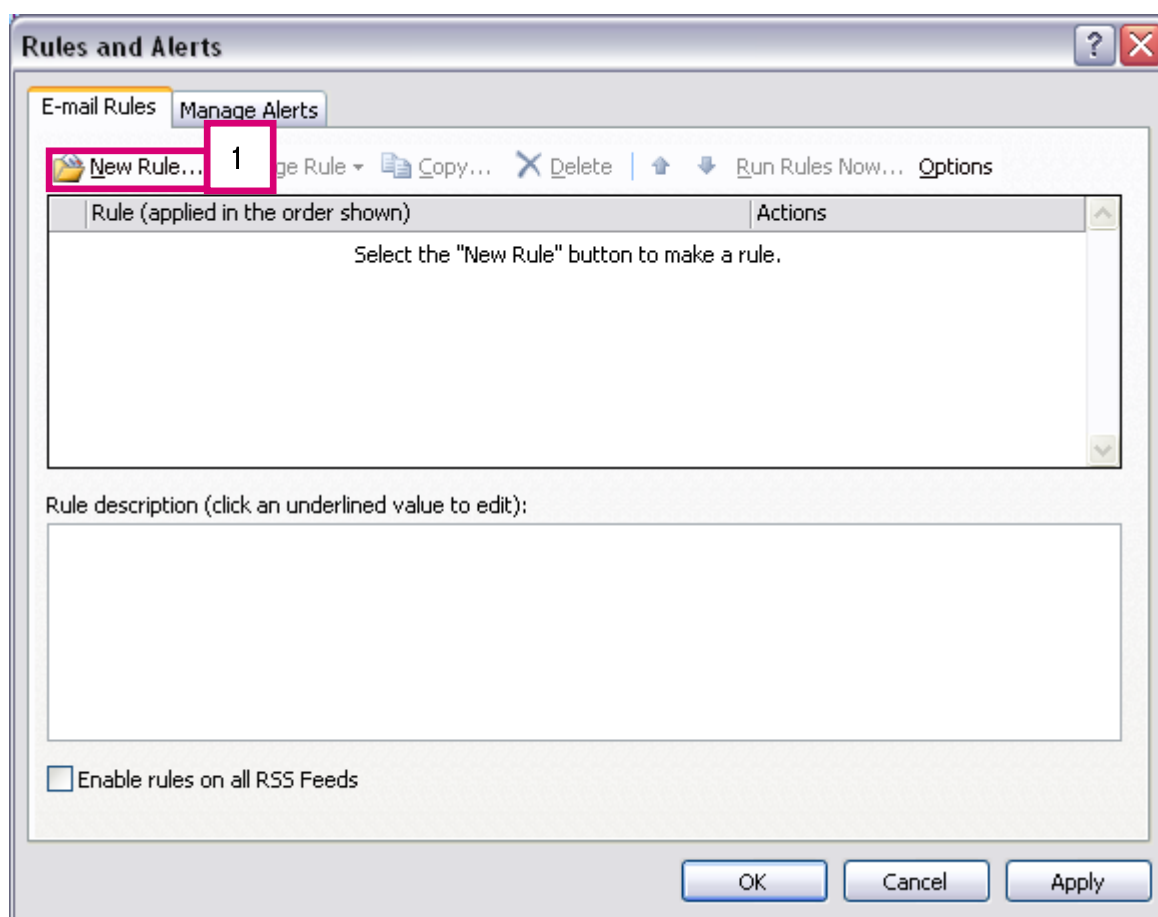
- Pokrenite Vaš Microsoft Outlook program, u izborniku pronađite **Tools** (broj 1) zatim izaberite **Rules and Alerts** (broj 2).





Podešavanje postavki

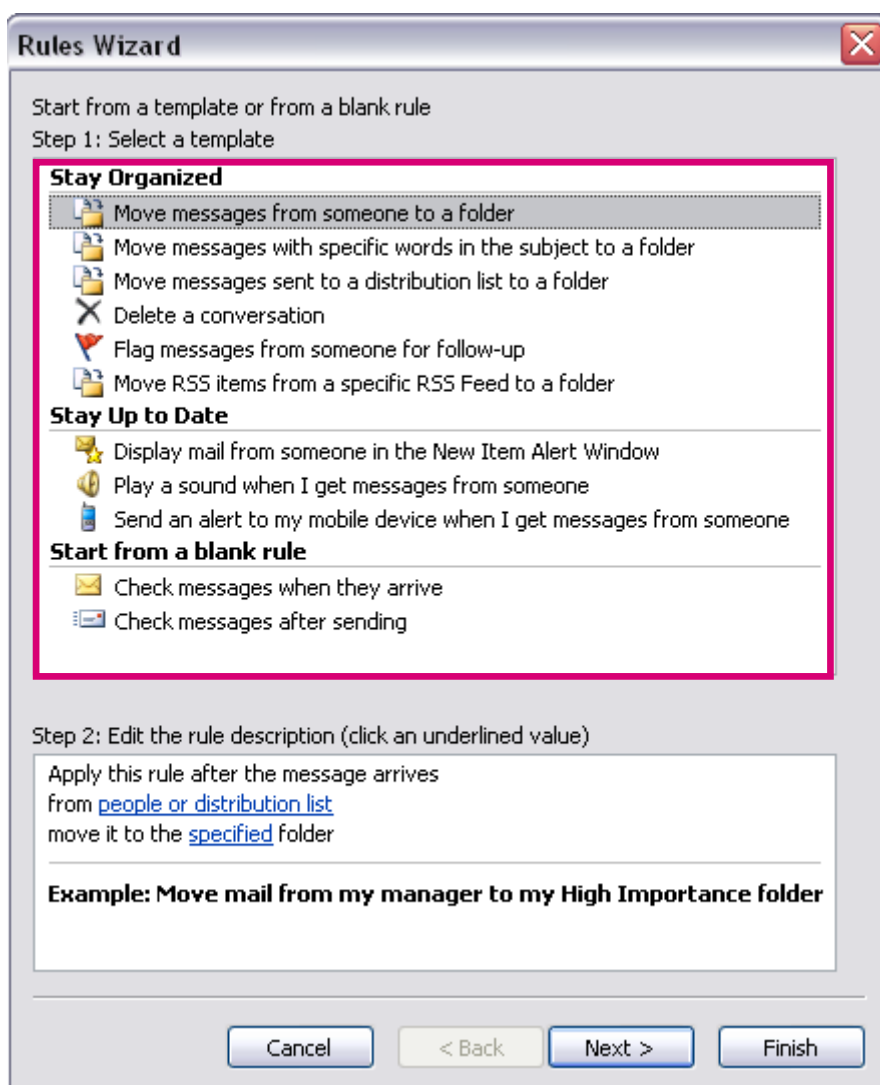
- Kada odaberete **Rules and Alerts** otvara vam se prozor gdje možete dodavati nova pravila ili upozorenja.
- Zatim odabirete **New Rule** (broj 1).





Podešavanje postavki

- Nakon što ste odabrali New Rule otvara Vam se čarobnjak za kreiranje pravila





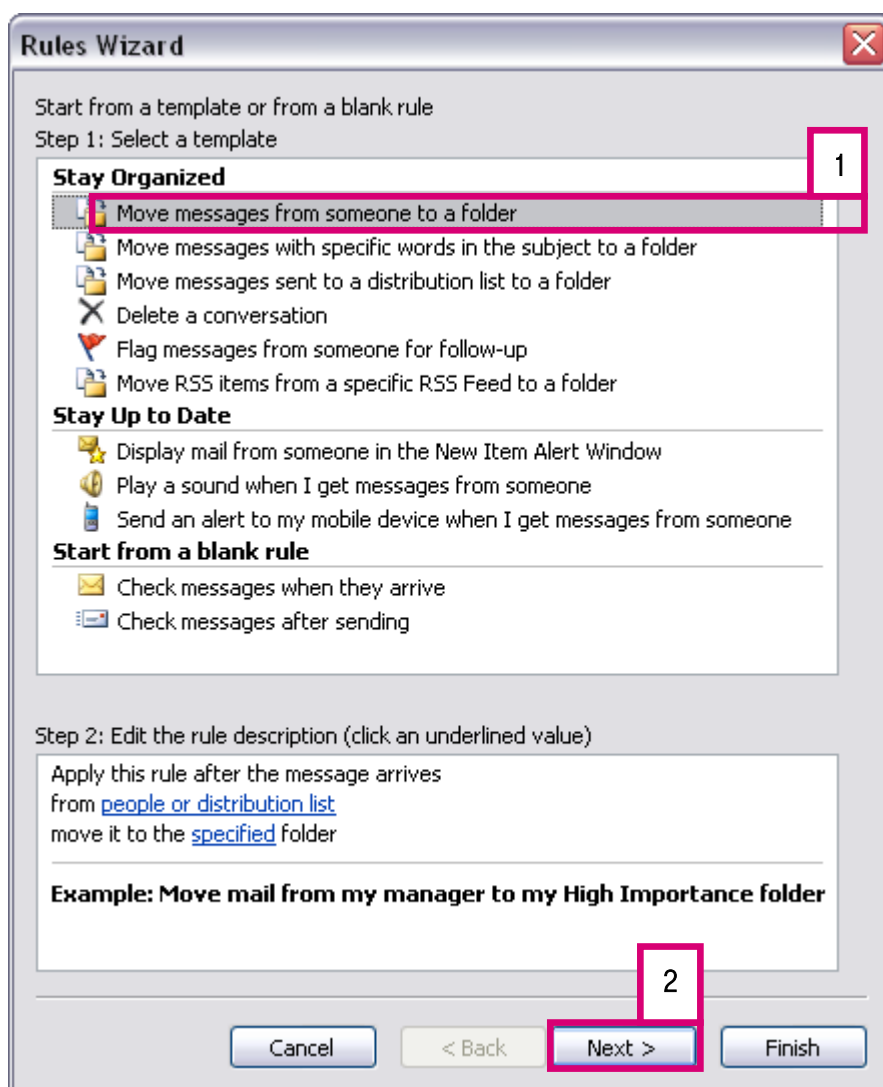
Objašnjenje postavki

- **Move messages from someone to folder** opcija daje mogućnost korisniku Outlooka da kada dobije poruku od određene osobe ili grupe preusmjeri u neki od datoteka koje osobno kreirao u svojem pretincu.
- **Move messages with specific words in the subject to a folder** opcija daje mogućnost da se pošta s određenim riječima preusmjeri u određenu datoteku
- **Move messages to a distribution list to a folder** opcija daje mogućnost korisniku da poslane poruke prema određenim mail grupama automatski sprema u definirani folder.
- **Delete a conversation** opcija daje mogućnost automatskog brisanja pošte od određene osobe ili grupe.
- **Flag messages from someone for follow-up** opcija daje mogućnost korisniku Outlooka da se na poruke od određene osobe ili grupe automatski stavlja zastavica ili flag.
- **Move RSS items from a specific RSS Feed to a folder** opcija daje mogućnost korisniku da poruke poslane s određenog RSS kanala automatski preusmjerava u određenu datoteku.
- **Display mail from someone in the New Item Alert Window** opcija daje mogućnost da korisnik poštu dobivenu od određene osobe automatski preusmjerava kao alarmnu obavijest
- **Play a sound when I get messages from someone** opcija daje mogućnost da samo određena pošta određene osobe ili mail grupe kada pristiže bude označena s određenim zvukom
- **Send an alert to my mobile device when I get messages from someone** opcija daje mogućnost da se dobije određena obavijest na mobilni telefon. Opcija radi ako je aktivirana uz mobilni uređaj, tj ako osoba ima aktiviranu uslugu s Microsoftom. Korisnik kada nema povezan mobilni broj može automatski forwardirati poštu na određenu osobu ili listu.



Primjer pravila

- **Move messages from someone to folder** opcija daje mogućnost korisniku Outlooka da kada dobije poruku od određene osobe ili grupe preusmjeri u neku od datoteka koje osobno kreirao u svojem pretincu.
- Odabirete move **Messages from someone to folder** (broj 1) te zatim odabirete **Next** (broj 2).





Primjer pravila

- Na ovom koraku morate kreirati listu osoba ili grupa za koju stvarate pravila, odabirete **people or distribution list** (broj 1)

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

☒ from people or distribution list

☐ with specific words in the subject

☐ through the specified account

☐ sent only to me

☐ where my name is in the To box

☐ marked as importance

☐ marked as sensitivity

☐ flagged for action

☐ where my name is in the Cc box

☐ where my name is in the To or Cc box

☐ where my name is not in the To box

☐ sent to people or distribution list

☐ with specific words in the body

☐ with specific words in the subject or body

☐ with specific words in the message header

☐ with specific words in the recipient's address

☐ with specific words in the sender's address

☐ assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

from people or distribution list **1**

move it to the specified folder

Cancel

< Back

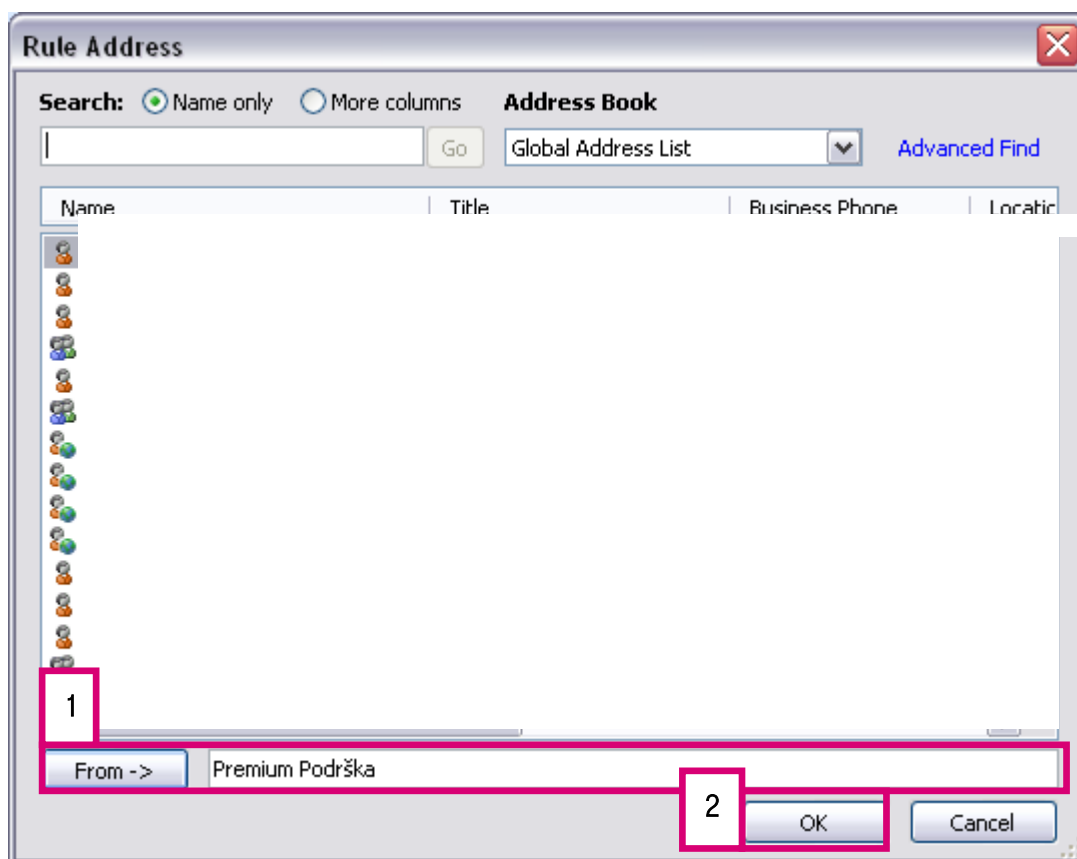
Next >

Finish



Primjer pravila

- Pod poljem **From** upisujemo mail adresu, ime prezime osobe ili naziv grupe za koju želimo stvoriti pravilo (broj 1) te nakon upisa iste (u našem slučaju Premium Podrška) odabirete **OK** (broj 2).





Primjer pravila

- Nakon odabira liste odabirete datoteku u koju će Vam ići pristigle poruke
- Odabirete **specified folder** (broj 1)

Rules Wizard

Start from a template or from a blank rule

Step 1: Select a template

Stay Organized

Move messages from someone to a folder

Move messages with specific words in the subject to a folder

Move messages sent to a distribution list to a folder

Delete a conversation

Flag messages from someone for follow-up

Move RSS items from a specific RSS Feed to a folder

Stay Up to Date

Display mail from someone in the New Item Alert Window

Play a sound when I get messages from someone

Send an alert to my mobile device when I get messages from someone

Start from a blank rule

Check messages when they arrive

Check messages after sending

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

from: Premium Podrška

move it to the specified folder

1

Example: Move mail from my manager to my High Importance folder

Cancel

< Back

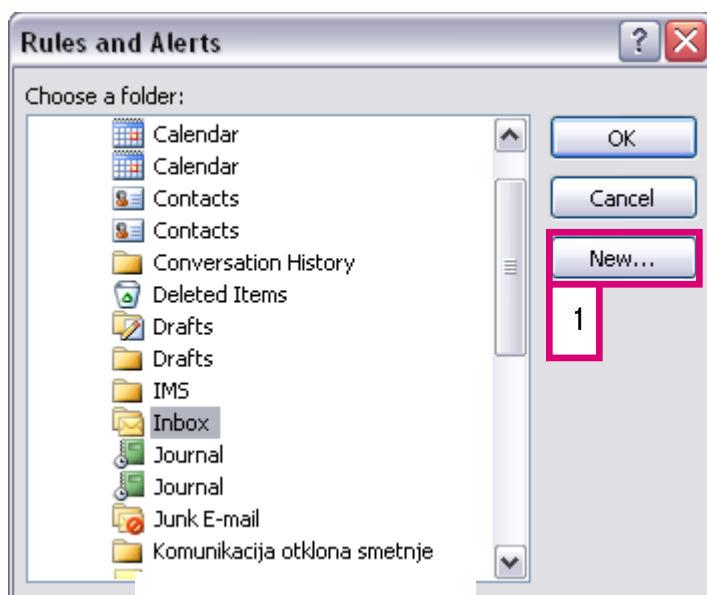
Next >

Finish



Primjer pravila

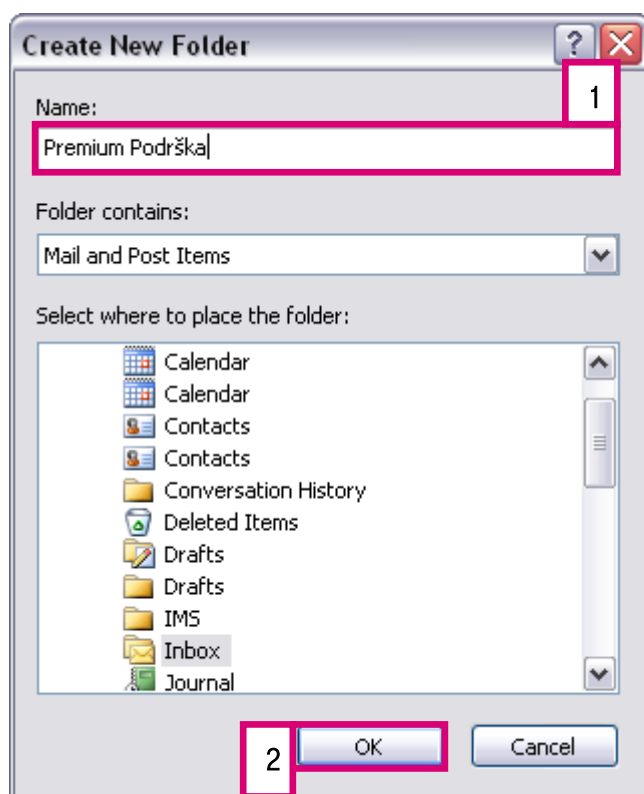
- Ovdje odabirete postojeću datoteku ili stvarate novu u koju će Vam ići poruke. Odabirete **New** (broj 1).





Primjer pravila

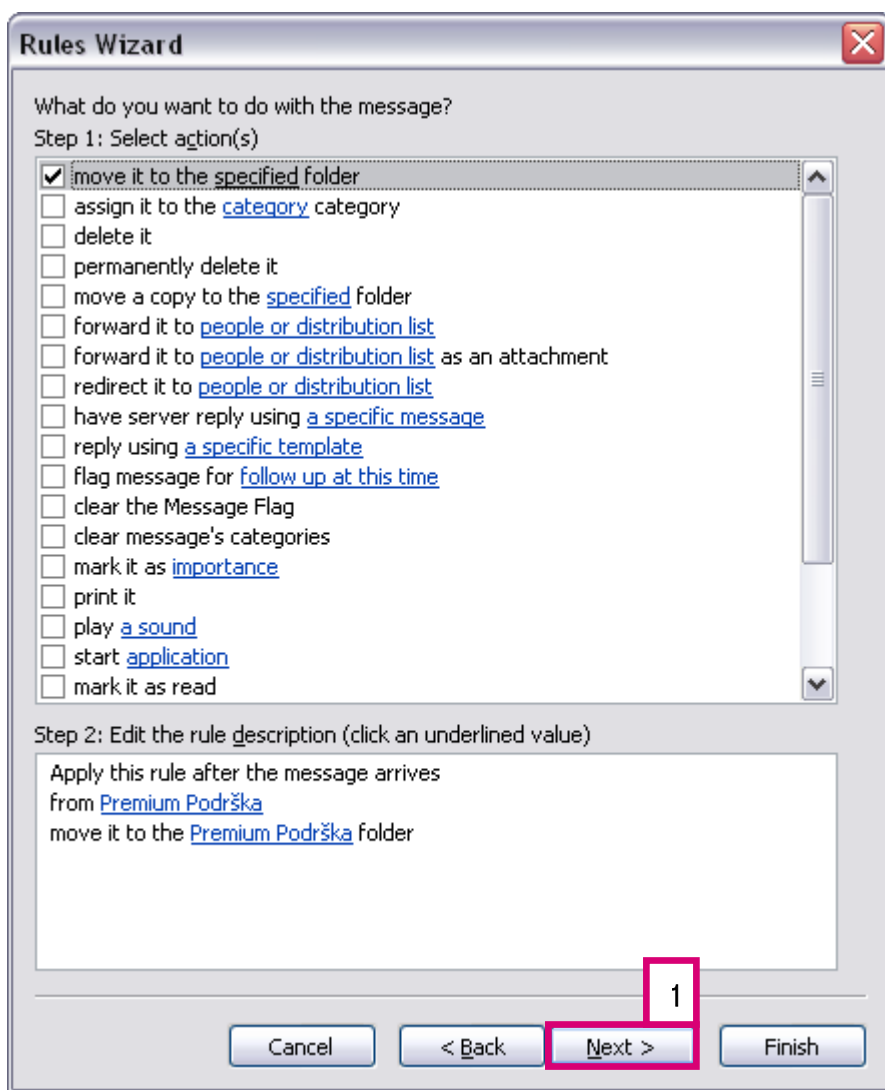
- Zatim unesete ime u polje **Name** (u našem slučaju stvorit ćemo novu datoteku pod imenom Premium Podrška) te potvrdite na **OK** (broj 2).





Primjer pravila

- Zatim dva puta kliknete **Next** (broj 1)



Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

- ☒ move it to the specified folder
- ☐ assign it to the category
- ☐ delete it
- ☐ permanently delete it
- ☐ move a copy to the specified folder
- ☐ forward it to people or distribution list
- ☐ forward it to people or distribution list as an attachment
- ☐ redirect it to people or distribution list
- ☐ have server reply using a specific message
- ☐ reply using a specific template
- ☐ flag message for follow up at this time
- ☐ clear the Message Flag
- ☐ clear message's categories
- ☐ mark it as importance
- ☐ print it
- ☐ play a sound
- ☐ start application
- ☐ mark it as read

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from Premium Podrška
move it to the Premium Podrška folder

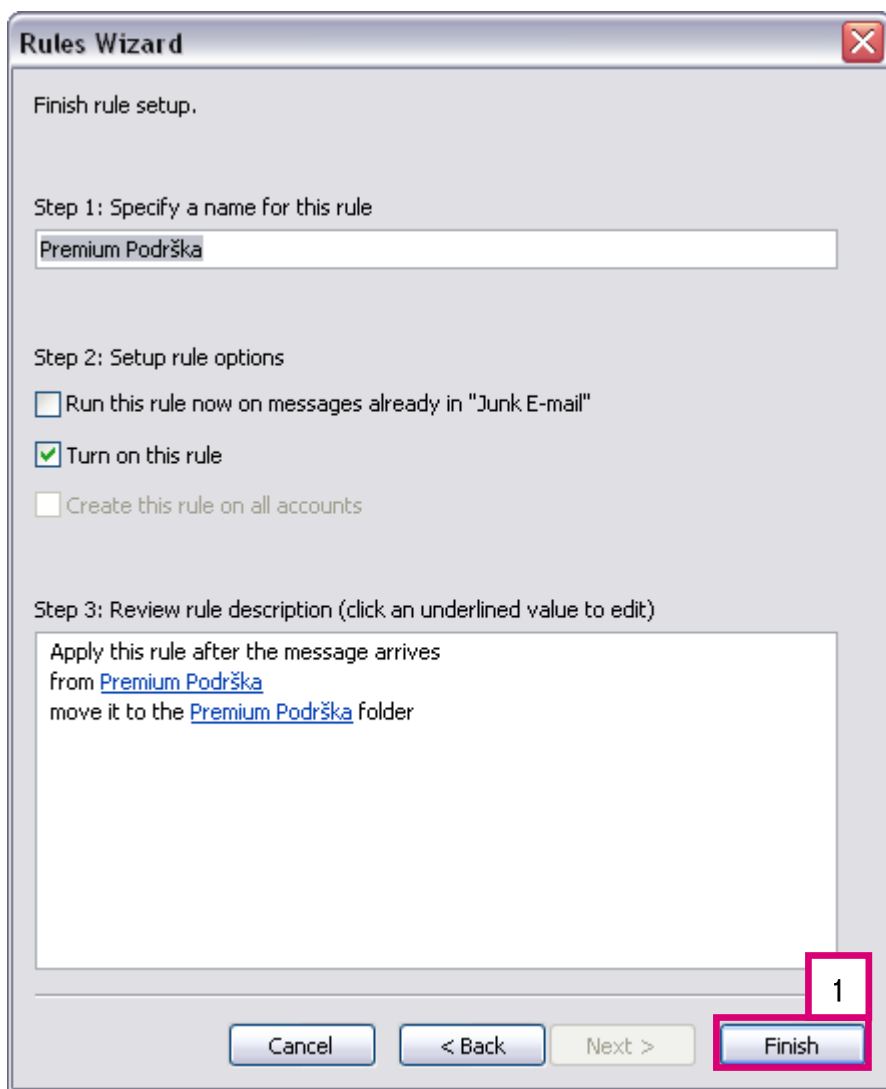
Cancel < Back **Next >** Finish

1



Primjer pravila

- Te preostaje kliknuti **Finish** (broj 1)



Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Premium Podrška

Step 2: Setup rule options

☐ Run this rule now on messages already in "Junk E-mail"

☒ 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 Premium Podrška
move it to the Premium Podrška folder

Cancel < Back Next > **Finish** 1