Instructions for setting up an Outlook rule to manage incoming CIM notifications

1. Log into your email at https://outlook.office.com. (This is easiest to set up using the web-based Outlook interface instead of the desktop application.)

2. Select the "Settings" gear symbol on the top right and choose "View all Outlook settings" at the bottom of that menu.
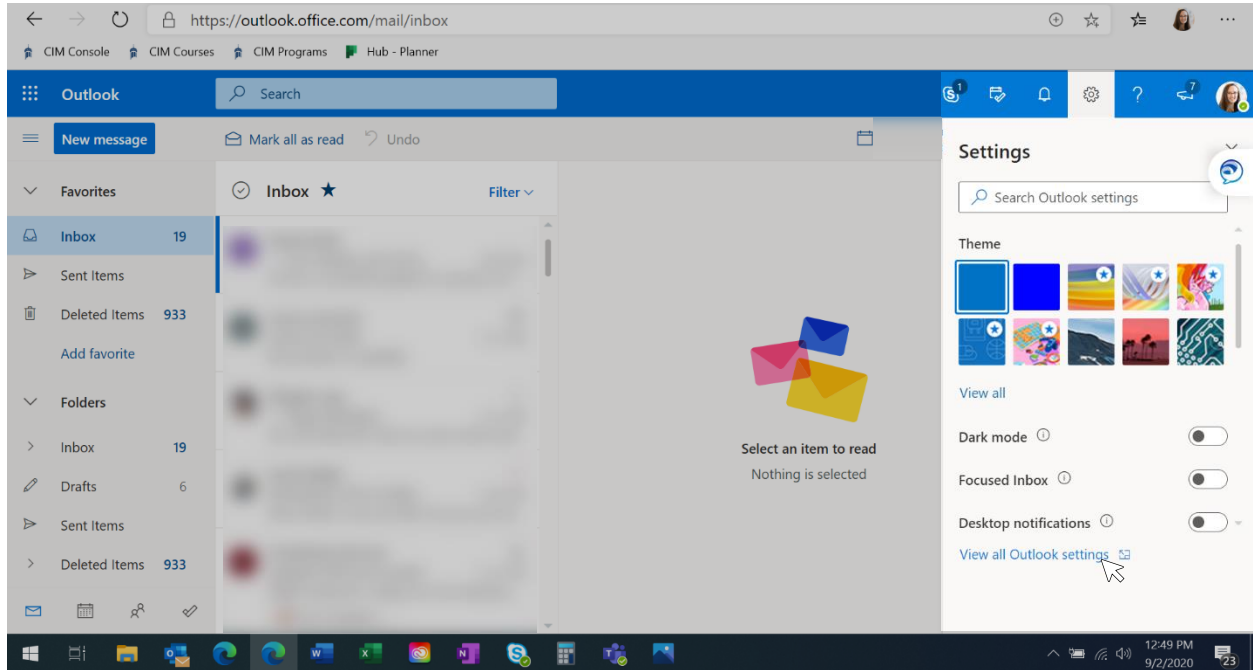

3. Select "Rules" from within the "Mail" options and click "Add new rule."
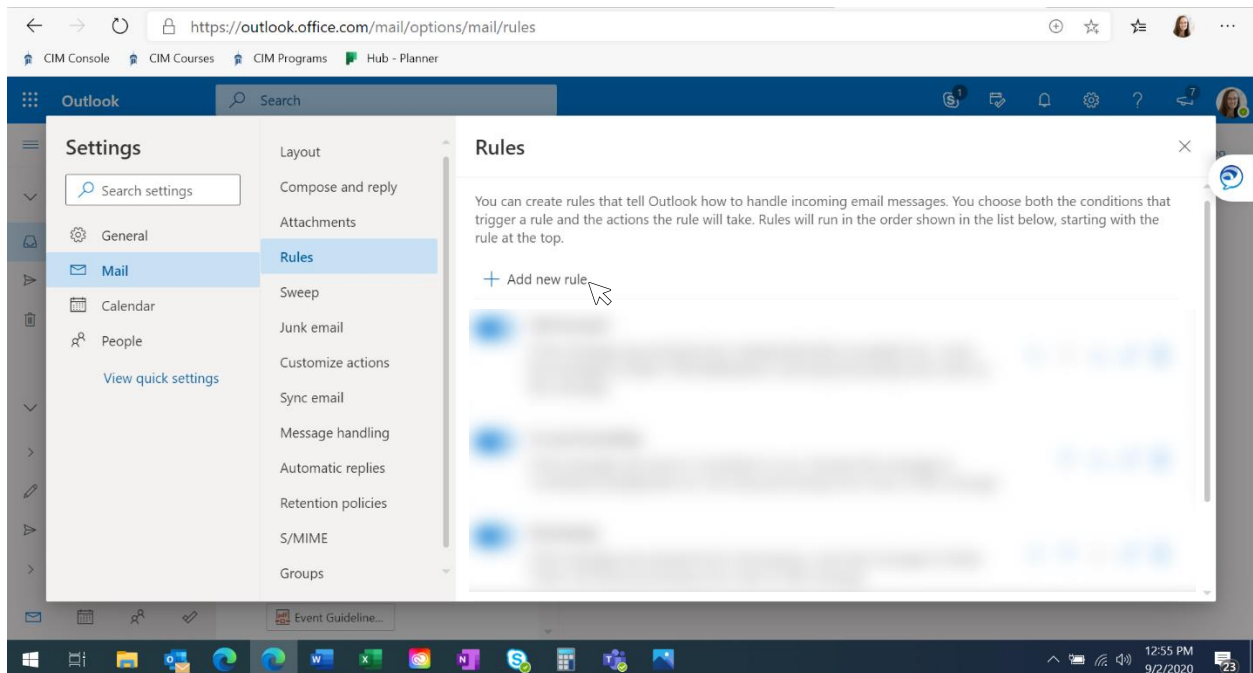
4. Set up your new rule:
   a. Give the rule a name for your reference.
   b. Add a "From" condition and enter "wheaton@notify.courseleaf.com" in the sender field.
   c. Select "Move to" as your action and create a new folder where you want to collect your CIM notifications. Go ahead and give the folder a name like "CIM notifications" and save.
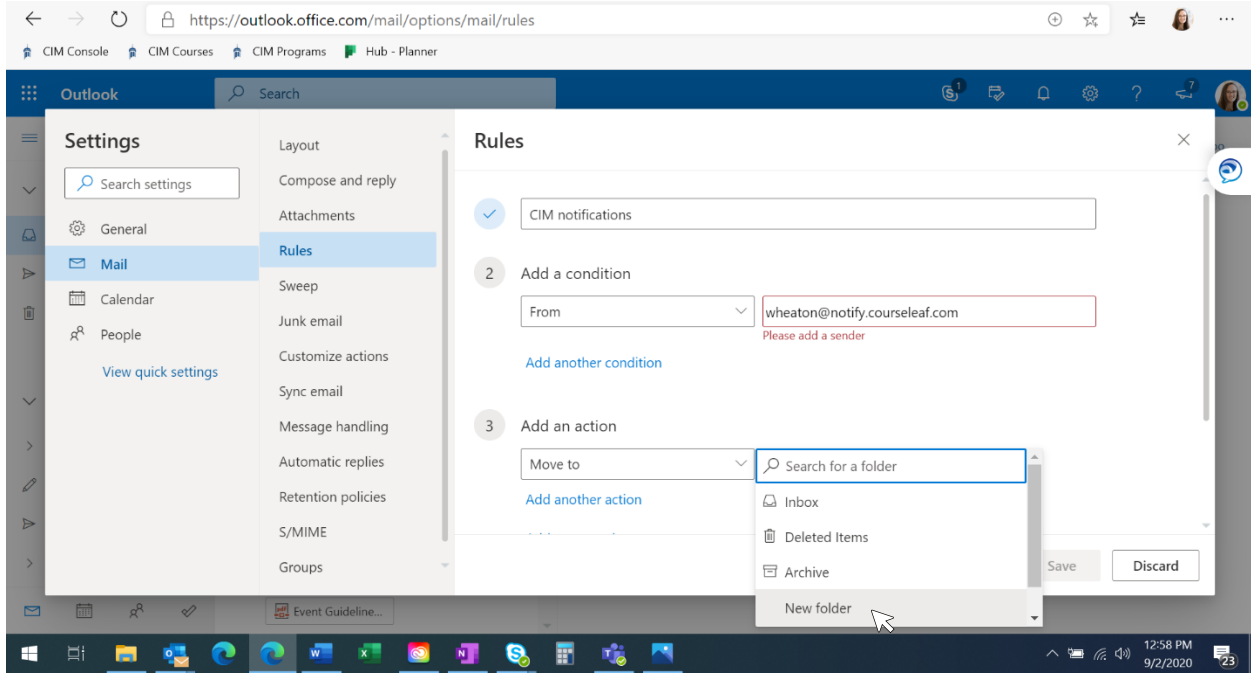
5. Now, whenever you receive a notification from CIM, it will automatically go to your new folder.

   We recommend checking this folder regularly so you know when you have proposals to review.

   Remember, you can always log into https://nextcatalog.wheaton.edu/courseleaf/approve using your network ID and select your CIM approval role to see a list of all the proposals awaiting your approval.