



How to make best use of the Opinions Forum.

To make best use of the Opinions when you are using Outlook 2003 as your email program do the following:

1. Create a new folder in your Inbox called Opinions.
2. Create a filter under Outlook that will automatically forward any email with a To: address of Opinions to this new folder that you have just created.
3. Arrange the messages received to this folder by subject.

You will then be able to see what is known as the 'threads' of discussion around a particular subject.

When using the list, if you wish to add your points to a subject being discussed just reply to the message, when starting off a new subject for discussion just send to the forum.

If you are fed up with receiving these messages you can remove yourself from the Opinions forum using this link <http://inside.ul.campus/AD/MyMembership.aspx>

- you will still be able to see the forum by going to the Opinions public folder.

1. Creating a new folder in your Inbox.

Right click **INBOX** in Outlook , then select **New Folder** and give it the name of **Opinions**, now click OK.

2. Create the filter.

- Left Click **Tools** and then select **Rules and Alerts**.
- Click **New Rule**,
- Click '*Move messages sent to a distribution list to a folder*',
- In the bottom box displayed click *people or distribution list* and then select **Opinions** from the global address book and then click OK.
- Then in the same box click *specified* folder and then select the **Opinions** folder you have just created and then click OK.
- Click **Finish**.

3. Arrange your messages by subject.

Double click your newly created **Opinions** folder.

Right click the **Subject** bar displayed at the top of the messages (you probably won't have any messages yet but no matter it will still work).

Select **arrange by** and then **subject**.

Note: You can do the same sort of process for Events and other such distribution lists if you want.

