Create a Rule to Block Certain Email Announcements from BlackBoard

Blackboard now sends a new email every time an instructor posts an announcement. If you are receiving too many announcements you can use the Rules function in Lotus Notes to block these emails.

IMPORTANT! Do no create a rule that blocks mail from sender bb@ic.sunysb.edu! This may prevent you from receiving important messages that you don’t want to miss (i.e., messages from students).

This is an example of the email announcement Subject line:

New Announcement Available in course /ESE 506.01 Wireless Network - Spring 2011: Phone and Code backup

It is recommended that you create a rule that says: When the subject contains New Announcement Available in then Don’t Accept Message.

First, go to your Rules folder:

![Mail for Kim Rant](image)

In the left navigation pane click to expand Tools and then choose Rules.

To create a new Rule, click the New Rule action button.
Under **Specify conditions** select **Subject**.

Next to contains enter: **New Announcement Available in**.

Click **Add**.

Under **Specify Actions** select **Delete (don’t accept message)**.

Click **Add Action**.

Make sure that your condition and action are added to the edit boxes.

Click **OK** to save.

The new Rule is added to the **Rules** folder.
Use these action buttons to manage your Rules.