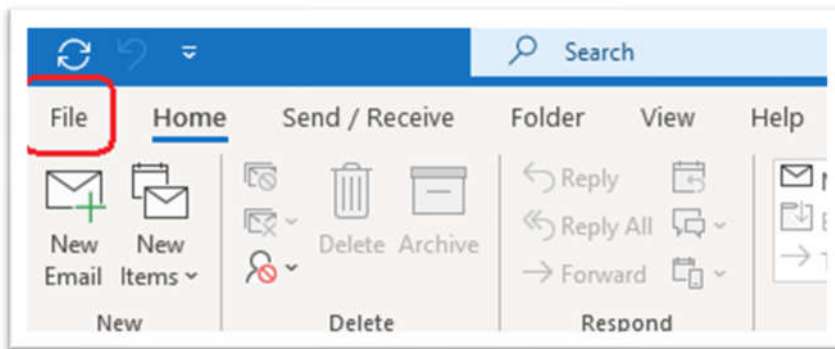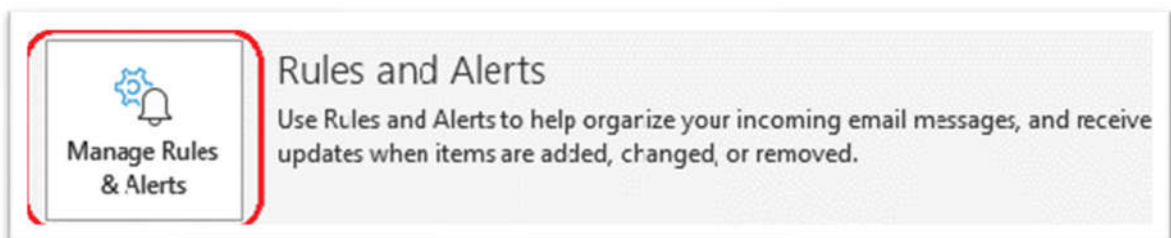# How to: Enable notification of specific incoming email for
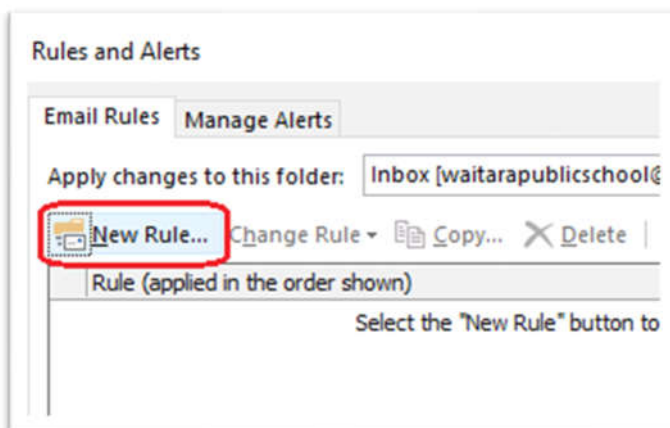
A. For Outlook users

1. Click **File** in Outlook

2. Under **Account Information**, click **Rules and Alerts**

3. On the **Rules and Alerts** window, click **New Rule**
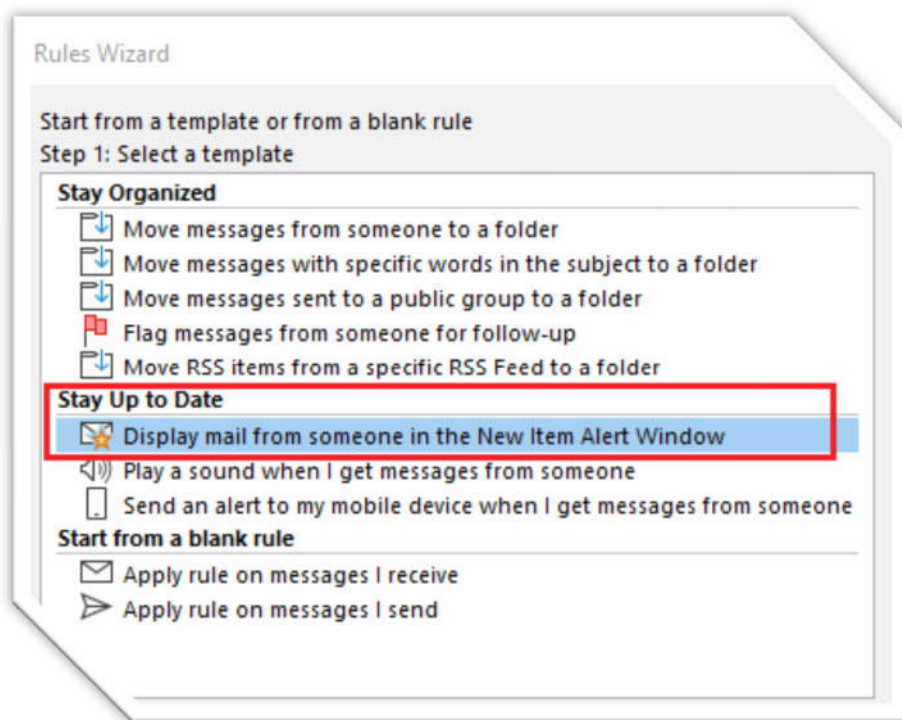

4. On the **Rules Wizard**,
   Step 1: select a template suits your purpose

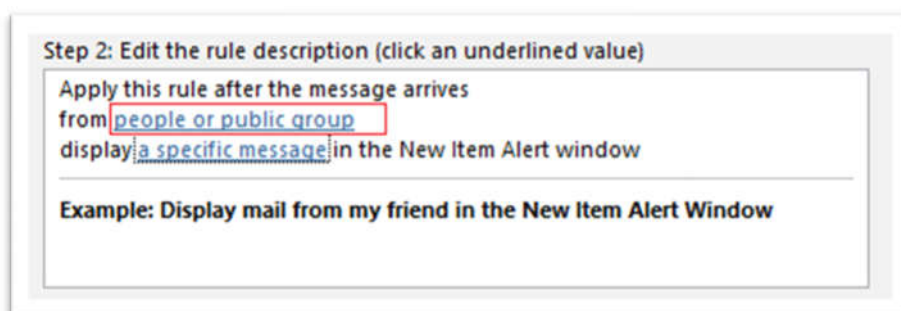   e.g.

   Stay Up to Date

   Display mail from someone in the New Item Alert Window.

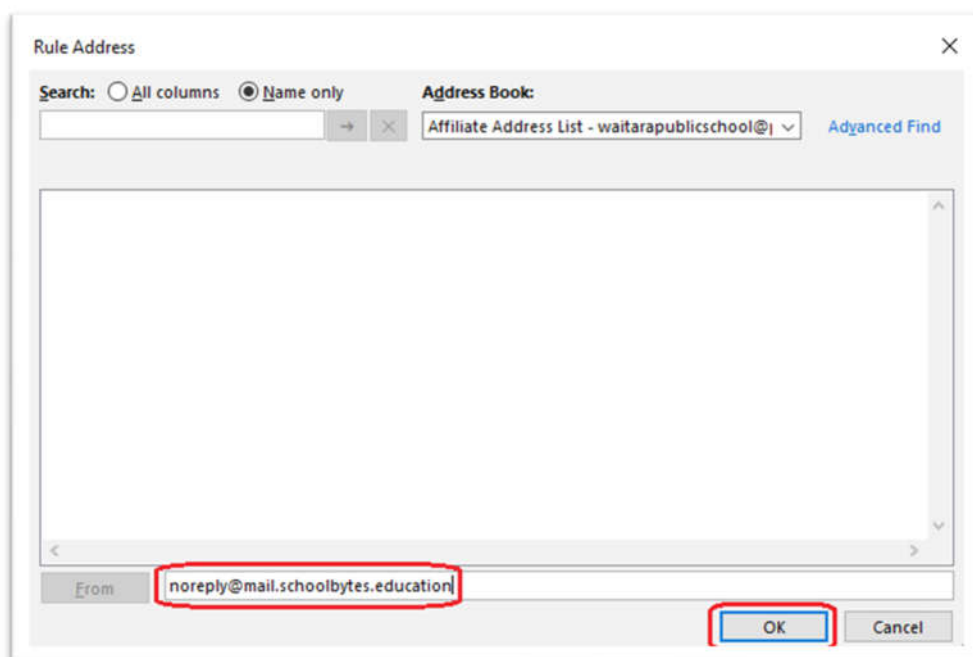   (or **Play a sound when I get messages from someone**).

Step 2: Edit the rule description
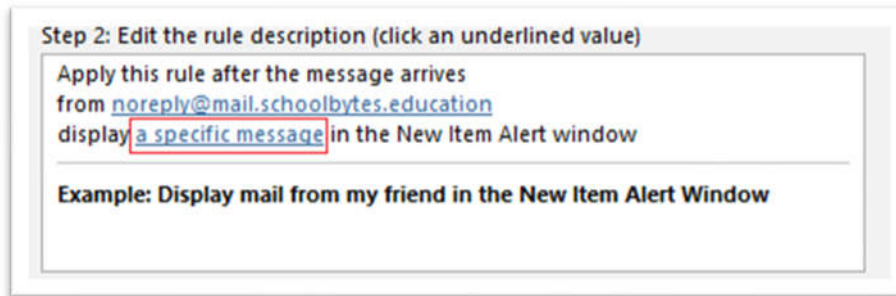
Click **People or public group**

Add the following email address in the **From** field as below, click **OK**.
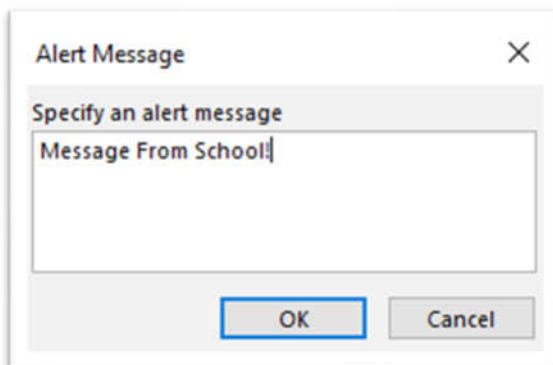
noreply@mail.schoolbytes.education

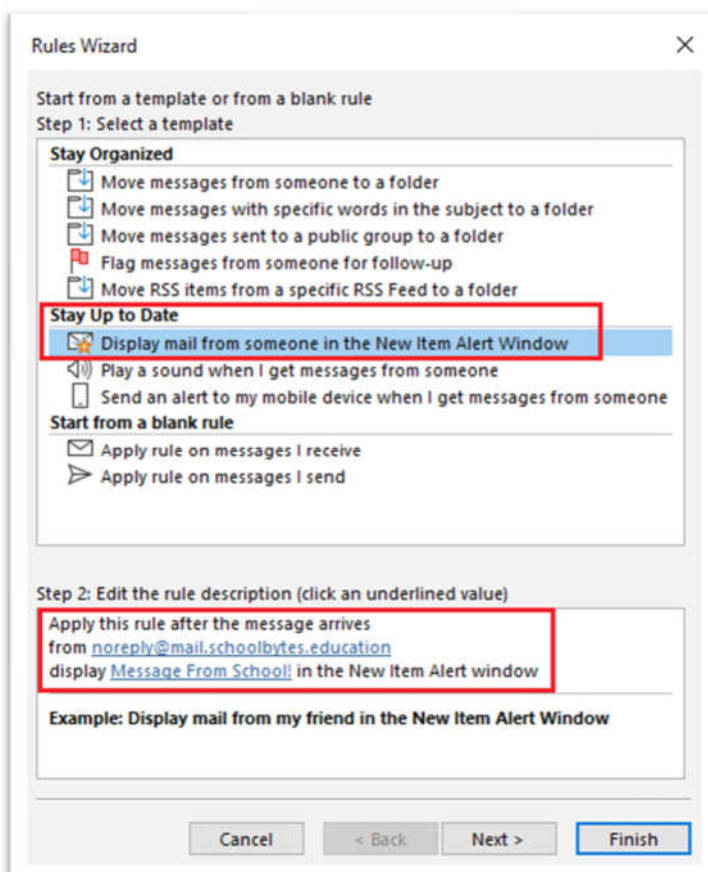Confirm that it shows **from noreply@mail.schoolbytes.education** as below,

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

Apply this rule after the message arrives
from noreply@mail.schoolbytes.education
display a specific message in the New Item Alert window

Example: Display mail from my friend in the New Item Alert Window

click **a specific message** to add a customized message, click **OK**.

e.g.

Alert Message   ✕

Specify an alert message

Message From School!

OK   Cancel

The Rules Wizard should look as below.

Rules Wizard   ✕

Start from a template or from a blank rule
Step 1: Select a template
Stay Organized
 Move messages from someone to a folder
 Move messages with specific words in the subject to a folder
 Move messages sent to a public group to a folder
 Flag messages from someone for follow-up
 Move RSS items from a specific RSS Feed to a folder
Stay Up to Date
 Display mail from someone in the New Item Alert Window
 Play a sound when I get messages from someone
 Send an alert to my mobile device when I get messages from someone
Start from a blank rule
 Apply rule on messages I receive
 Apply rule on messages I send

Step 2: Edit the rule description (click an underlined value)
Apply this rule after the message arrives
from noreply@mail.schoolbytes.education
display Message From School! in the New Item Alert window

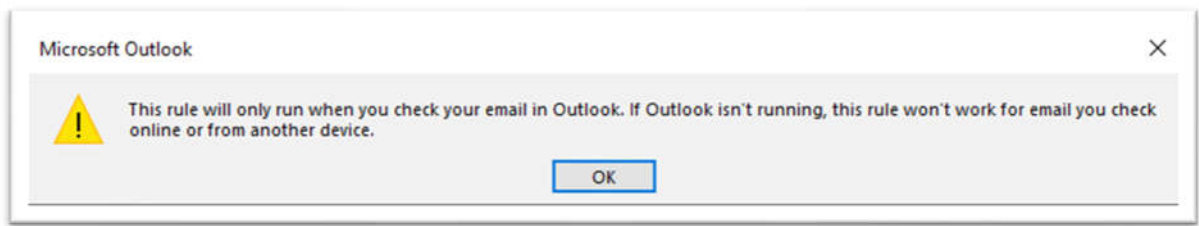**Example: Display mail from my friend in the New Item Alert Window**

Cancel   < Back   Next >   Finish

Click **Finish**.

A message box is shown as below.

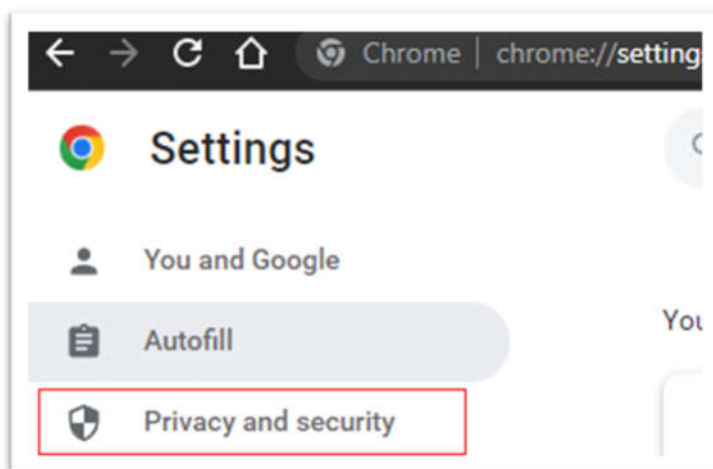5. On **Rules and Alerts** Window, click **OK**.

Note: Outlook needs to be running for receiving the notification (in your computer).

B. For Gmail users

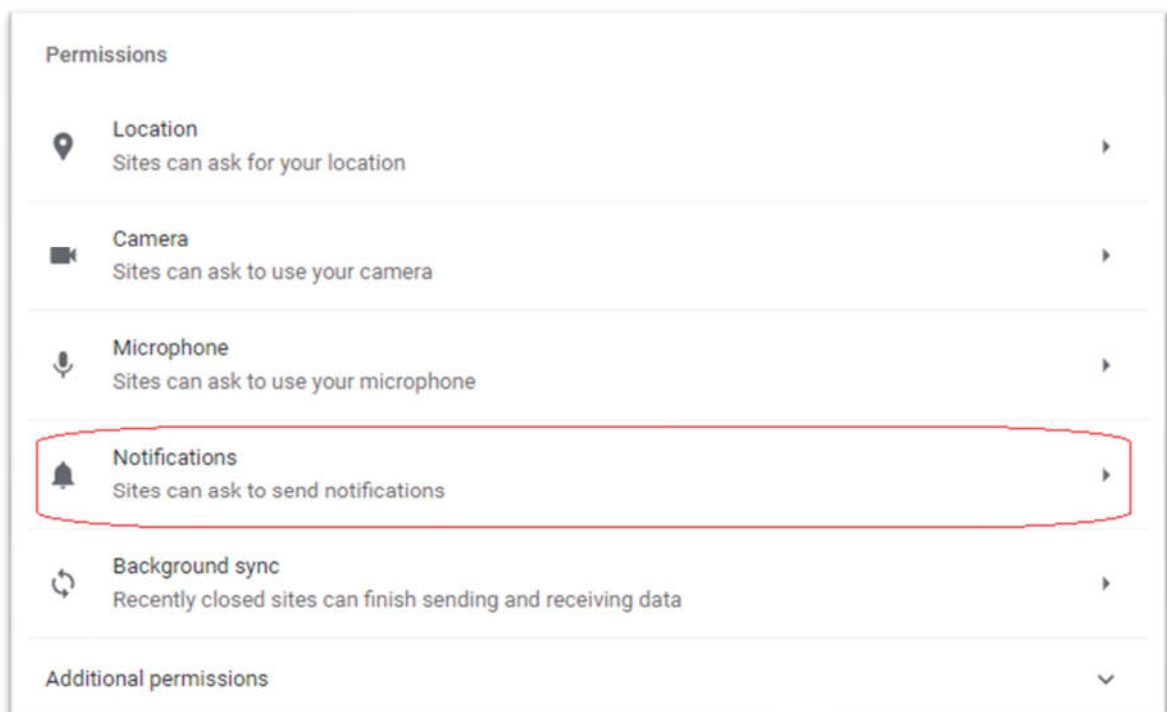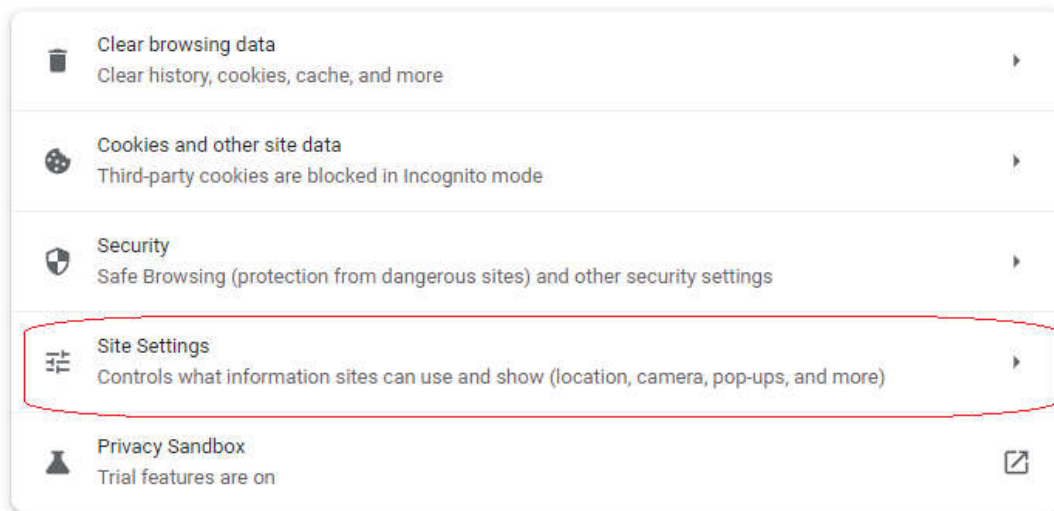1. Make sure to allow browser notifications from Gmail

   Change your default notifications settings

   1) On your computer, open Chrome 🌐.
   2) At the top right, click More ⋮ > **Settings**.
   3) Click **Privacy and security** > **Site Settings** > **Notifications**.

Privacy and security

Clear browsing data
Clear history, cookies, cache, and more

Cookies and other site data
Third-party cookies are blocked in Incognito mode

Security
Safe Browsing (protection from dangerous sites) and other security settings

Site Settings
Controls what information sites can use and show (location, camera, pop-ups, and more)

Privacy Sandbox
Trial features are on

Permissions

Location
Sites can ask for your location

Camera
Sites can ask to use your camera

Microphone
Sites can ask to use your microphone

Notifications
Sites can ask to send notifications

Background sync
Recently closed sites can finish sending and receiving data

Additional permissions

4) Select the option you want as your default setting.
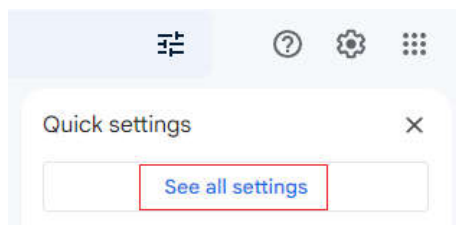
Allowed to send notifications   Add

Allow a site:

a. Next to "Allowed to send notifications," click **Add**.
b. Enter the site's web address. e.g. https://mail.google.com
c. Click **Add**.

2. On your computer, open Gmail.
3. In the top right, click **Settings** ⚙ > **See all settings**.
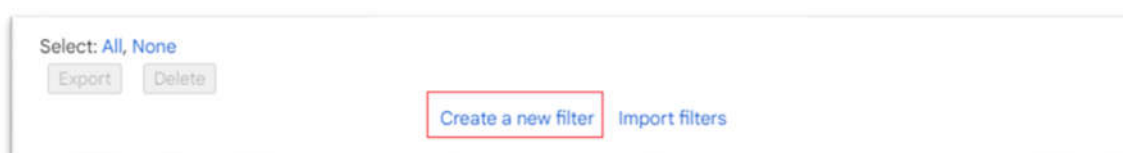
4. Scroll down to the **Desktop notifications** section.
5. Select **Important mail notifications on**.
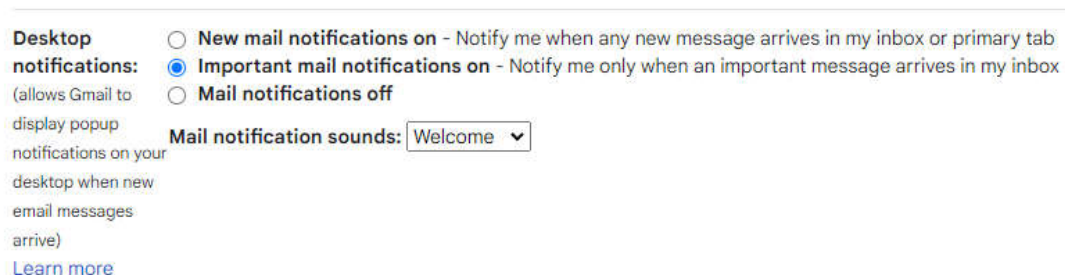
6. At the bottom of the page, click **Save Changes**.
7. Return to **Settings** ⚙ ＞ **See all settings**.
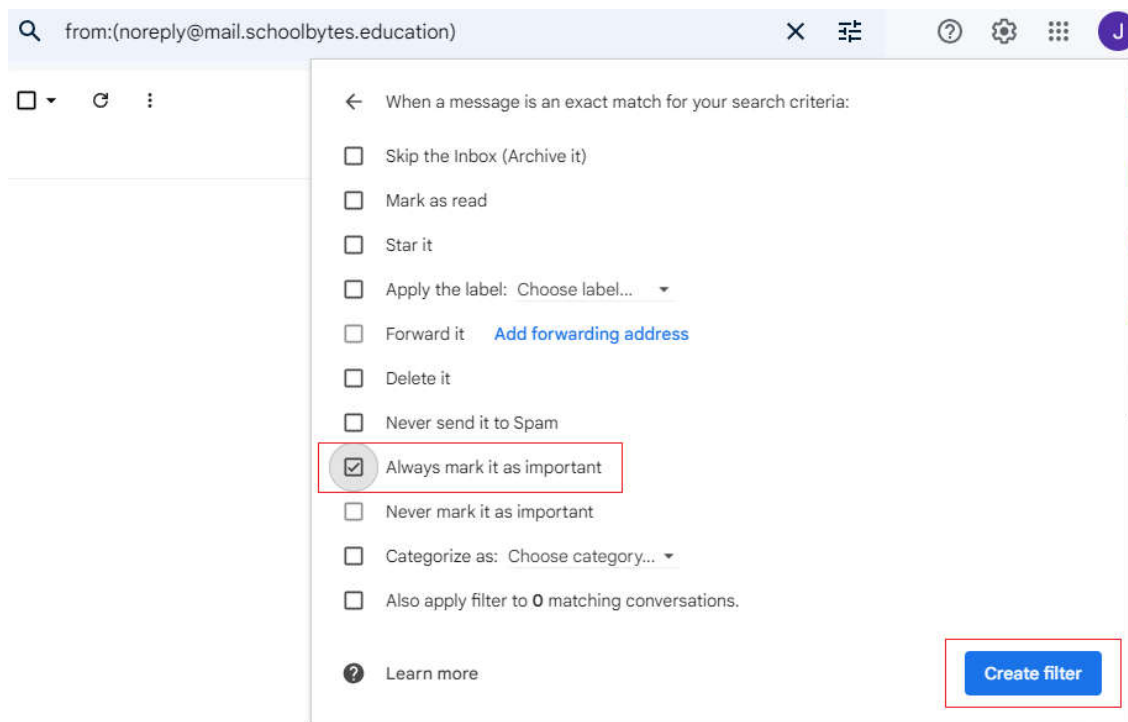8. Click on **Filters and Blocked Addresses** tab
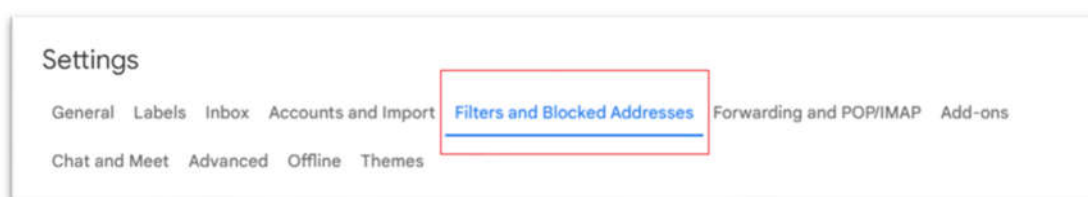
9. Click **Create a new filter** link

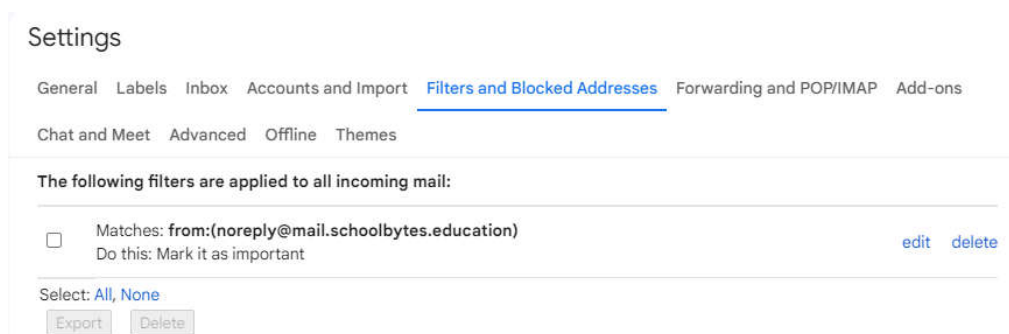10. In the **From** field, type in the email address you want to receive custom notifications for

    e.g, noreply@mail.schoolbytes.education

Click **Create filter**

11. Select **Always mark as important** and then click **Create filter.**

You should see the created filter shown as below.

C. For iPhone users

1. Launch the Mail app on the phone

2. Locate the mail from noreply@mail.schoolbytes.education

3. Tap the sender's name which you would like to add to VIP, tap **Add VIP**.

4. Tap the VIP inbox, tap the ⓘ icon on the right end of the VIP inbox row, tap **VIP Alerts**

5. Turn notification settings on.

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*Repeat the steps to add other email addresses as below.

The notification emails from the SZapp: waitaraps@schoolzineplus.com
The school office: waitara-p.school@det.nsw.edu.au

For the steps of how to set up email notifications on other devices, please try to search Google using the key words like "Get notifications for certain Emails", etc.