

Adding a Spam Filtration Rule to Outlook 2000/Outlook XP

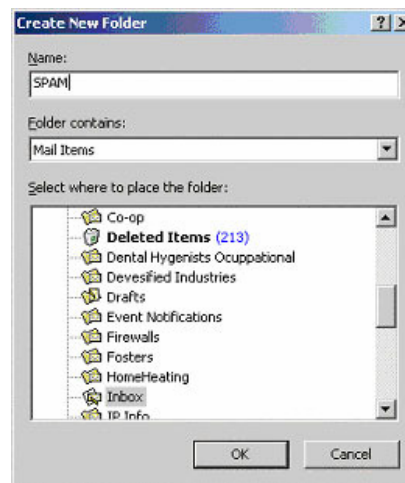
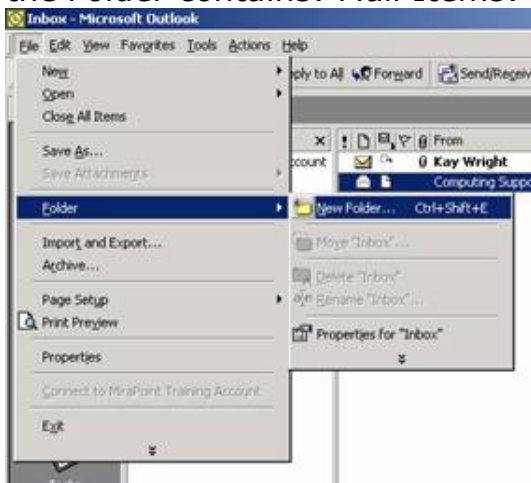
Prerequisites

- *Outlook 2000* or *Outlook XP* 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).

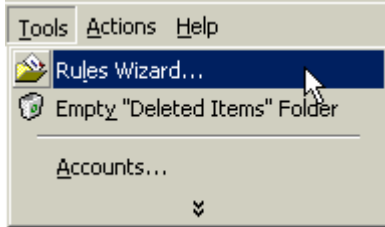
Process

- 1) Open **Microsoft Outlook**.
- 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) Decide whether you want to have Outlook move spam messages into a spam folder or directly to the trash.

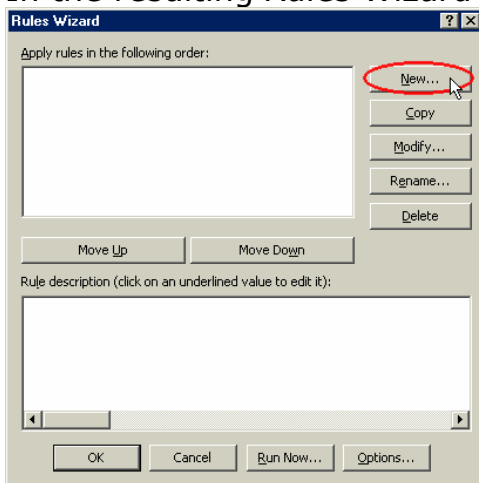
If you want to move them into a spam folder, ensure the folder exists before proceeding. If it doesn't, you can add it via *File | Folder | New Folder*. Ensure the *Folder contains: Mail Items*.



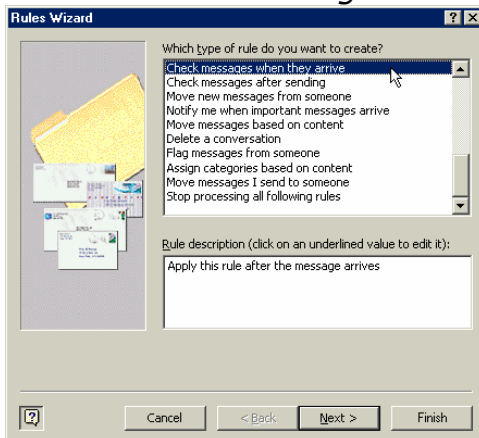
- 4) Go to *Tools* | *Rules Wizard*.



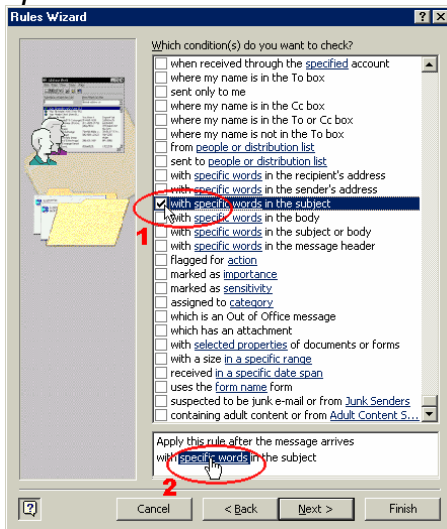
- 5) In the resulting *Rules Wizard* window, click *New*.



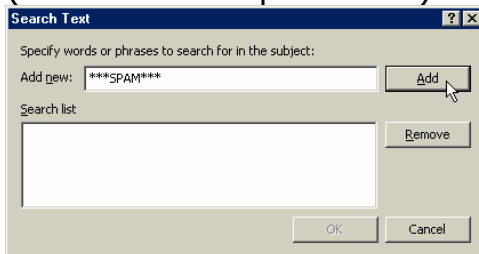
- 6) Ensure *Check messages when they arrive* is selected and then click *Next*.



- 7) 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.



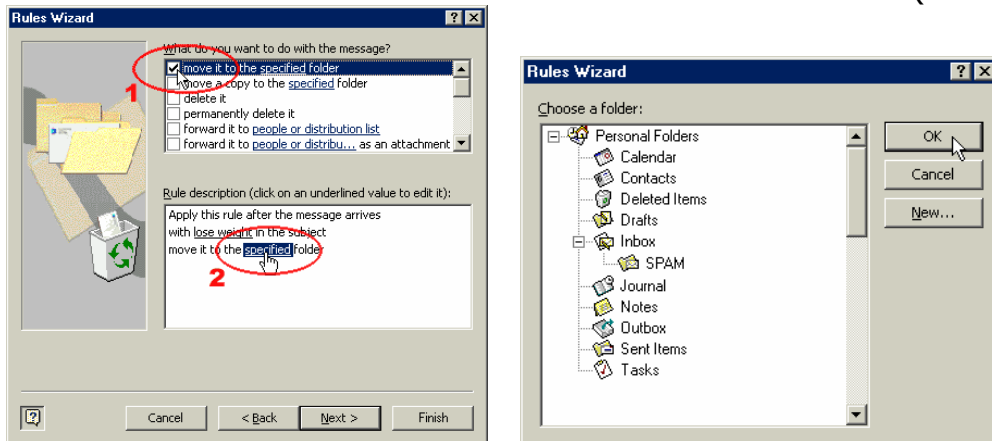
- 8) In the resulting *Search Text* window, type the exact verbiage of the spam tag (as noted in step 2 above) into the *Add new* field. Click *Add*, then *OK*.



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

- 10) In the *What do you want to do with the message* selection box, select either delete it or move it to the specified folder (as determined in step 3).

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).



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