



# **Evidence Inventory Management System (EIMS)**

## **User Guide**

### **Email Rule for Notifications**

# Overview

This document provides step-by-step instructions to guide users with setting up an email rule in Outlook to route all EIMS notifications from the inbox to a desired folder.

To proceed you must have authorized access to EIMS.

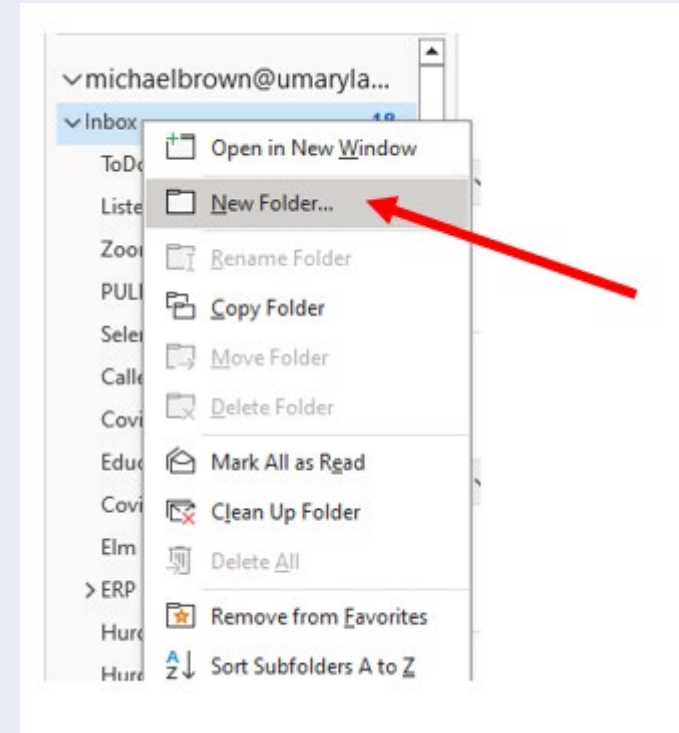
# EIMS Support

For assistance or questions please send an email to all Members of the EIMS Support team.

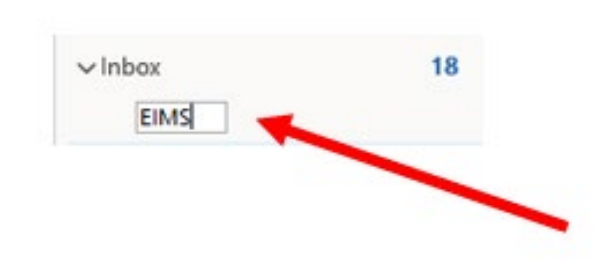
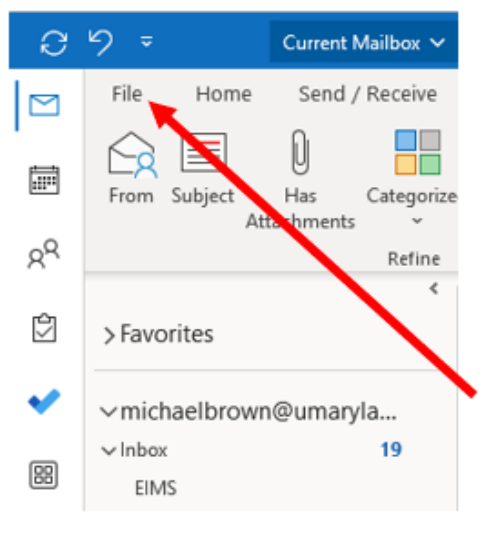
- Greg Spengler - [gspengler@umaryland.edu](mailto:gspengler@umaryland.edu)
- Michael Brown – [michaelbrown@umaryland.edu](mailto:michaelbrown@umaryland.edu)

# Email Rule Configuration

Step	Instructions
1	<ul style="list-style-type: none"><li>• Open MS Outlook</li></ul>
2	<ul style="list-style-type: none"><li>• Right-Click on your inbox and select “New Folder...”</li></ul>



# Email Rule Configuration

Step	Instructions
3	<ul style="list-style-type: none"><li data-bbox="428 358 1294 401">Enter "EIMS" or a desired name for the folder.</li></ul> 
4	<ul style="list-style-type: none"><li data-bbox="428 732 881 775">Click the "File" menu.</li></ul> 

# My Standards Landing Page

Step

Instructions

5

- Click the “Manage Rules & Alerts” tile.

The screenshot displays the 'Account Information' page in a Microsoft Exchange interface. On the left, a blue navigation pane contains several options: 'Info' (selected), 'Open & Export', 'Save As', 'Save Attachments', and 'Print'. The main content area is titled 'Account Information' and shows the email address 'michaelbrown@umaryland.edu' and 'Microsoft Exchange'. Below this, there are several sections: 'Add Account', 'Account Settings' (with a 'Change' link), 'Automatic Replies (Out of Office)', 'Mailbox Settings' (showing 86.8 GB free of 99 GB), and 'Rules and Alerts'. A red arrow points from the 'Manage Rules & Alerts' tile in the navigation pane to the 'Rules and Alerts' section in the main content area.

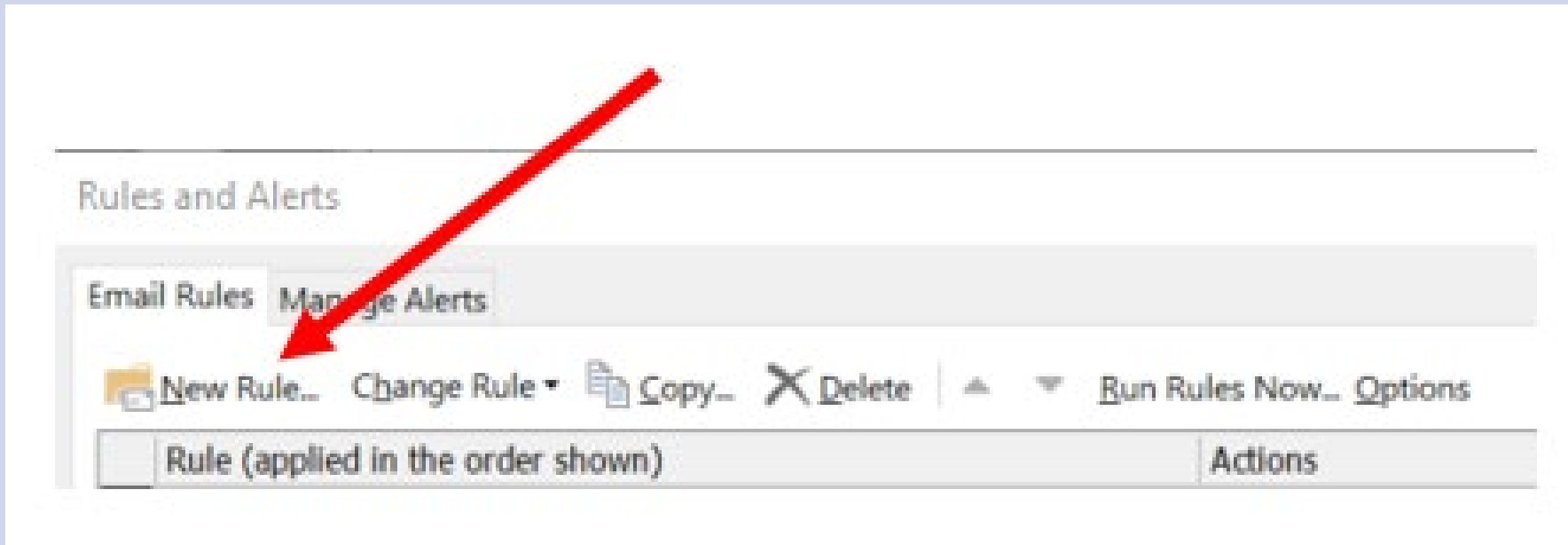
# My Standards Landing Page

Step

Instructions

6

- Click the “New Rule...” option.



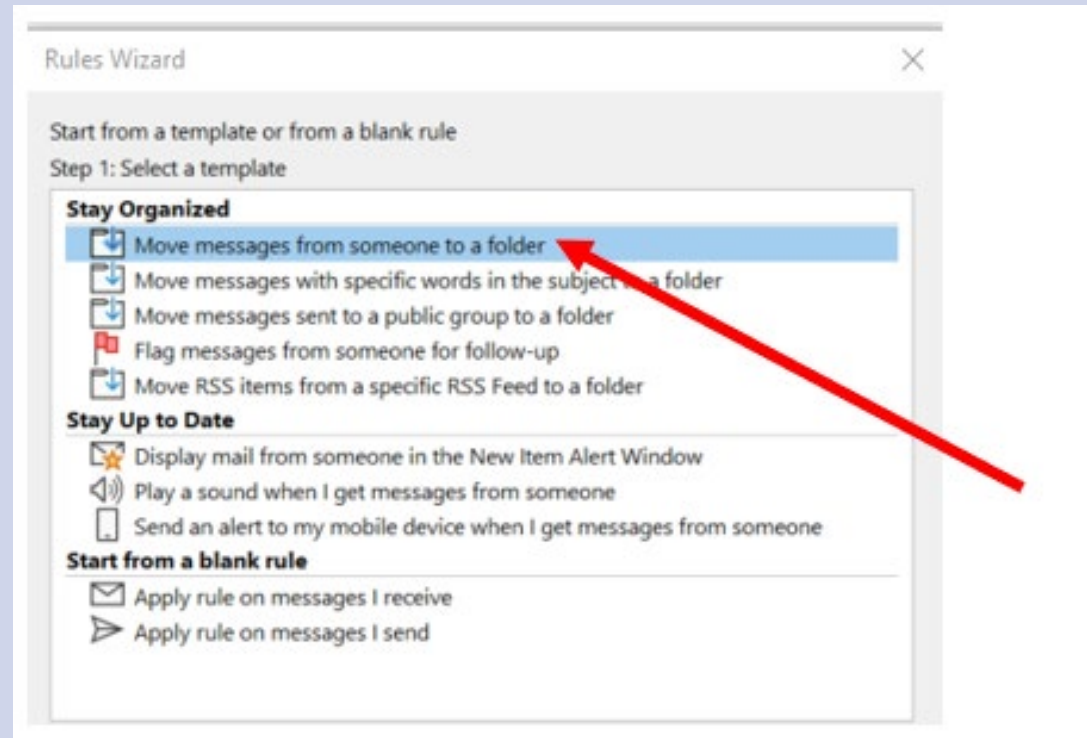
# My Standards Landing Page

Step

Instructions

- Click the “Move messages from someone to a folder” option.

7





# My Standards Landing Page

Step

Instructions

- In the “Step 2” section, Click the “**people of public group**” link.

8

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

Apply this rule after the message arrives  
from people or public group  
move it to the specified folder  
and stop processing more rules

**Example: Move mail from my manager to my High Importance folder**

Cancel < Back Next > Finish

# My Standards Landing Page

## Step

## Instructions

- Locate the [middlestates\\_eims@umaryland.edu](mailto:middlestates_eims@umaryland.edu) address or enter it into the From box.

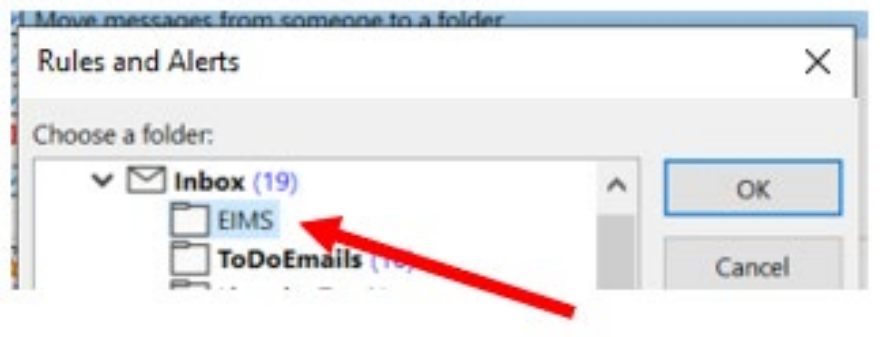
The screenshot shows a 'Rule Address' dialog box with a search bar containing 'middle'. The search results are displayed in a table with columns: Name, Title, Business Phone, Location, Department, Email Address, Company, and Alias. The row for 'Middle States EIMS' is highlighted in blue. A red arrow points from the search input field to the highlighted row, and another red arrow points from the highlighted row to the 'From' field at the bottom, which contains 'Middle States EIMS'.

Name	Title	Business Phone	Location	Department	Email Address	Company	Alias
Law-Clinic-Middleton, Emily A.					emiddleton@clinic.law.u...		emiddleton1
Middle States EIMS					middlestates_eims@umar...		middlestates_eir
Middlecamp, Erin	Medical Secretary...			Medicine - ...	emiddlecamp@som.umar... FPI		emiddlecamp.so
MiddleStates					MiddleStates@umaryland...		MiddleStates
Middleton, Emily					emiddleton@umaryland.e...		emiddleton
Middleton, Erika	BW Registered N...			ANESTHESI...	erika.middleton@umm.edu BWMC		erika.middleton.u
Middleton, Joan	CR Clinical Nurse II	301-609-4286		NURSING L...	joan.middleton@umm.edu CRMC		joan.middleton.u
Middleton, Jordan					jordan.middleton@umary...		jordan.middleto
Middleton, Jordan	SH Staff Nurse-R...			EMERG RO...	jordan.middleton@umm... SRH		jordan.middleto
Middleton, Katherine		301-609-4152	OR	OPERATING...	kmiddleton@umm.edu CRMC		kmiddleton.um
Middleton, LaSandra	Contract Inpatie...			CORP HIM ...	lasandra.middleton@um...		lasandra.middlet
Middleton, Leyla	MC Surgical Tech ...			OPERATING...	leyla.middleton@umm.edu UMMC		leyla.middleton.u
Middleton, Madeline	Volunteer			GUEST SER...	madeline.middleton@um...		madeline.middle
Middleton, Tia	MC Cytomisto La...			LAB PATHO...	tia.middleton@umm.edu UMMC		tia.middleton.ur
Middleton, Tiernan Conner	Reside...			Pediatrics	tmiddleton@som.umaryla... FPI		tmiddleton.som.u
Middleton, Victoria	SJ Clinical Nurse I	443-636-0580		NURSING ...	victoria.middleton@umm... SJMC		victoria.middletc
UMB Middle States Accreditation 2025					middlestates2025@umar...		middlestates202

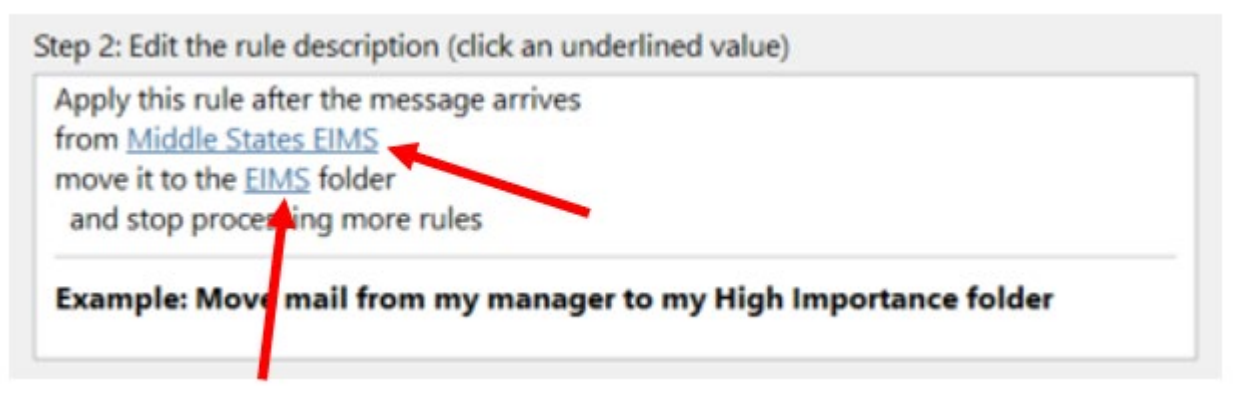
# Email Rule Configuration

Step	Instructions
10	<ul style="list-style-type: none"><li>Click the <b>Ok</b> button.</li></ul>
11	<ul style="list-style-type: none"><li>In the “Step 2” box, Click the “<b>specified</b>” folder link.</li></ul> <div data-bbox="621 625 2015 1210"><p>Step 2: Edit the rule description (click an underlined value)</p><p>Apply this rule after the message arrives from <u>Middle States EIMS</u> move it to the <u>specified</u> folder and stop processing more rules</p><hr/><p><b>Example: Move mail from my manager to my High Importance folder</b></p></div>

# Email Rule Configuration

Step	Instructions
12	<ul style="list-style-type: none"><li data-bbox="428 362 1477 404">• Locate the EIMS or your desired folder. <b>Select the folder.</b></li></ul> 
13	<ul style="list-style-type: none"><li data-bbox="428 889 879 931">• Click the <b>“Ok”</b> button.</li></ul>

# Email Rule Configuration

Step	Instructions
14	<ul style="list-style-type: none"><li>Verify that the Rule listed in Step 2 indicates that email from “Middle States EIMS” will be moved to your desired folder.</li></ul>  <p>The screenshot shows a configuration window titled "Step 2: Edit the rule description (click an underlined value)". The text inside reads: "Apply this rule after the message arrives from <u>Middle States EIMS</u> move it to the <u>EIMS</u> folder and stop processing more rules". Two red arrows point to the underlined text "Middle States EIMS" and "EIMS". Below the text is a horizontal line, and below that is an example: "Example: Move mail from my manager to my High Importance folder".</p>
15	<ul style="list-style-type: none"><li>Click the “<b>Finish</b>” button.</li></ul>

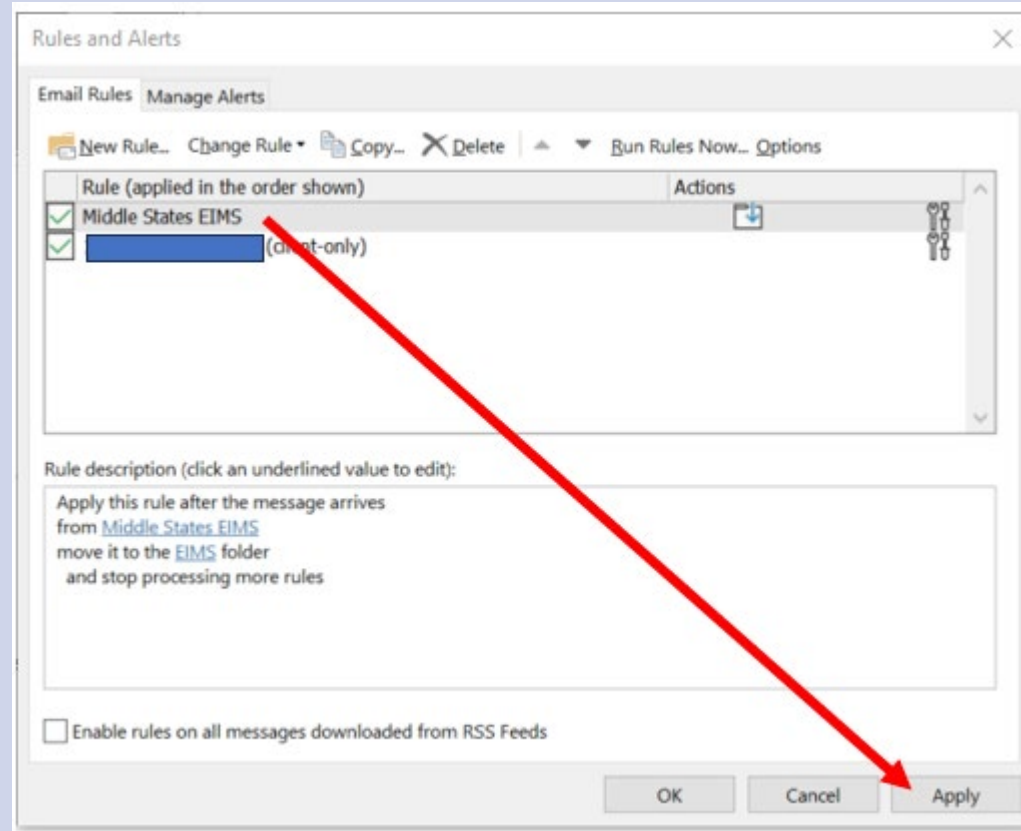
# My Standards Landing Page

## Step

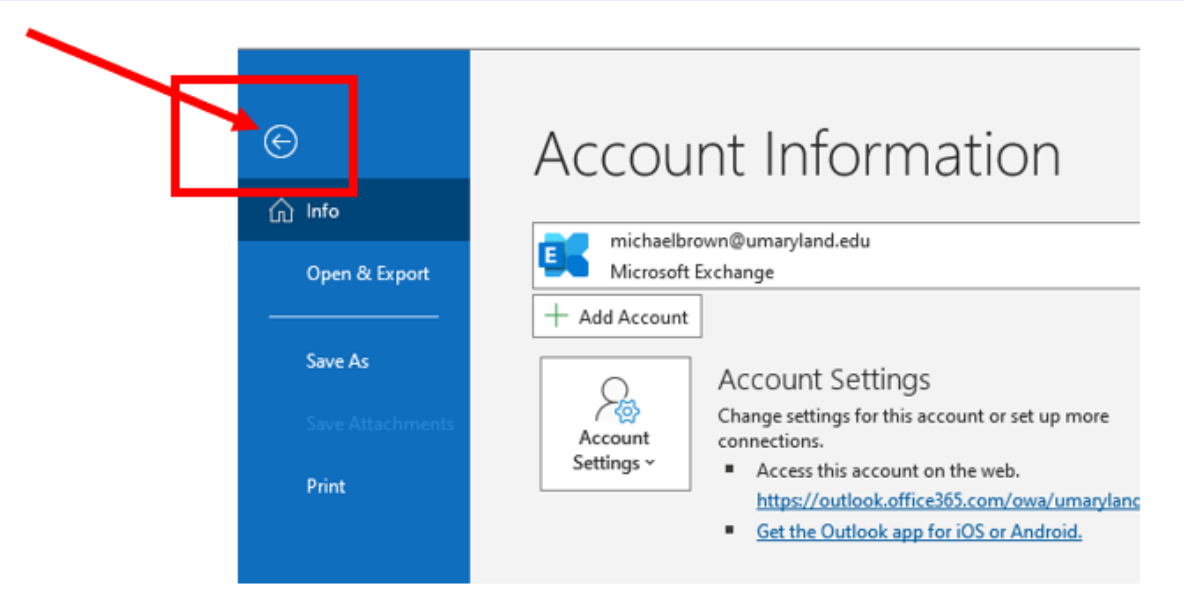
## Instructions

- Click the **Apply** button.

16



# Email Rule Configuration

Step	Instructions
17	<ul style="list-style-type: none"><li>Click the <b>OK</b> button.</li></ul>
18	<ul style="list-style-type: none"><li>Click the <b>Return</b> arrow to get back to your inbox.</li></ul>  <p>The screenshot shows the Outlook 'Account Information' page. On the left, there is a blue navigation pane with several options: 'Info', 'Open &amp; Export', 'Save As', 'Save Attachments', and 'Print'. A red box highlights the 'Return' arrow icon (a white arrow pointing left) located at the top of the navigation pane. A red arrow points from the top-left corner of the slide towards this icon. The main content area on the right is titled 'Account Information' and displays details for a Microsoft Exchange account: 'michaelbrown@umaryland.edu'. Below this, there is an 'Add Account' button and an 'Account Settings' section with a link to 'https://outlook.office365.com/owa/umaryland.edu'.</p>

# My Standards Landing Page

Step	Instructions
19	<ul style="list-style-type: none"><li data-bbox="351 375 1755 415">• All subsequent notifications from EIMS should now go to your selected folder.</li><li data-bbox="351 476 524 516">• Done!</li></ul>



# Review & Send Back Evidence Item

Step	Instructions
19	<p data-bbox="1141 476 1702 551">End of Tutorial</p> 