

After you have an account set up, Pick on the PTC Community title to go to the Welcome page.  
<https://www.ptcusercommunity.com/welcome>

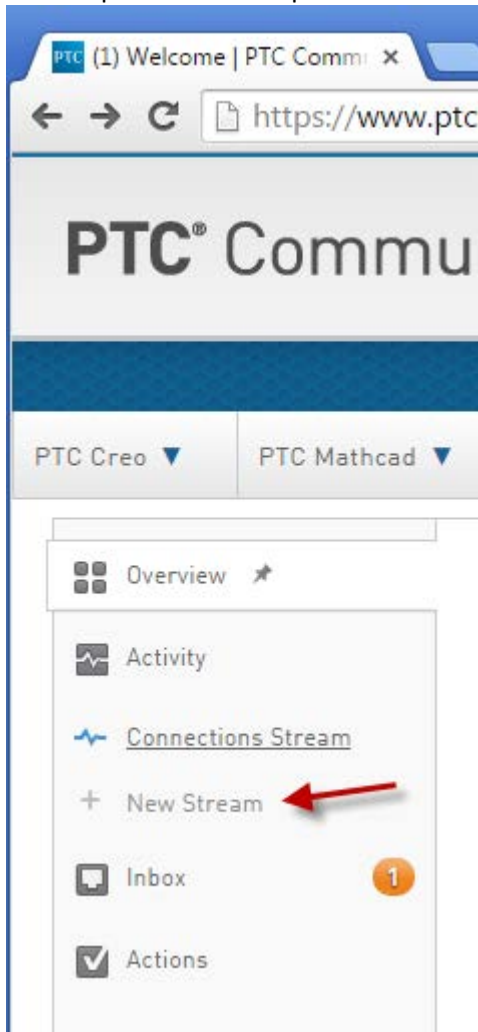
### Setting Up Streams

From the welcome page you want to set up some “Streams” The names you give these will show up in the emails you receive. This will allow you to filter your incoming email into separate folders.

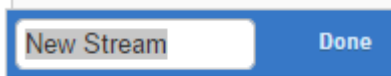
The subject line of an email would look like this if you named your stream “Windchill”:

**[Windchill]** - How to Filter Maintenance Tasks in Report?

To set up a new stream pick New Stream from left side of the page.



Enter a name for your stream and pick done.

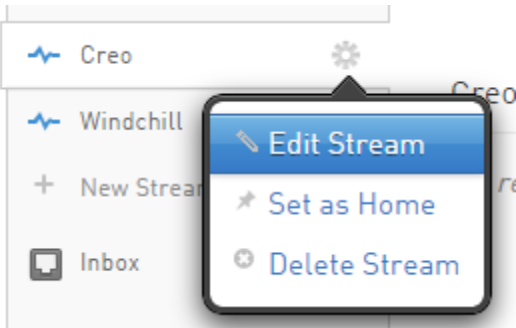


Create as many streams as you want, in order to segregate your email into topics. You could just have a couple streams one for Creo and one for Windchill. Or if you would like you can break it down further.

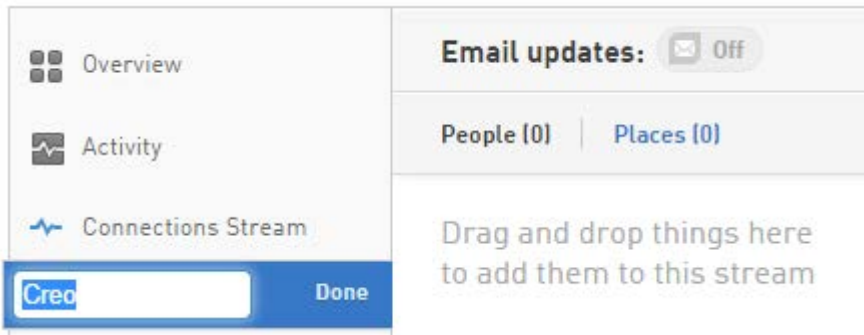
## Setting up Email Notifications for Steams

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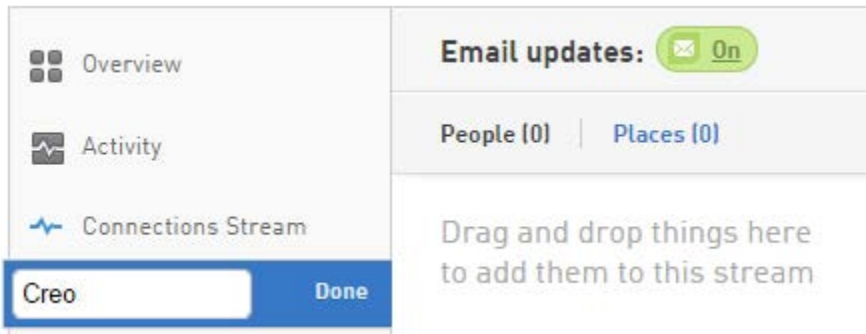
When you pick on a stream, you get a gray gear icon to the right of the stream name. Picking on the icon gives you a menu which will let you edit the stream.



Picking **Edit** will show you this:



Picking on the gray **Off** toggle next to Email updates: will change it to a green **On**. So it's showing the current state, not what you will set it to.

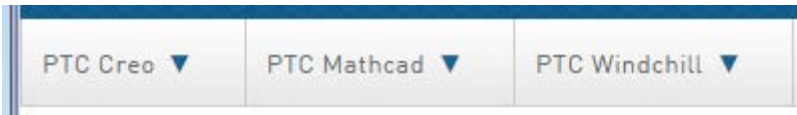


That's it for setting up email notifications. But since these streams are not following anything that's what you need to setup next.

## Following A Category

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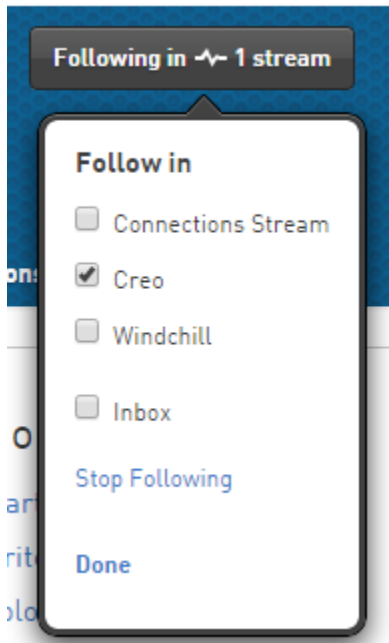
Along the top of the page are a series of Tabs. Some have pulldown menus. These are also buttons. So picking on PTC Creo or PTC Windchill takes you to the parent category.



Looking at the Creo Category, you see on the right a **Follow** button:

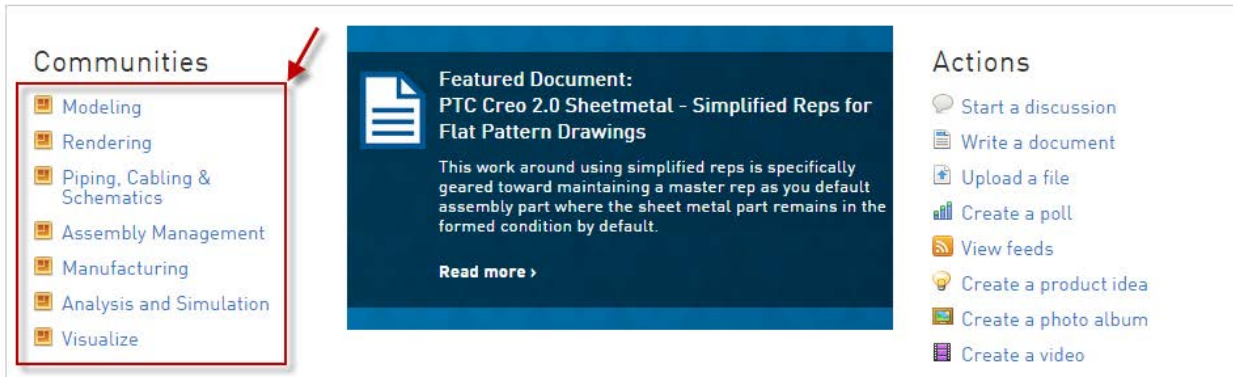
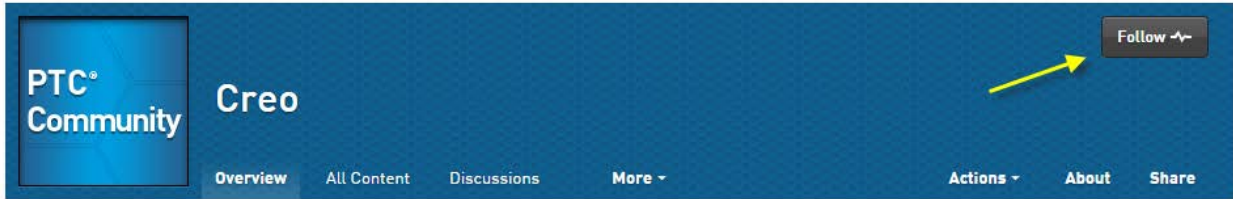


When you pick on it you get a menu that allows you to select which stream you want to follow that category in.



Select only the stream you want to follow the category in.

Following a parent category like Creo, doesn't follow any of the Communities under it. You will have to select those individually. But you can follow them in the same stream.



Go to each community you wish to follow and do the same process, assigning it to the stream you want it to appear in.

Remember the emails you get will have the stream name in the subject line. We will use that to filter the incoming emails into unique folders.

Filtering incoming emails

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Before you create your filters in MS Outlook, you need to create some folders to sort the incoming emails into.

Hi-lite your **Inbox**, and from the RMB menu pick **New Folder**. Name the folder. In my case I made two folders.

**PTC Creo & PTC Windchill**

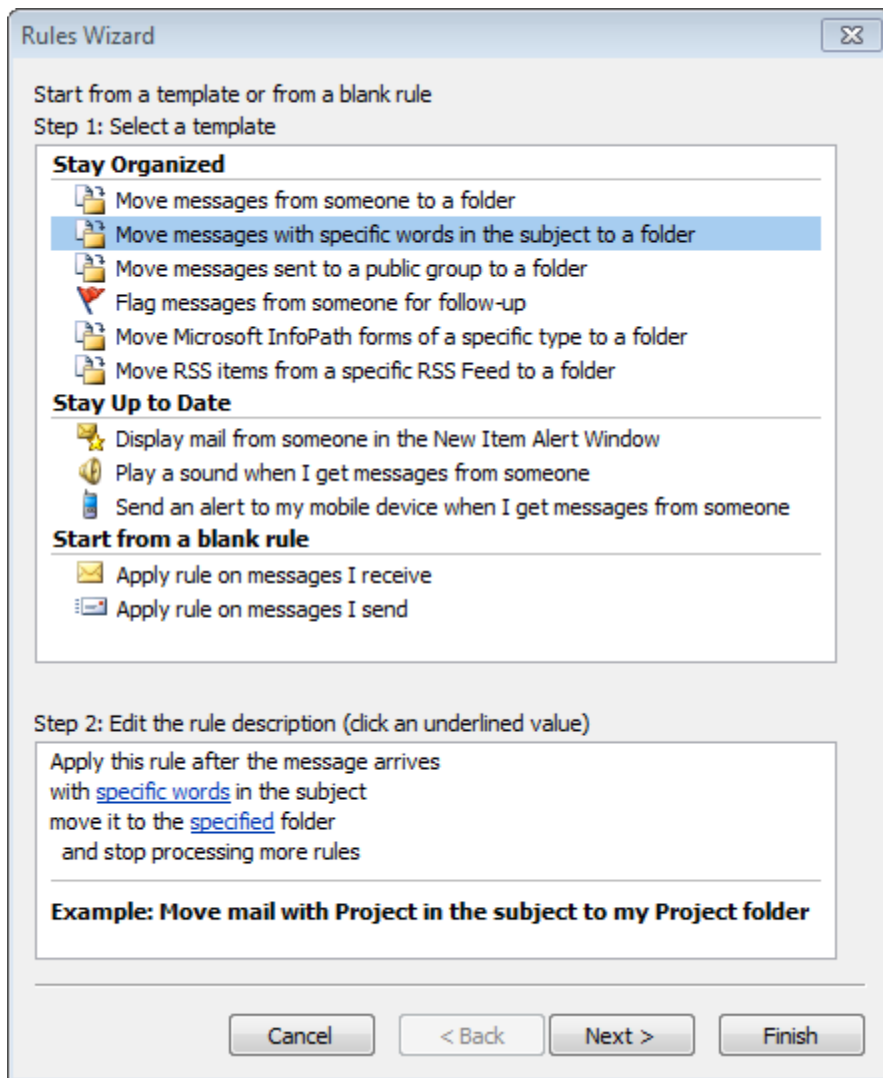
In MS Outlook, the **File, Info**, user interface has a **Rules and Alerts** button.



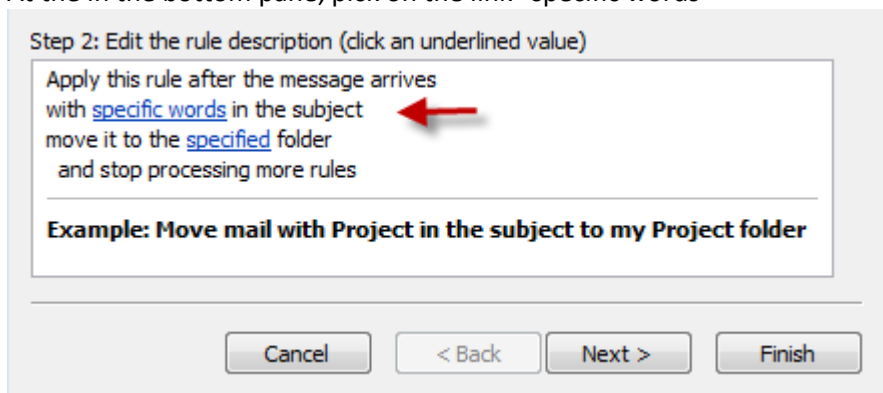
### Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

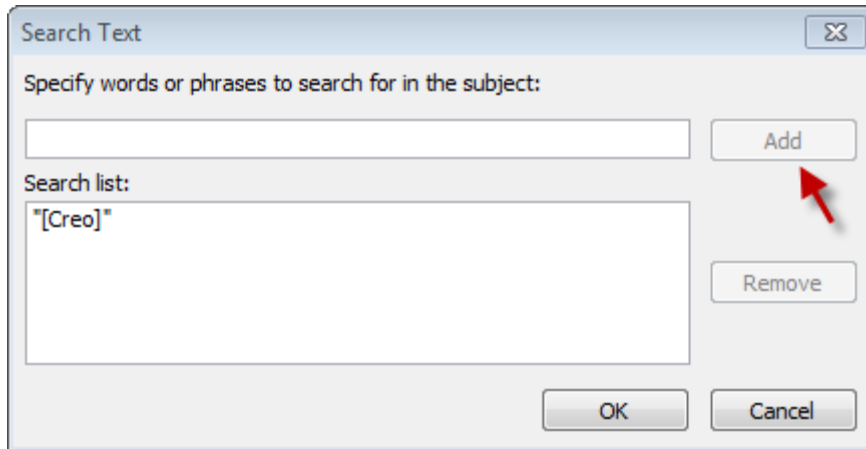
Picking on that brings up this interface. Pick the second item, "**Move messages with specific words in the subject to a folder**".



At the in the bottom pane, pick on the link “specific words”



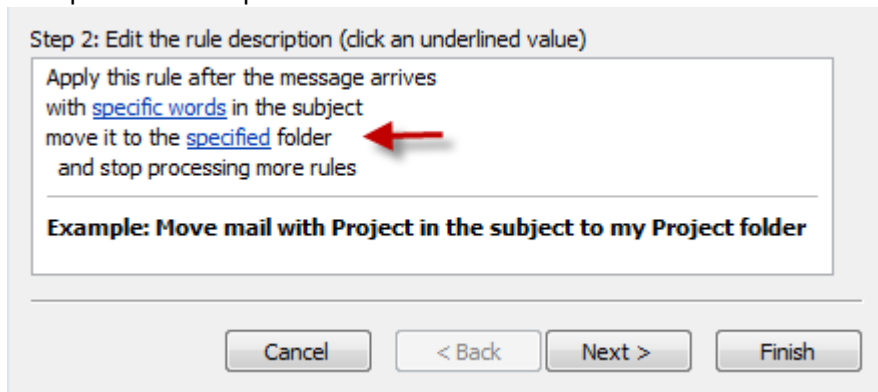
In the dialog that pops up enter [Creo] in the upper pane, then pick Add. You will get this:



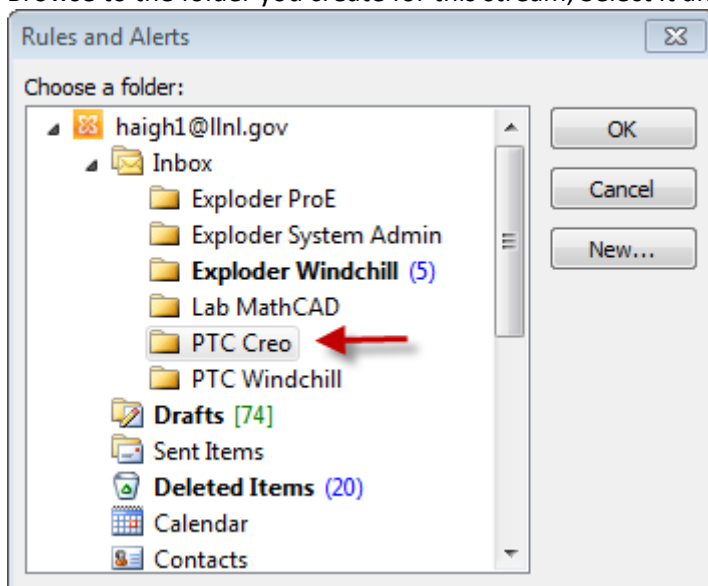
Pick OK to return to the previous dialog.

Just a reminder, the streams I set up were [Creo] & [Windchill]. Here we are just entering the filter for Creo.

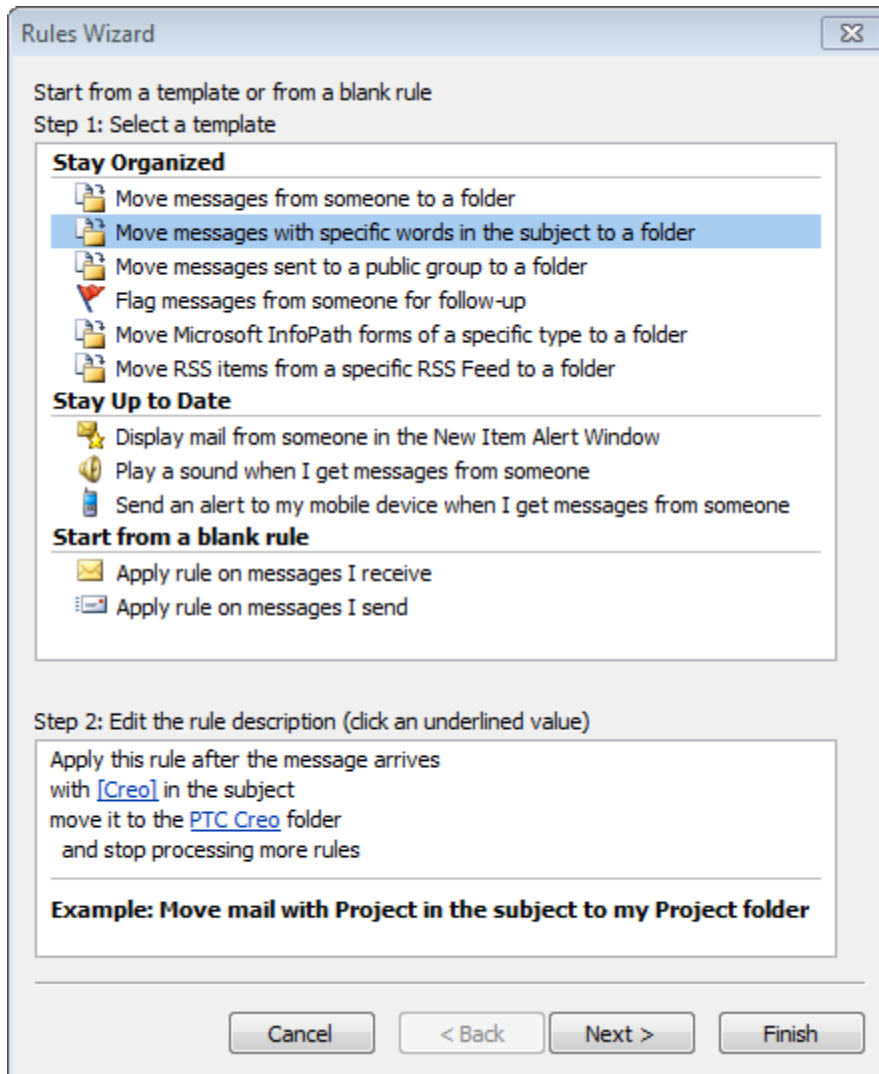
Now pick the link “specified”



Browse to the folder you create for this stream, Select it and pick **OK**.



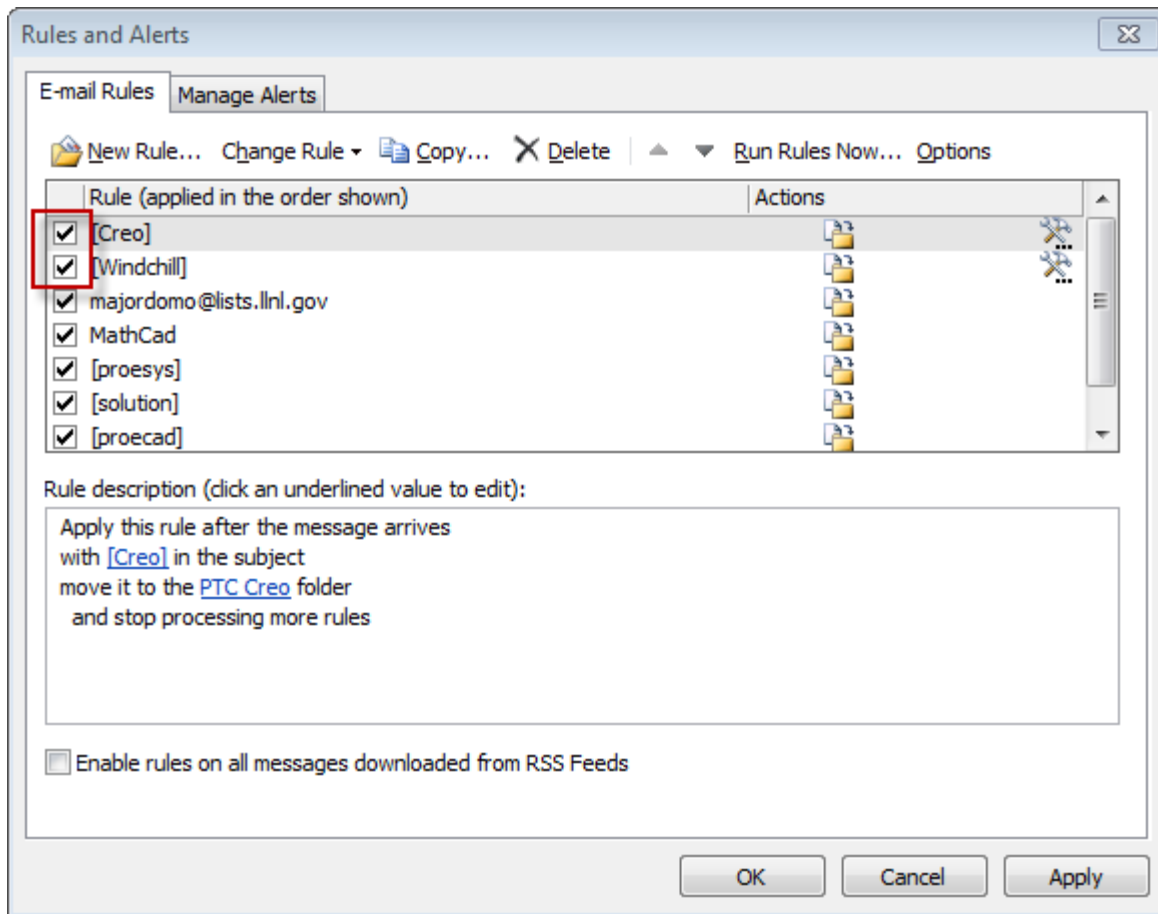
The Rules Wizard now looks like this:



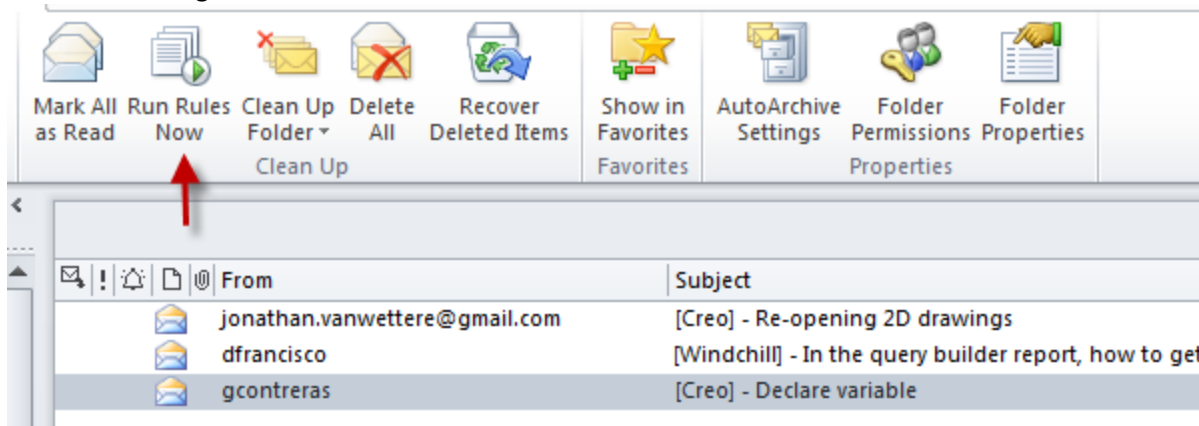
Pick **Finish**

Repeat this process for the other streams you created.

When all your new rules are finished, put a check mark next to the new Rules you created. Then pick **OK**



Now from Send/Receive tab in MS Outlook pick Run Rules Now. Any emails you have received from your streams should get moved to the new folders.



That it. You now set up to receive email notifications from the PTC Community and have them nicely filtered into sub-folders in Outlook.