

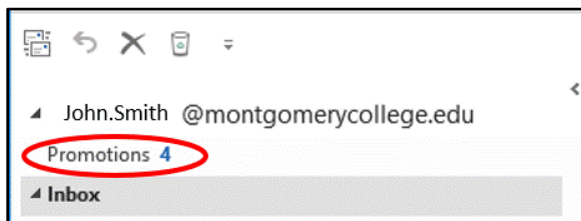
## Outlook “Promotions” Folder Job Aid

**Overview:** This job aid will provide instructions on the new “Promotions” folder that captures incoming emails flagged as “graymail.”

Graymail is email that is not considered spam because it is solicited and from a legitimate source, but it may not be critical to your daily workflow. Examples of graymail include newsletters or targeted advertisements. Employees should routinely review the contents of the Promotions folder.

### Managing Graymail in the Promotions Folder

1. Go to the Promotions folder in your Outlook email folder list.



2. Check your Promotions folder and select the emails you want to keep.
3. Move the selected emails to your Inbox by dragging the files to the Inbox folder or by right-clicking on the selected files, click **Move** and then **Inbox**. That will move the files to your Inbox.

**Note:** Performing this action will teach the system to direct future emails from selected senders to go directly to your Inbox. The inverse of this action would be to move emails delivered to your Inbox, that you are not interested in seeing, to the Promotions folder. This will teach the system to direct these future emails to your Promotions folder.

