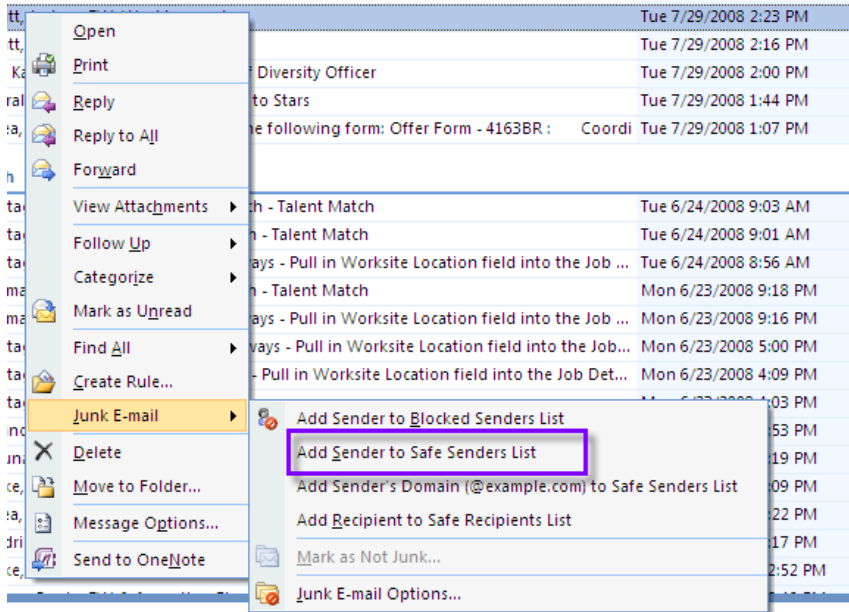


Hello STARS Users,

To ensure that STARS emails do not go to your junk email folder, please review the following suggestions:

Add STARS to Your Safe Senders List:

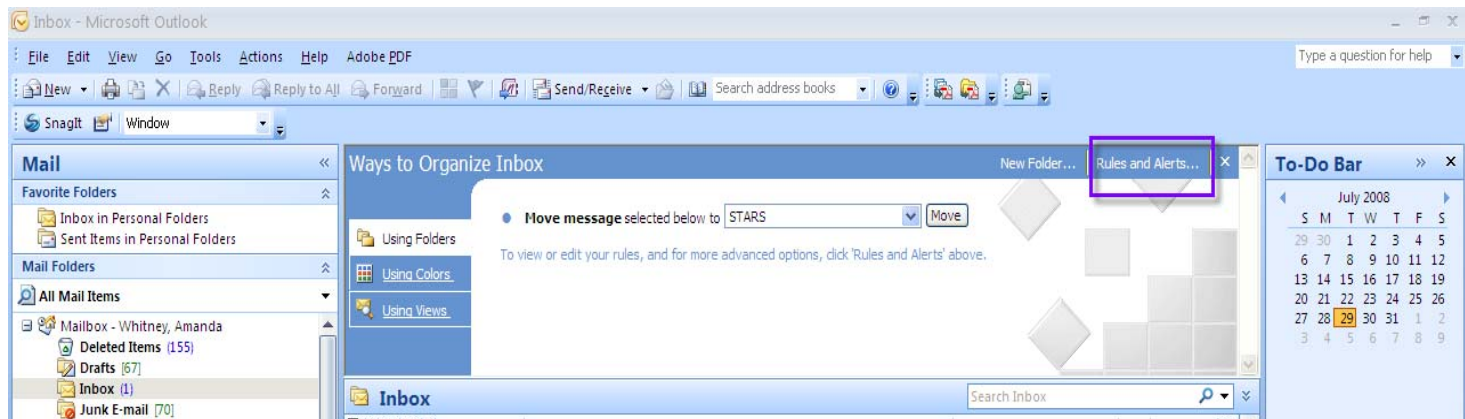
1. If STARS e-links are currently going to your junk email folder, click on the “Junk E-mail” folder
2. Find a STARS e-link that went to junk e-mail and right-mouse click on it
3. Choose Junk E-mail → Add Sender to Safe Senders List
4. If STARS e-links are not currently going to junk email but you’d like to ensure that they are added to the “safe senders” list, click on an e-link from your inbox and then complete the steps listed above.



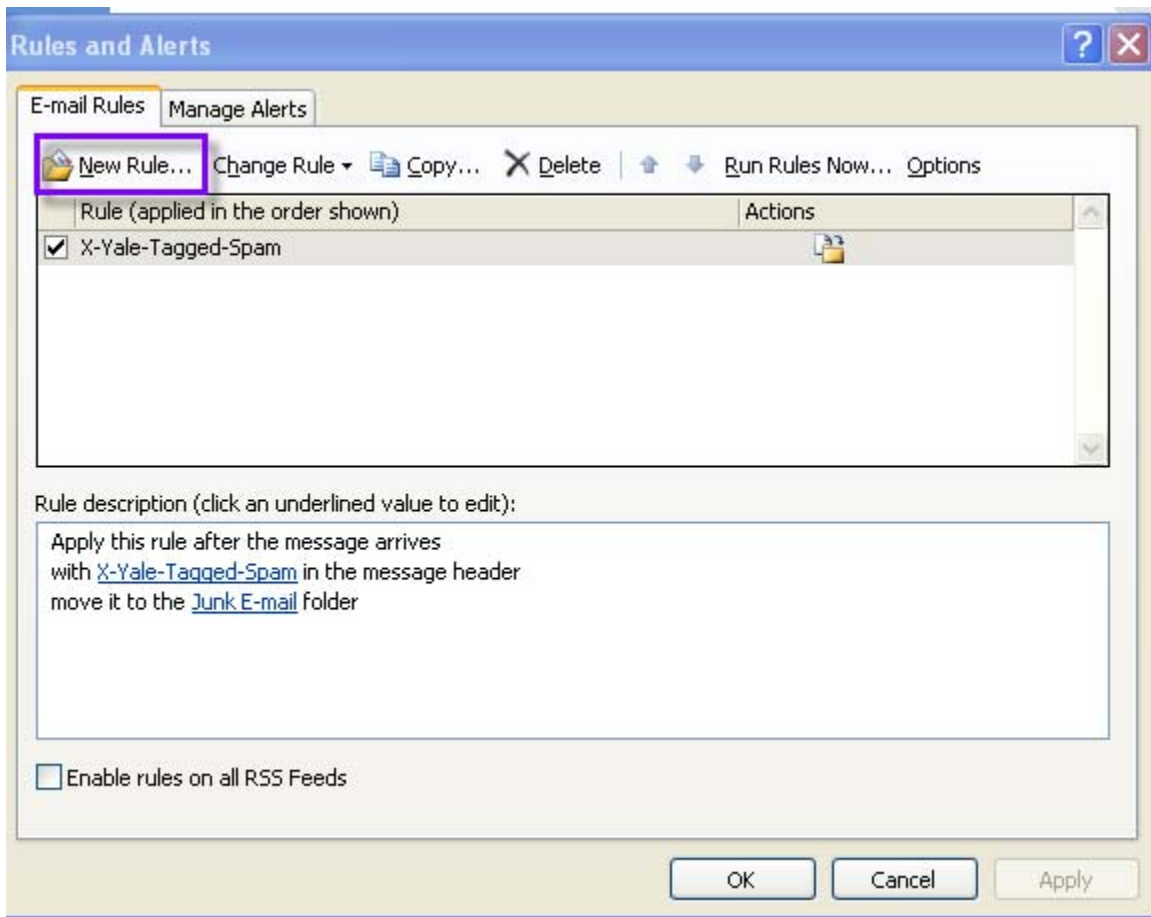
report

Set up an Email Filter in Outlook: (if you wish to have all STARS emails re-routed to a separate folder)

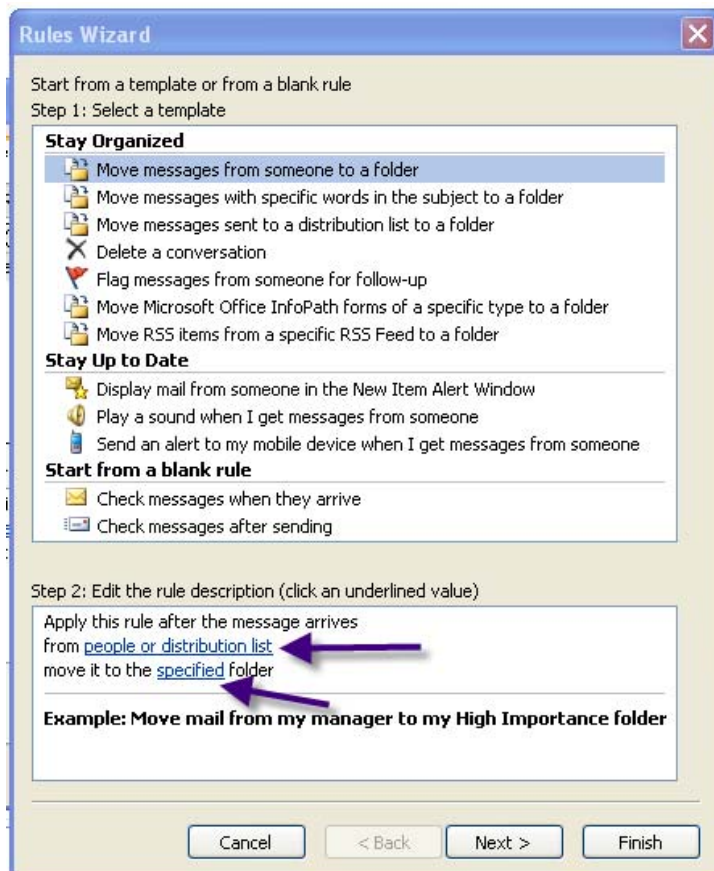
1. Go to Tools→Organize
2. In the “Ways to Organize Inbox” window, select “Rules and Alerts”



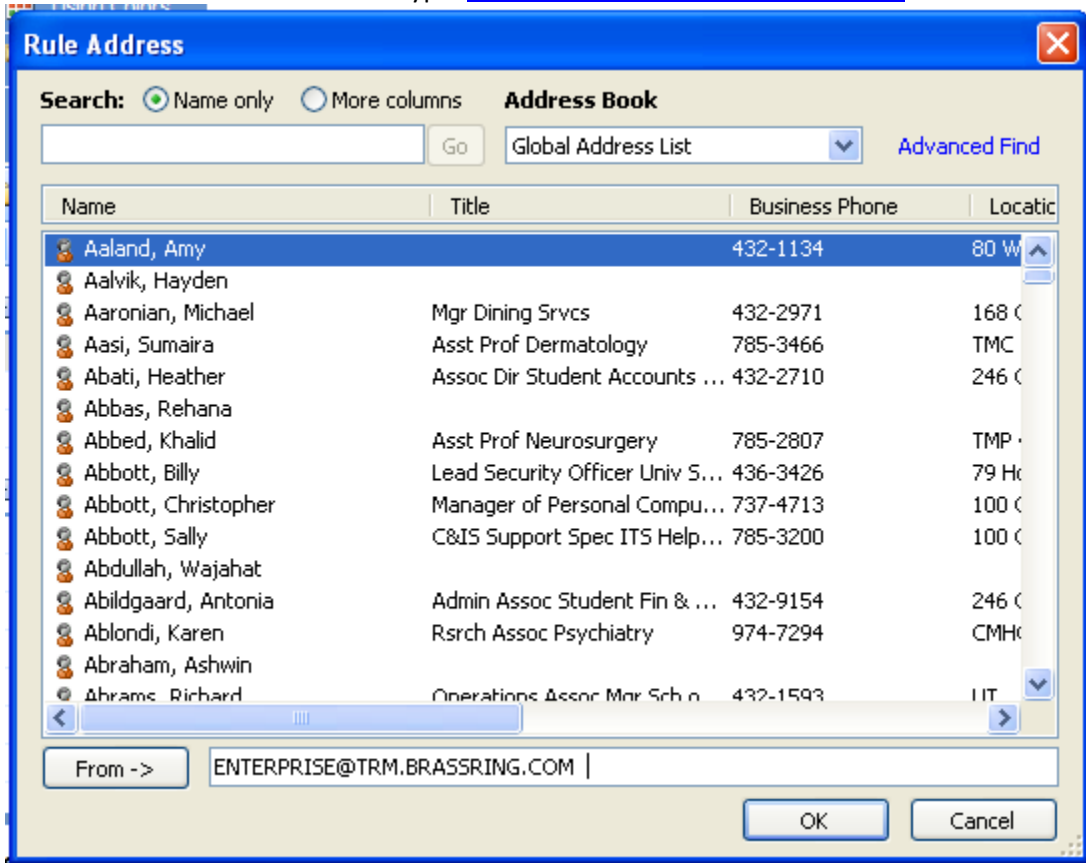
3. Then choose “new rule”



4. In the "Rules Wizard" box select "Move messages from someone to a folder" and in Step 2: click on the hyperlink for "people or distribution list"

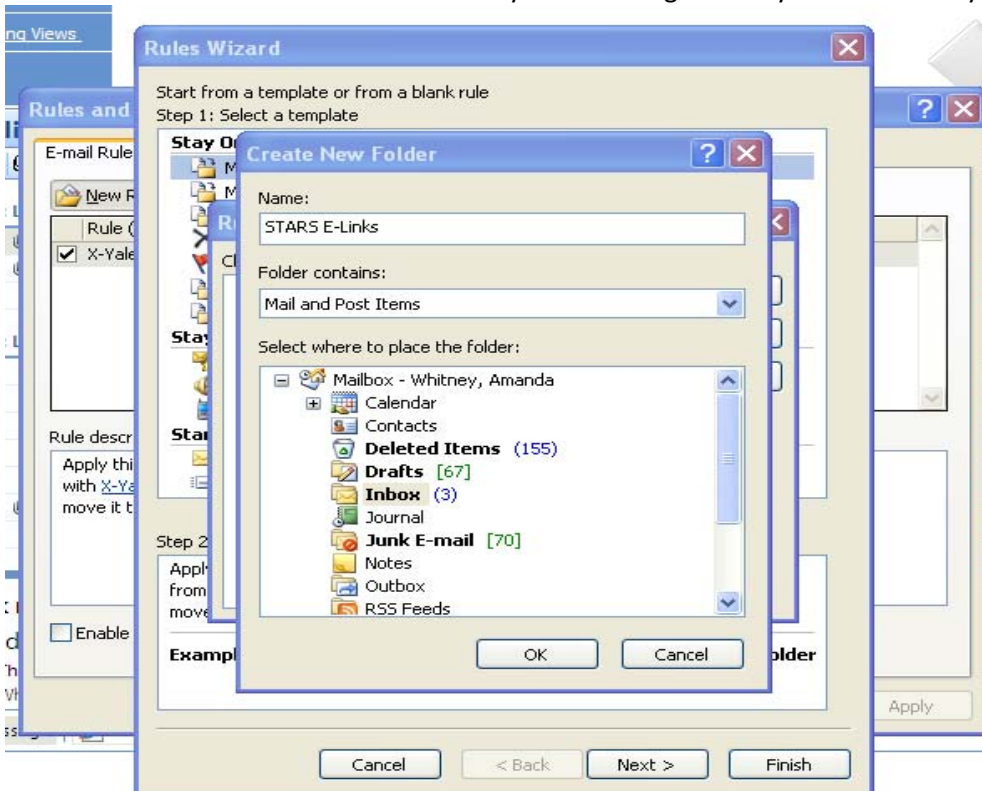


5. In the “Rule Address” screen type: ENTERPRISE@TRM.BRASSRING.COM in the “from” field and click “OK”

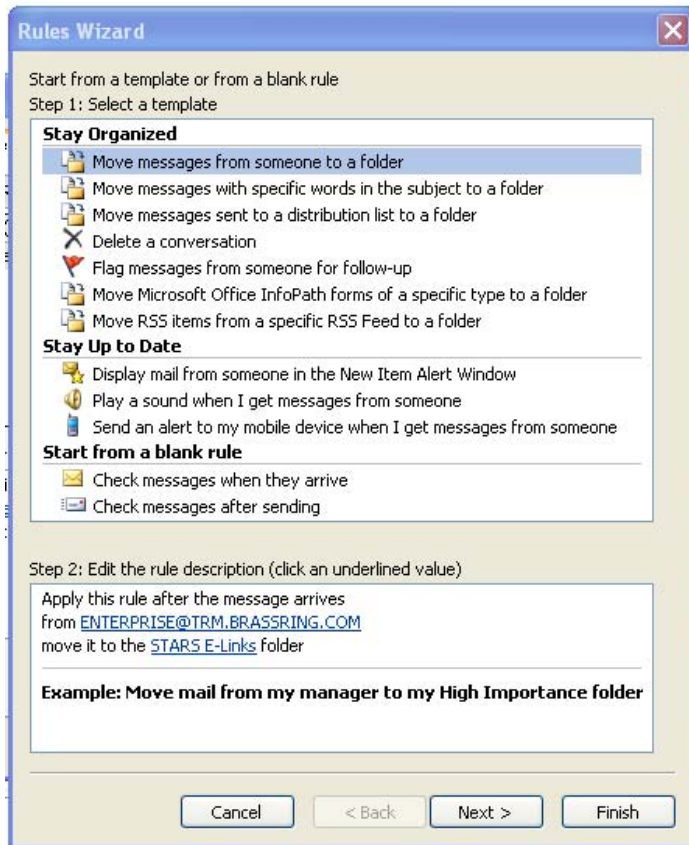


6. Then from the Step 2 box click on the hyperlink for “specified”

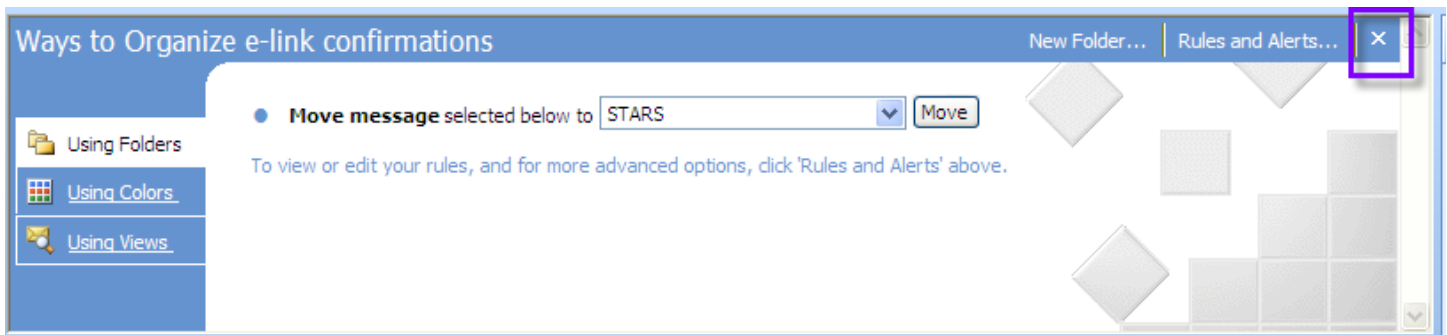
7. Select “New” and then scroll down the list and choose where you want the new folder to be placed. Then type in the name of the folder you want all your e-links to go to and then click “OK” (In this case I named my folder “STARS E-Links” and I chose to have my new folder go directly underneath my inbox)



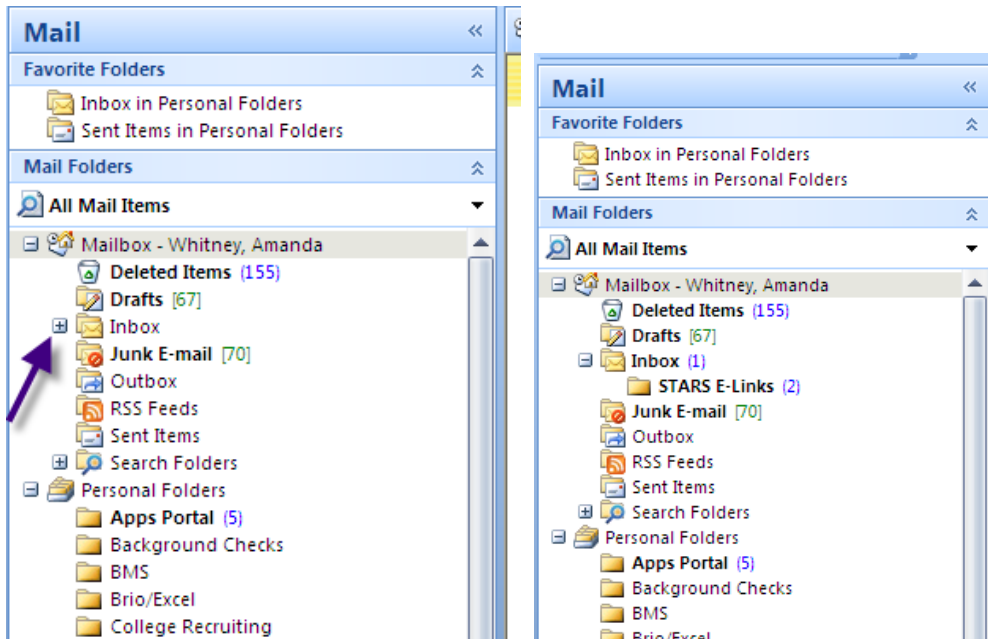
- Click "OK" again
- Your screen should look like this:



- Keep clicking "Next" until you get to the last screen where you have to click "Finish"
- Click "Apply" and then click "OK"
- To exit the Ways to Organize screen click on the "X" in the corner



- If you chose to have your new folder go under your "Inbox" instead of your "personal folders" you will need to click on the "+" next to "Inbox" to see the new folder there. Otherwise, your new folder will be listed with your other personal folders.



If you are not using Microsoft Outlook Exchange and you are having difficulty receiving STARS e-links:

1. Please log-in to webmail at www.mail.yale.edu
2. Select "Tagged-Spam" from the drop down menu in the top right hand corner of the screen to navigate to your Tagged-Spam folder.
3. The server's "SpamAssasin" will automatically insert ***SPAM*** into the subject line so you will have to look for the e-link communication from within that folder.
4. If you find e-links that have been tagged as spam, contact the ITS Help Desk at 2-9000 to discuss how to allow STARS emails to bypass the SpamAssasin.

Strategic Talent-management And Recruitment System

Need help? You can call, e-mail or visit the STARS site for assistance.

STARS Hotline Number (IT Help Desk): 432-9000 or 785-3200

STARS E-mail: stars@yale.edu

STARS Website: www.yale.edu/hronline/stars

Staffing & Career Development Office at 432-5703