

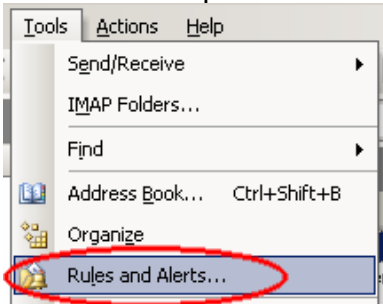
Adding a Spam Filtration Rule to Outlook 2003

Prerequisites

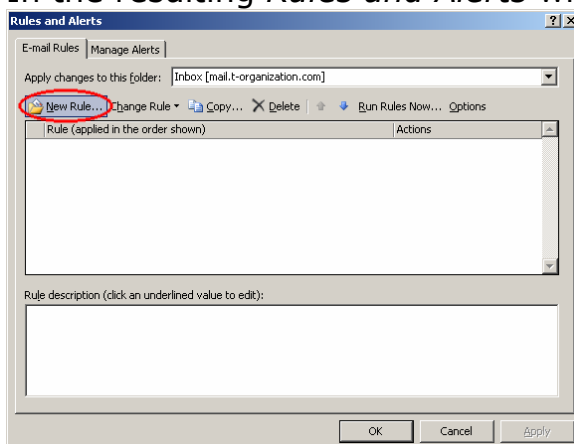
- *Outlook 2003* is installed and working.
- At least one mail account is configured in *Outlook*.
- Spam filtration has been enabled for your account (see step 2 for details).

Process

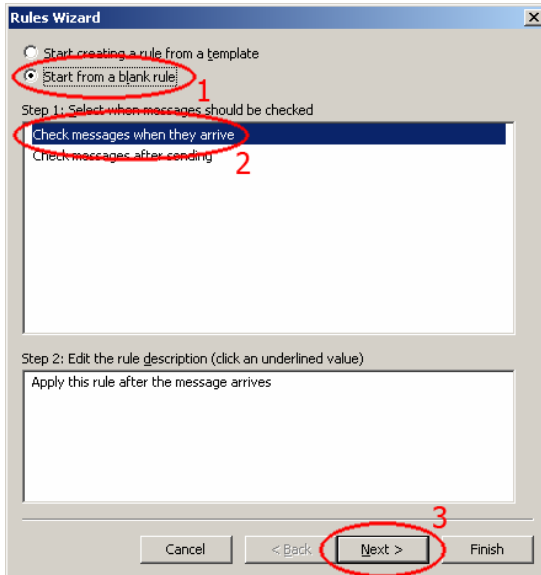
- 1) Open **Microsoft Outlook 2003**.
- 2) Go to your *Inbox* and locate some messages which are tagged as spam. Make note of the exact verbiage of the subject line spam tag; some mail filters use different tagging systems. Some examples: *****SPAM***** or **[SPAM]** or **{SPAM}**. Write the tag style down as you will have to enter it later in the guide exactly as it appears in your *Inbox*.
- 3) Go to *Tools | Rules and Alerts*.



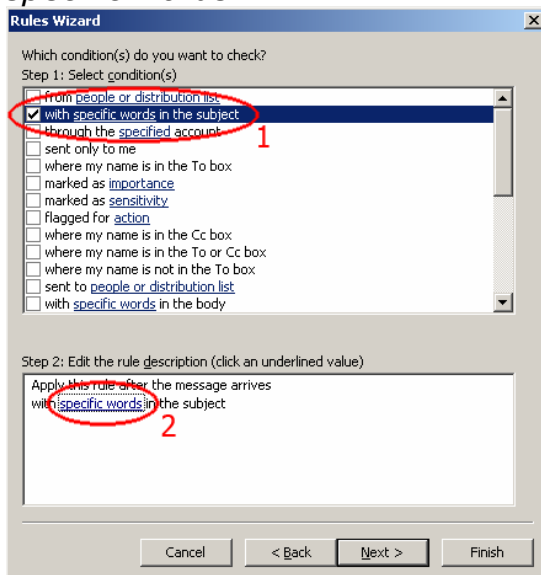
- 4) In the resulting *Rules and Alerts* window, click *New Rule*.



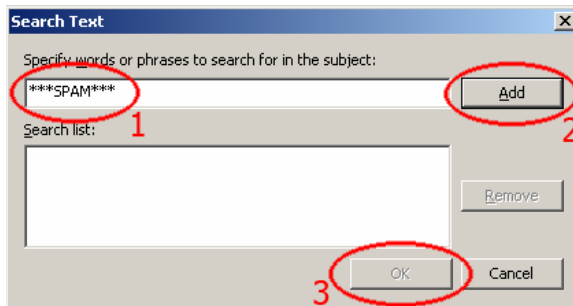
- 5) Select *Start from a blank rule*, then ensure *Check messages when they arrive* is selected. Click *Next*.



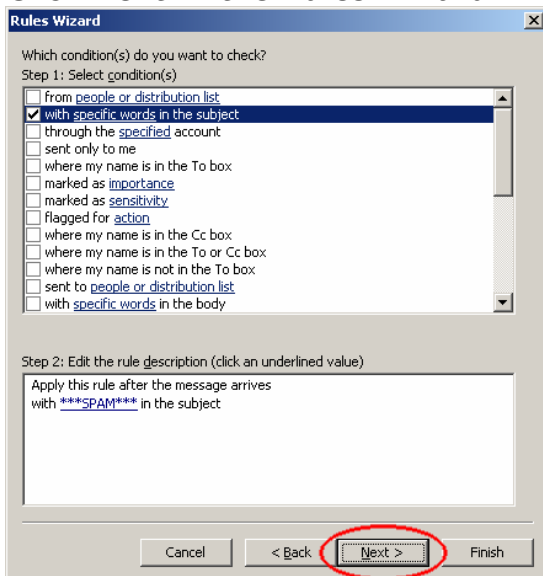
- 6) In the top selection list labeled *Which condition(s) do you want to check*, select *with specific words in the subject*. In the bottom text box, click on the resulting *specific words* link.



- 7) In the resulting *Search Text* window, type the exact verbiage of the spam tag (as noted in step 2 above) into the *Specify words or phrases[...]* field. Click *Add*, then *OK*.

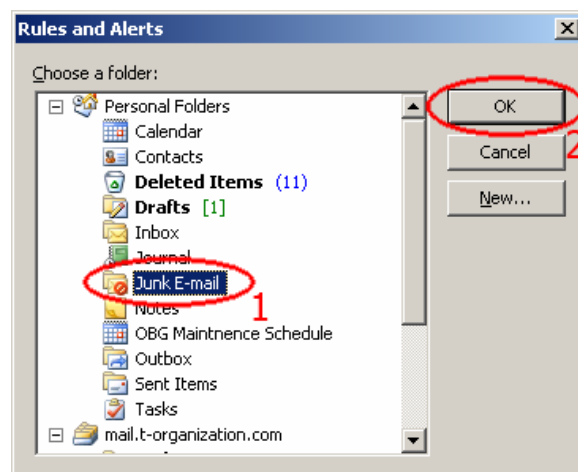
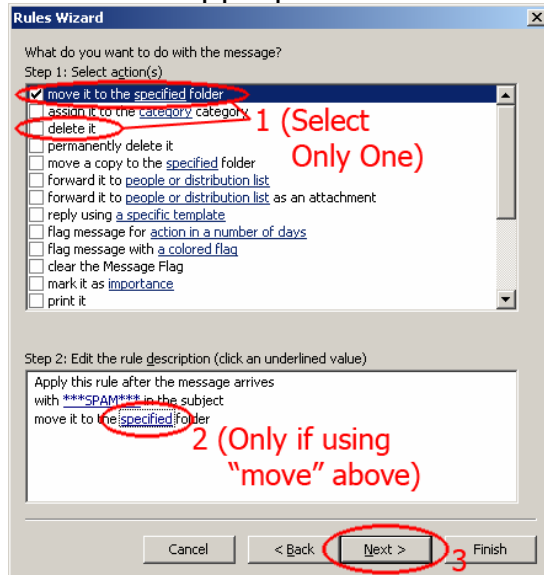


- 8) Click *Next* in the *Rules Wizard* window.



- 9) In the *What do you want to do with the message* selection box, select either delete it or move it to the specified folder (at your discretion).

If you choose *move it to the specified folder*: click on the *specified* link in the bottom half of the window to select a destination folder (see second image). Select the appropriate folder and click *OK*.



- 10) Click *Finish* in the *Rules Wizard* window.
- 11) Optionally, click *Run Rules Now* and follow the instructions to clean out existing spam from your inbox.
- 12) Click *OK* to close out the *Rules and Alerts* window.