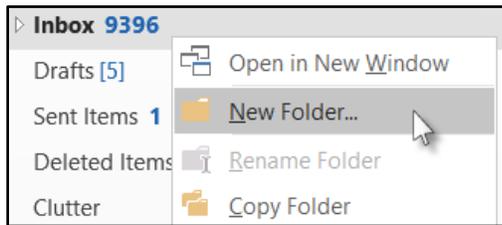


Organizing Adobe Sign Emails in Outlook Step-by-step Guide

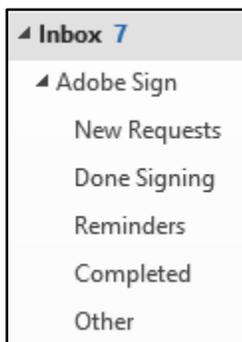
Step 1: Create folders in Outlook

From your Outlook *Inbox*:

1. In the left pane of **Mail**, right-click where you want to add the folder, and then click **New Folder**.



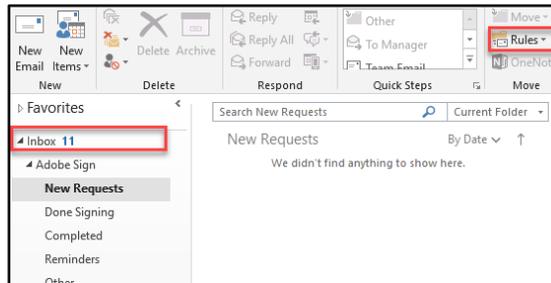
2. In the **Name** box, enter **Adobe Sign** for the folder, and press Enter.
3. Right-click on the **Adobe Sign folder**, and then click **New Folder**. In the Name box, enter the sub-folder names listed below. Repeat this process until all five sub-folders are created.
 - a. Sub-folder Names
 - New Requests
 - Done Signing
 - Completed
 - Reminders
 - Other



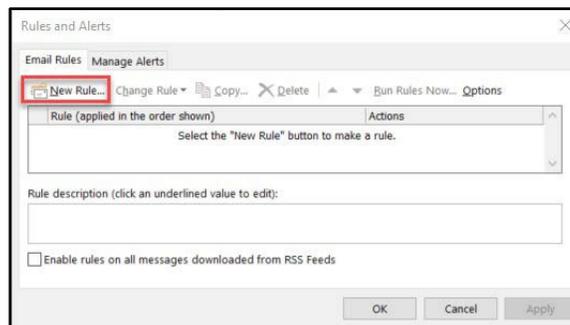
Step 2: Create rules for the Adobe Sign sub-folders

From your Outlook *Inbox*:

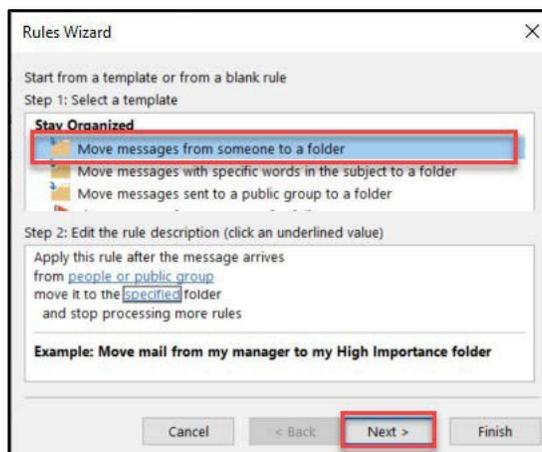
1. Click **Rules**
 - a. Select **Manage Tools and Alerts**



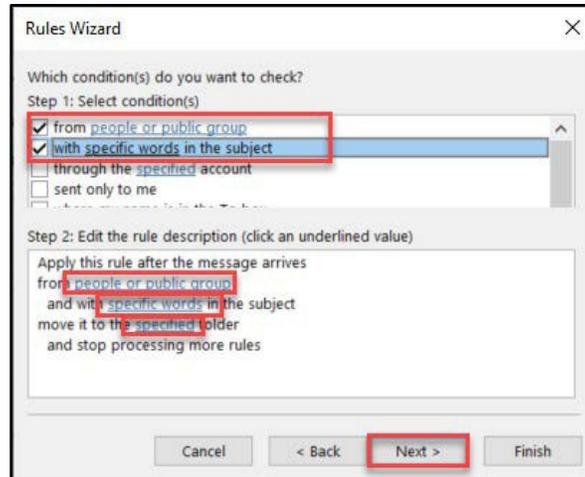
2. Create a rule for the *New Requests* sub-folder
 - a. In the *Rules and Alerts* window, Click **New Rules**



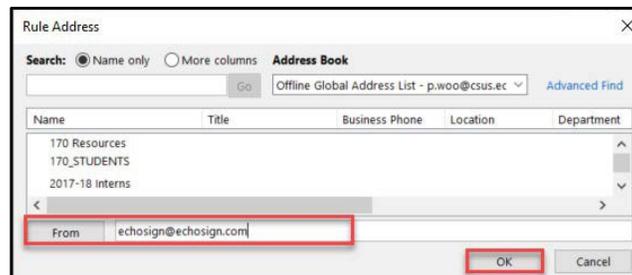
- b. The *Rules Wizard* window opens
 - i. Click on **Move message from someone to a folder**, click **Next**



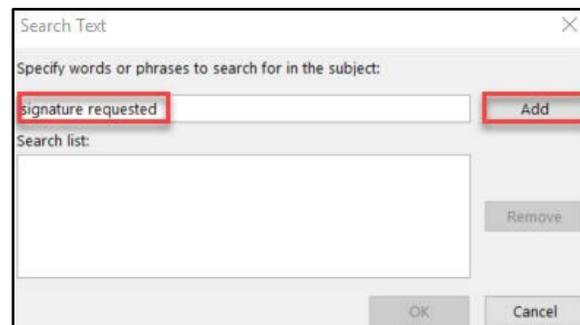
- ii. In the next *Rules Wizard* screen
 - (a) Navigate to *Step 1: Select two condition*
 - (i) Ensure that **from people or public group** is selected
 - (ii) Ensure that **with specific words in the subject** is selected as well



- (b) Navigate to *Step 2: Edit the rule description*
 - (i) Click **People or public group**
 1. The *Rule Address* window opens
 - a. In the **From** field, type echosign@echosign.com
 - b. Click **OK**

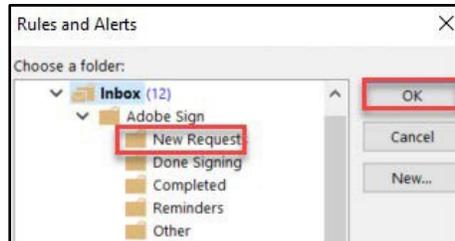


- (ii) Click **specific words**
 1. The *Search Text* window opens
 - a. Type **signature requested**, click **Add**
 - b. Type **confirm your signature**, click **Add**
 - c. Click **OK**



(iii) Click **specified folder**

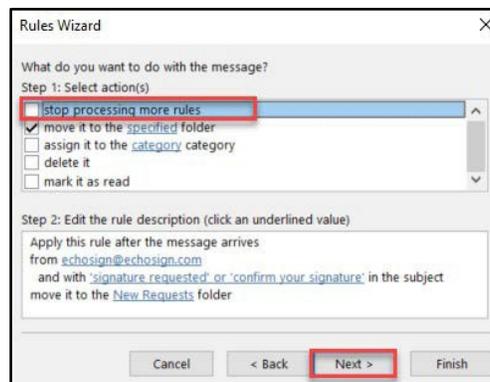
1. The *Rules and Alerts* window opens
 - a. Select the *New Requests* sub-folder
 - b. Click **OK**



(iv) Click **Next**

(c) In the next *Rules Wizard* screen

- (i) Navigate to *Step 1: Select Actions*
 1. Uncheck **stop processing more rules**
- (ii) Click **Next**

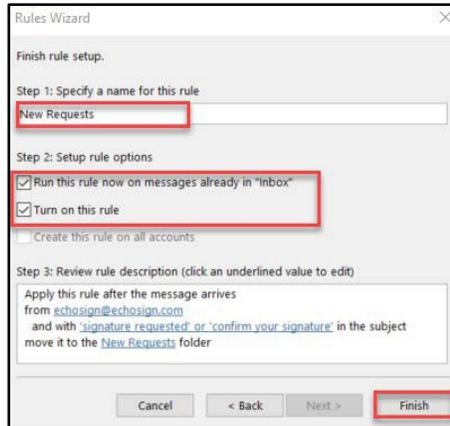


(d) In the next *Rules Wizard* screen

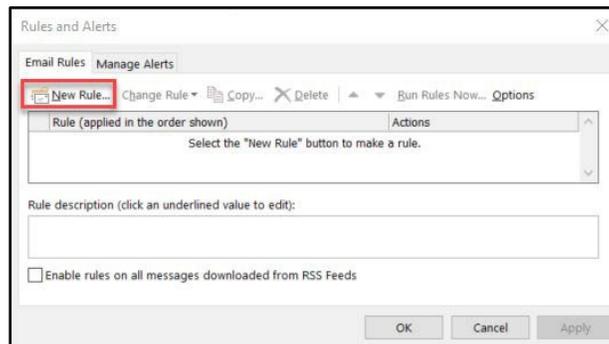
- (i) No actions needed for this screen
- (ii) Click **Next**

(e) The *Finish rule setup* is the last screen

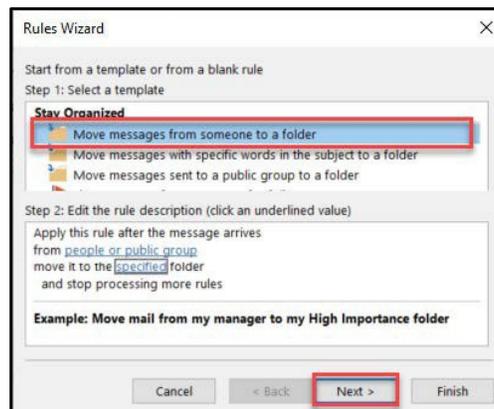
- (i) Navigate to *Step 1: Specify a name for this rule*
 1. Remove the auto default name and type **New Requests**
- (ii) Navigate to *Step 2: Setup rule options*
 1. Select **Run this rule now on messages already inbox**
 2. Ensure that **turn on this rule** is selected
- (iii) Click **Finish**



3. Create a rule for the *Done Signing* sub-folder
 - a. In the *Rules and Alerts* window, Click **New Rules**



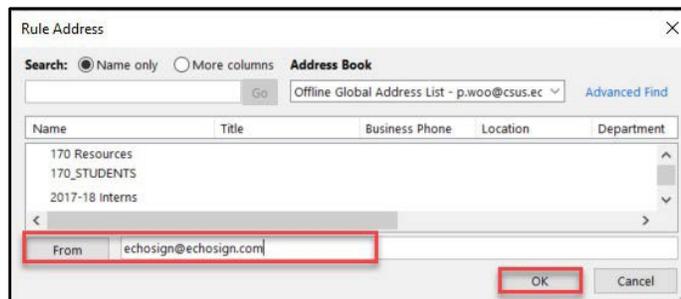
- b. The *Rules Wizard* window opens
 - i. Click on **Move message from someone to a folder**, click **Next**



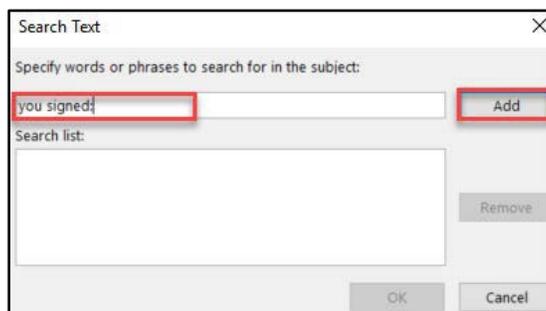
- ii. In the next *Rules Wizard* screen
 - (a) Navigate to *Step 1: Select two condition*
 - (i) Ensure that **from people or public group** is selected
 - (ii) Ensure that **with specific words in the subject** is selected as well



- (b) Navigate to *Step 2: Edit the rule description*
 - (i) Click **People or public group**
 1. The *Rule Address* window opens
 - a. In the **From** field, type echosign@echosign.com
 - b. Click **OK**

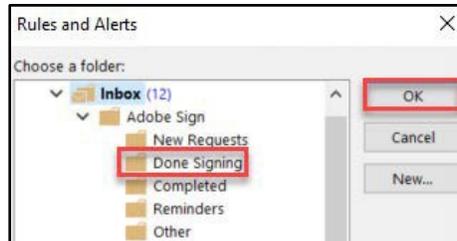


- (ii) Click **specific words**
 1. The *Search Text* window opens
 - a. Type **you signed:**, click **Add**
 - b. Click **OK**



(iii) Click **specified folder**

1. The *Rules and Alerts* window opens
 - a. Select the *Done Signing* sub-folder
 - b. Click **OK**



(iv) Click **Next**

(c) In the next *Rules Wizard* screen

- (i) Navigate to *Step 1: Select Actions*
 1. Uncheck **stop processing more rules**
- (ii) Click **Next**

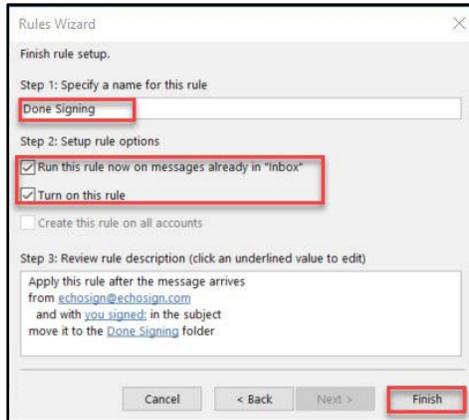


(d) In the next *Rules Wizard* screen

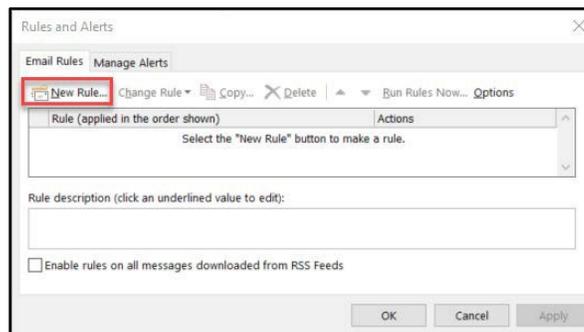
- (i) No actions needed for this screen
- (ii) Click **Next**

(e) The *Finish rule setup* is the last screen

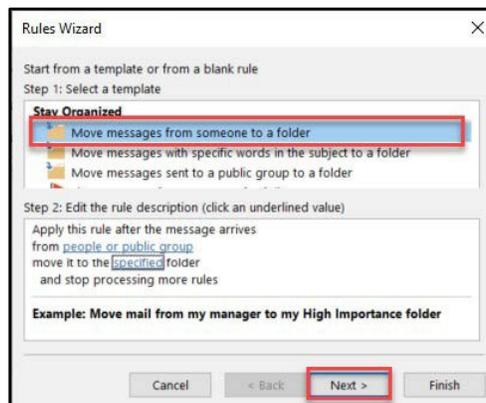
- (i) Navigate to *Step 1: Specify a name for this rule*
 1. Remove the auto default name and type **Done Signing**
- (ii) Navigate to *Step 2: Setup rule options*
 1. Select **Run this rule now on messages already in inbox**
 2. Ensure that **turn on this rule** is selected
- (iii) Click **Finish**



4. Create a rule for the *Completed* sub-folder
 - a. In the *Rules and Alerts* window, Click **New Rules**



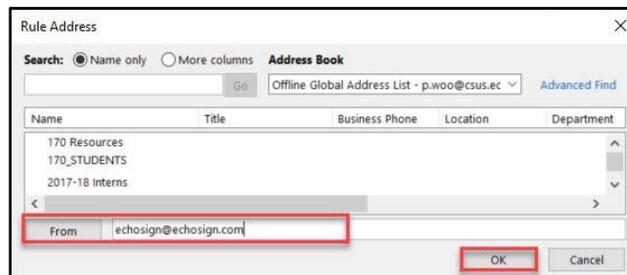
- b. The *Rules Wizard* window opens
 - i. Click on ***Move message from someone to a folder***, click **Next**



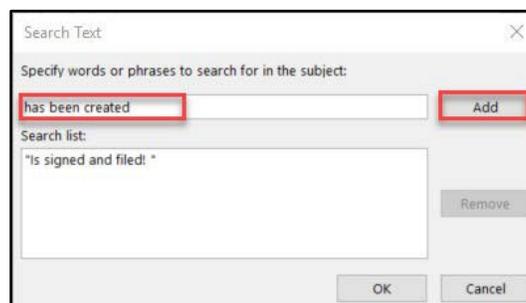
- ii. In the next *Rules Wizard* screen
 - (a) Navigate to *Step 1: Select two condition*
 - (i) Ensure that **from people or public group** is selected
 - (ii) Ensure that **with specific words in the subject** is selected as well



- (b) Navigate to *Step 2: Edit the rule description*
 - (i) Click **People or public group**
 1. The *Rule Address* window opens
 - a. In the **From** field, type echosign@echosign.com
 - b. Click **OK**

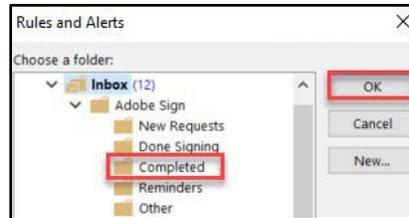


- (ii) Click **specific words**
 1. The *Search Text* window opens
 - a. Type **Is signed and filed!**, click **Add**
 - b. Type **has been created**, click **Add**
 - c. Click **OK**



(iii) Click **specified folder**

1. The *Rules and Alerts* window opens
 - a. Select the *Completed* sub-folder
 - b. Click **OK**



(iv) Click **Next**

(c) In the next *Rules Wizard* screen

- (i) Navigate to *Step 1: Select Actions*
 1. Uncheck **stop processing more rules**
- (ii) Click **Next**

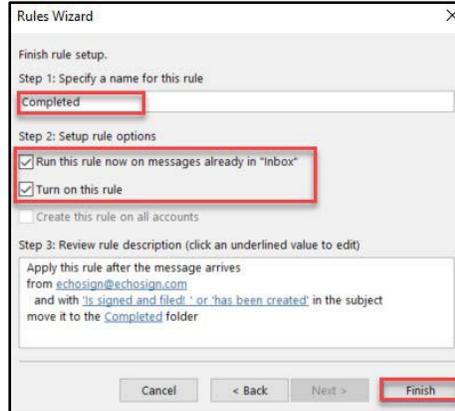


(d) In the next *Rules Wizard* screen

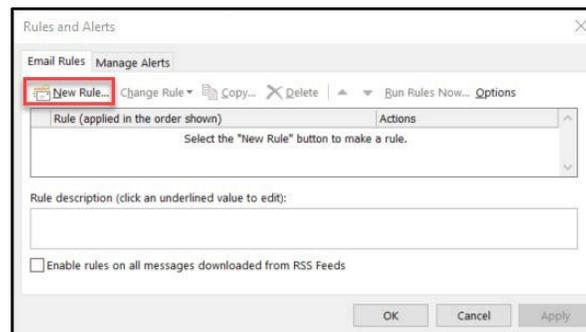
- (i) No actions needed for this screen
- (ii) Click **Next**

(e) The *Finish rule setup* is the last screen

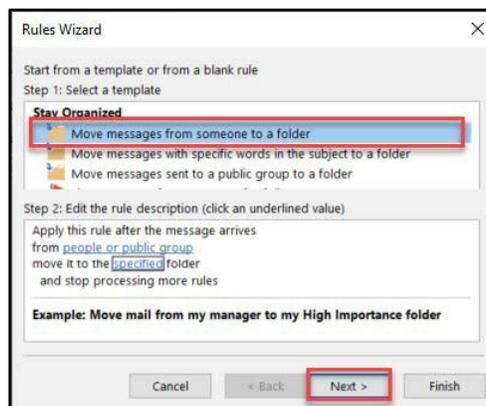
- (i) Navigate to *Step 1: Specify a name for this rule*
 1. Remove the auto default name and type **Done Signing**
- (ii) Navigate to *Step 2: Setup rule options*
 1. Select **Run this rule now on messages already in inbox**
 2. Ensure that **turn on this rule** is selected
- (iii) Click **Finish**



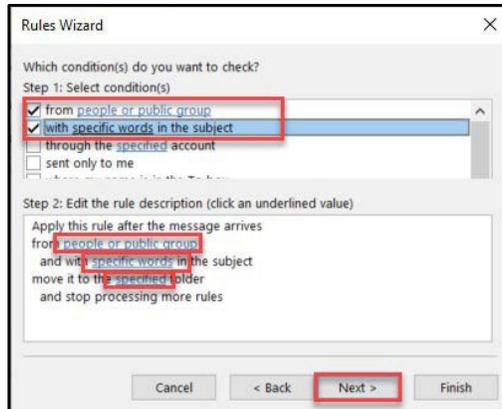
5. Create a rule for the *Reminders* sub-folder
 - a. In the *Rules and Alerts* window, Click **New Rules**



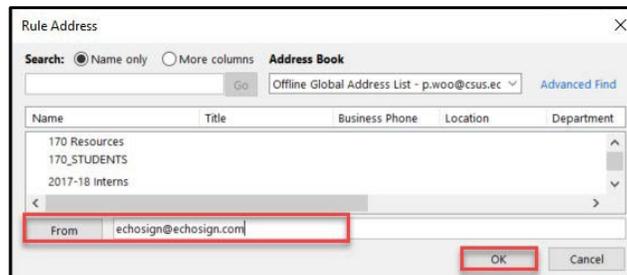
- b. The *Rules Wizard* window opens
 - i. Click on ***Move message from someone to a folder***, click **Next**



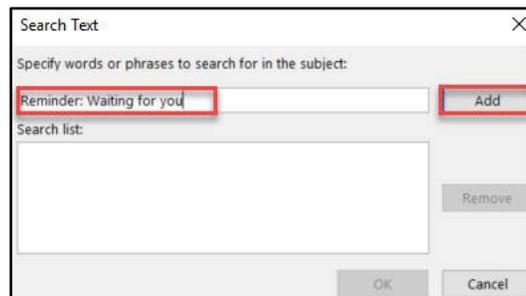
- ii. In the next *Rules Wizard* screen
 - (a) Navigate to *Step 1: Select two condition*
 - (i) Ensure that **from people or public group** is selected
 - (ii) Ensure that **with specific words in the subject** is selected as well



- (b) Navigate to *Step 2: Edit the rule description*
 - (i) Click **People or public group**
 1. The *Rule Address* window opens
 - a. In the **From** field, type adobesign@adobesign.com
 - b. Click **OK**

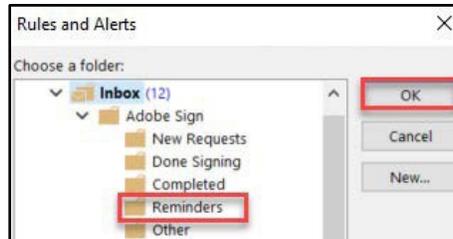


- (ii) Click **specific words**
 1. The *Search Text* window opens
 - a. Type **Reminder: Waiting for you**, click **Add**
 - b. Click **OK**



(iii) Click **specified folder**

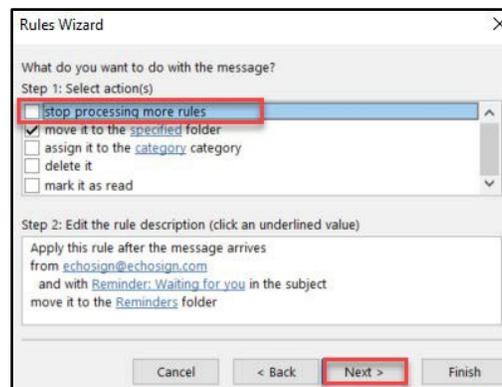
1. The *Rules and Alerts* window opens
 - a. Select the *Reminders* sub-folder
 - b. Click **OK**



(iv) Click **Next**

(c) In the next *Rules Wizard* screen

- (i) Navigate to *Step 1: Select Actions*
 1. Uncheck **stop processing more rules**
- (ii) Click **Next**



(d) In the next *Rules Wizard* screen

- (i) No actions needed for this screen
- (ii) Click **Next**

(e) The *Finish rule setup* is the last screen

- (i) Navigate to *Step 1: Specify a name for this rule*
 1. Remove the auto default name and type **Done Signing**
- (ii) Navigate to *Step 2: Setup rule options*
 1. Select **Run this rule now on messages already in inbox**
 2. Ensure that **turn on this rule** is selected
- (iii) Click **Finish**



Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Reminders

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 schoisign@echosign.com and with Reminder: Waiting for you in the subject move it to the Reminders folder

Cancel < Back Next > Finish

6. Click **OK**. You will not be creating a rule for the sub-folder **Others**. The sub-folder will be used on an as-needed base.