SunRISE Tipsheet — Principal Investigator (PI)

Description- SunRISE Email Folder

Particularly for research teams involved with CTO (Clinical Trials Ontario) projects, it is strongly advised to set up a separate folder in Sunnybrook Outlook in order to filter incoming SunRISE emails. The folder should automatically file emails that are sent from donotreply@infonetica.net AND contain the term "SunRISE" in the subject or body.
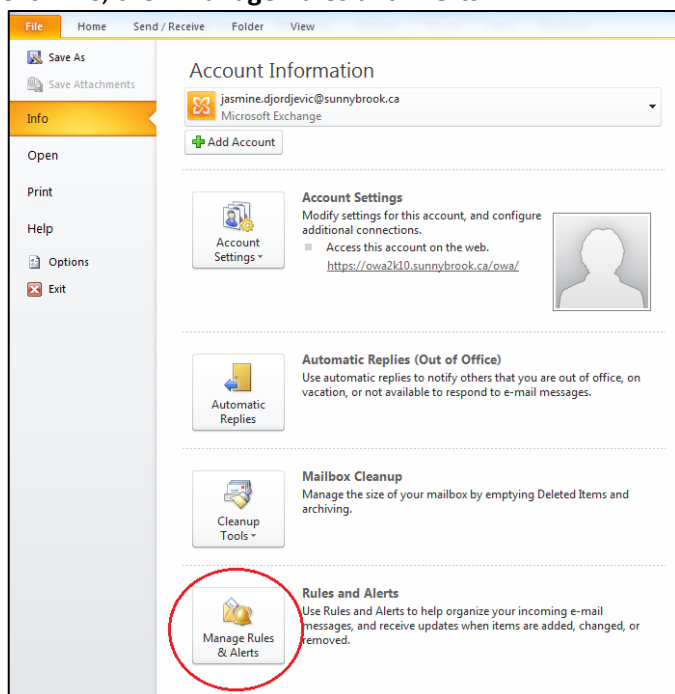
Why should I setup this folder?
Emails will be sent from donotreply@infonetica.net for both SunRISE and CTO. The folder ensures SunRISE emails are filed to its own folder in Outlook and are not confused with CTO.

TIP— SunRISE emails are sent to the PI's email address listed on the Initial Application Form in SunRISE. System notifications are sent to the "Project Owner" (i.e. the individual who creates the project in SunRISE)
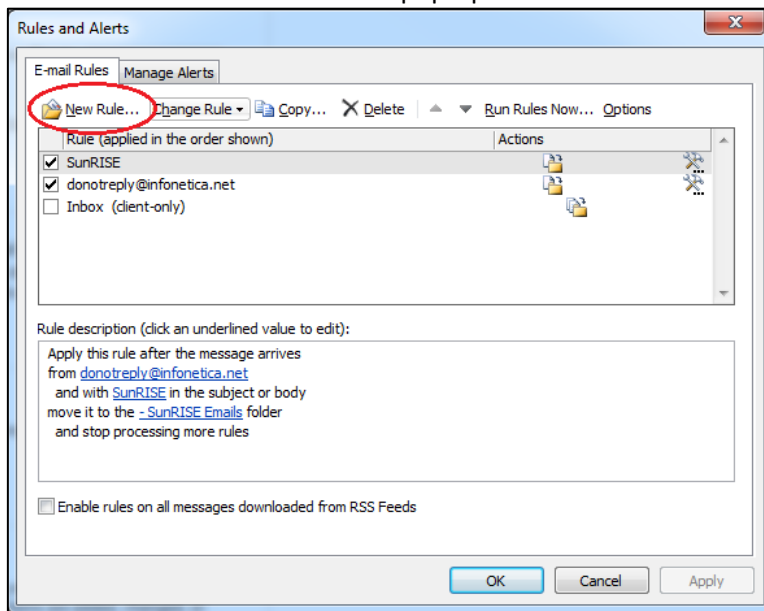
How to Setup the SunRISE Email Folder
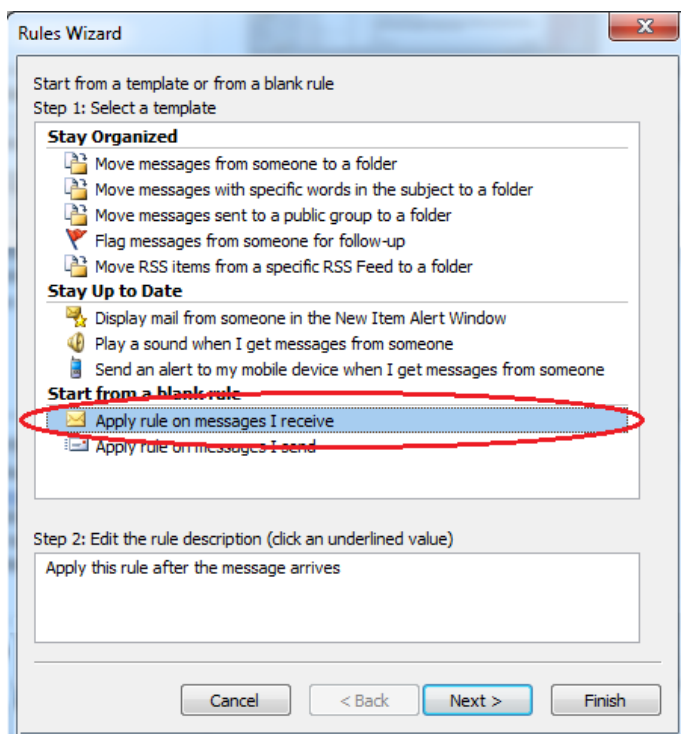
Access Outlook from the Desktop

1. Create a new folder
    1. Decide on the location of the new folder in the left-hand side bar and right-click the location
    2. Click **New Folder** and name the folder (e.g. SunRISE)

2. Create the filter rules
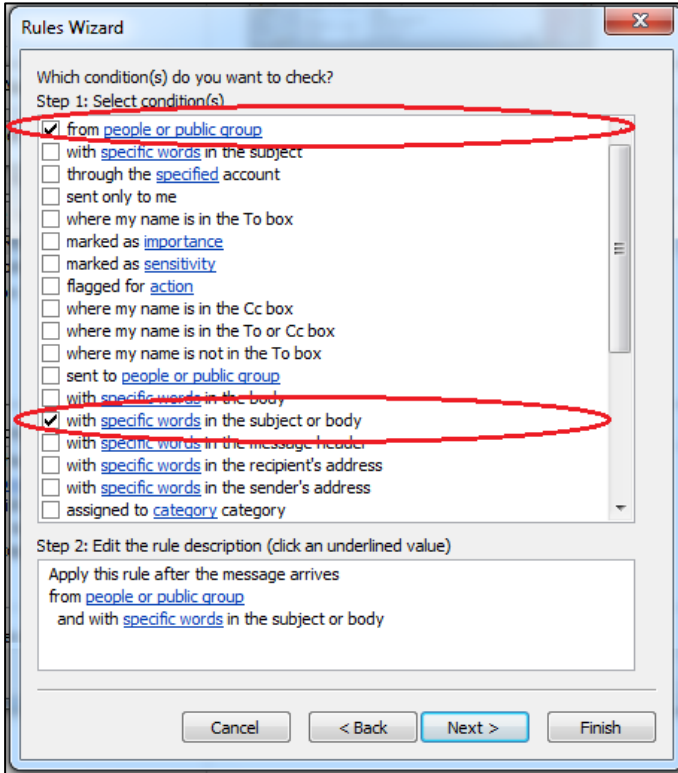   1. Click File, then **Manage Rules and Alerts**

2. Click **New Rule** ![New Rule icon] New Rule... in the pop-up window
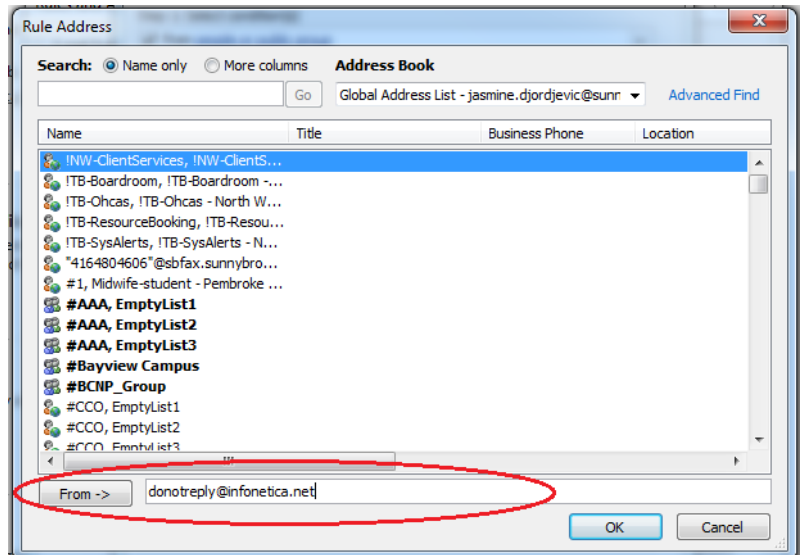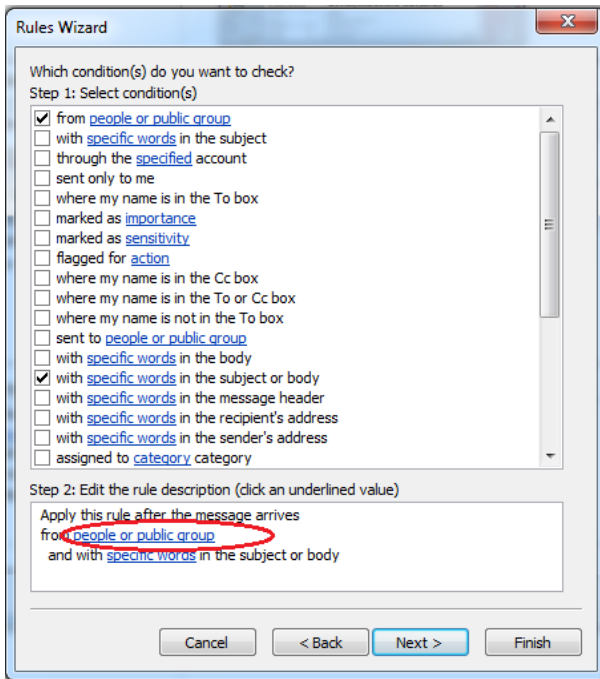
![Rules and Alerts dialog window]

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
☑ SunRISE	
☑ donotreply@infonetica.net	
☐ Inbox (client-only)	

Rule description (click an underlined value to edit):

Apply this rule after the message arrives
from donotreply@infonetica.net
  and with SunRISE in the subject or body
move it to the - SunRISE Emails folder
  and stop processing more rules

☐ Enable rules on all messages downloaded from RSS Feeds

OK | Cancel | Apply

3. Select **Apply rule on messages I receive** ![envelope icon] Apply rule on messages I receive and click **Next**

![Rules Wizard dialog window]

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 public group to a folder
  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
  Apply rule on messages I receive
  Apply rule on messages I send

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

Apply this rule after the message arrives
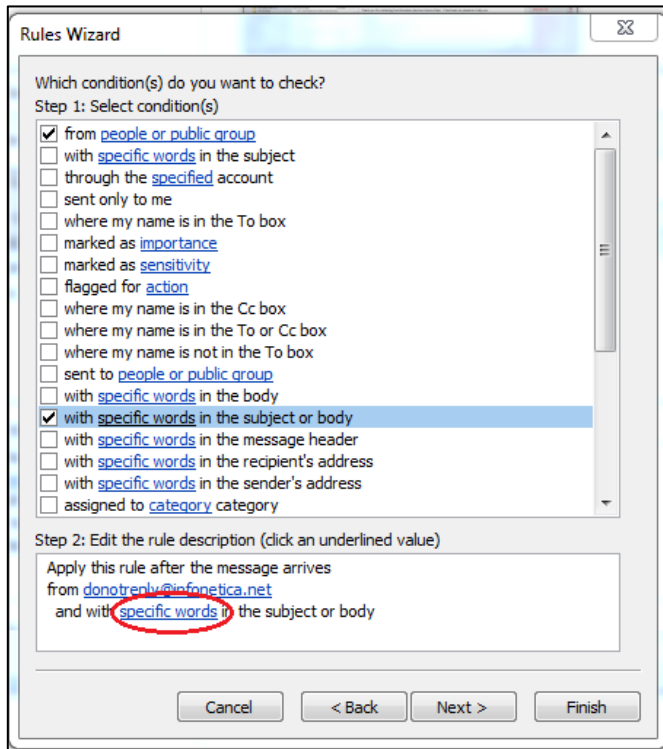
Cancel | < Back | Next > | Finish

4. Select both "**from people or public group**" and "**with specific words in the subject and body**"
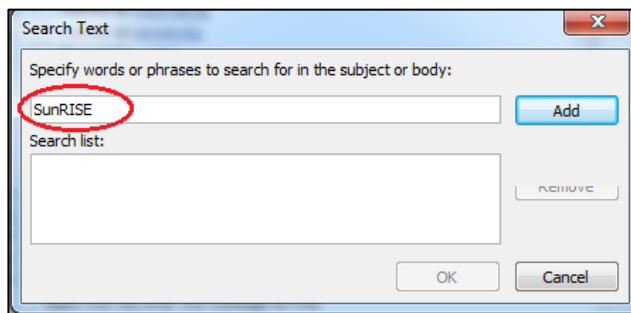

5. In the bottom part of the pop-up widow, click on **people or public group.** In the field type: donotreply@infonetica.net . Then click **Ok**
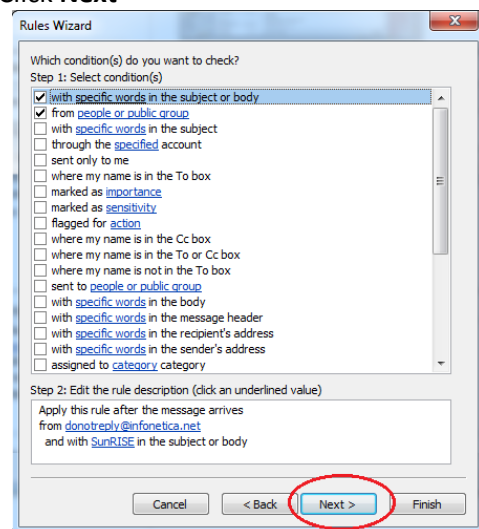
6. In the bottom part of the pop-up widow, click on **specific words.** In the field type
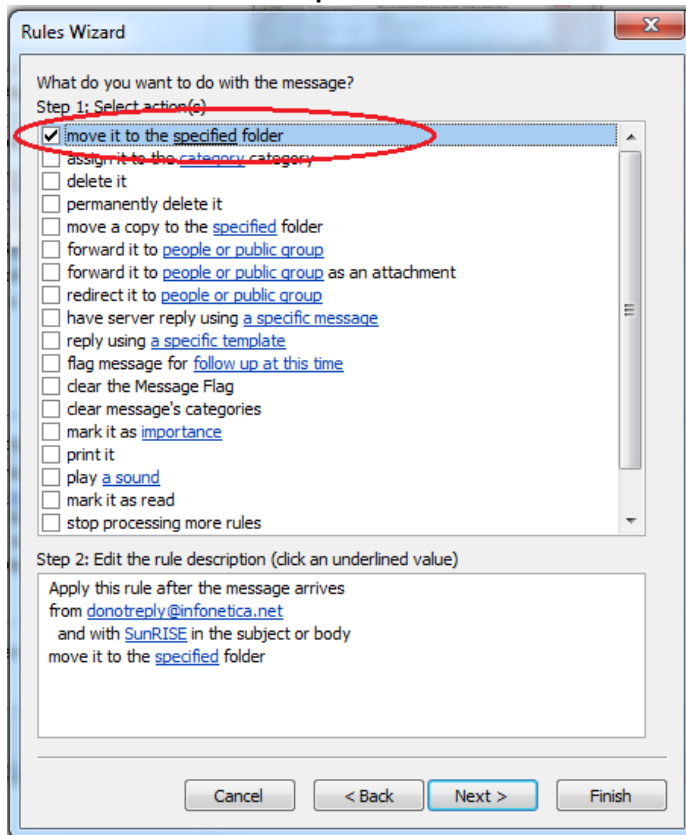   donotreply@infonetica.net, then **Add**, then **Ok**

6. In the bottom part of the pop-up widow, click on **specific words in the subject or body**. In the field type:
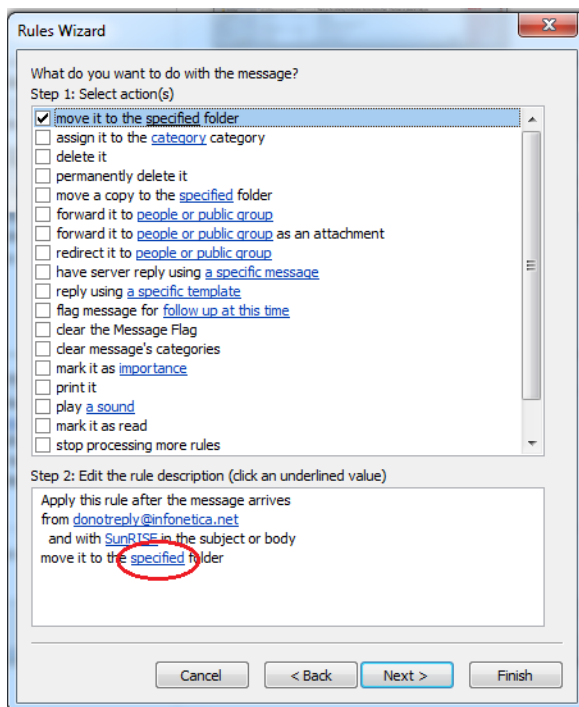   SunRISE. Click **Add**, then **Ok**

7. Click **Next**

8. Check the **move it to the specified folder** checkbox

9. In the bottom part of the pop-up widow, click on **specified folder**. In the pop-up window, click on your new folder.

10. Locate the SunRISE folder you created and click **Ok**.
11. Click **Finish**
12. Click **Apply**