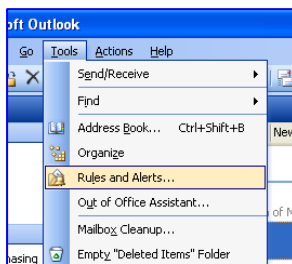


Creating a Rule in Outlook to Redirect Spam Mail

In Outlook, you can setup a rule to automatically send Junk mail and Spam mail into a newly created folder called.

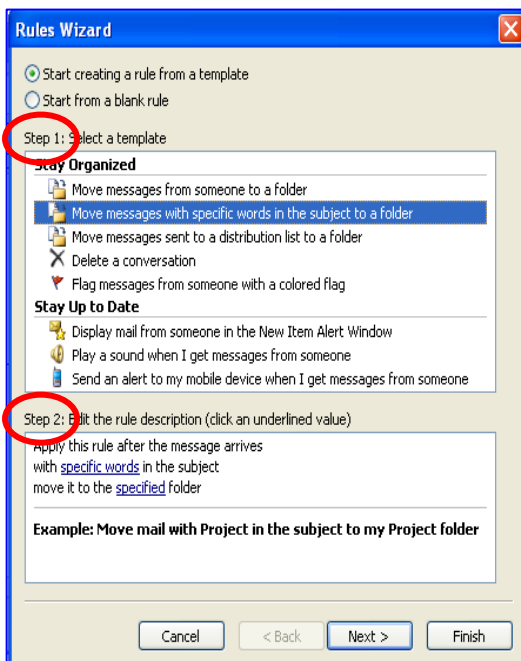
In this case we are going to set up a rule so that any emails that we receive with the word "spam" in it will be re-directed to the folder we are going to create called Rubbish. We will also state which email addresses are excluded from this rule. To create the rule;



On the Menu toolbar,

1. Choose Tools
2. Rules and Alerts

In the Rules and Alerts windows, choose **New Rule** and the following window will appear.



In Step 1 :

Choose **Move messages with specific words in the subject to a folder**

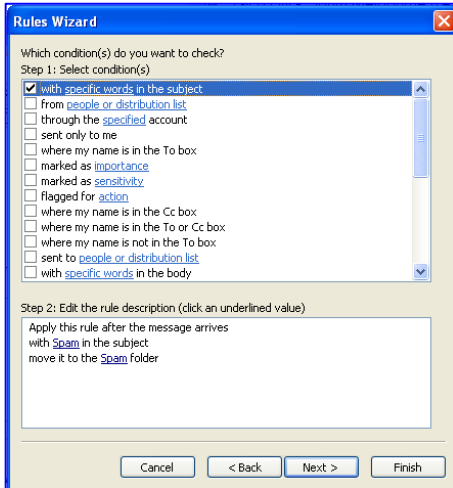
In Step 2 :

1. Click on specific words. In the window that appears, type in the word that this rule will be applied to and click **Add**. Repeat this if you have more than one word to specify. Click **OK**.
2. Click on specified. In the next window, choose **New** and type in the name of the new folder where you want these emails to be re-directed to and click **OK** and then **OK** in the next window.

If you have not clicked on all underlined words in Step 2 to specify further options, an error message will appear advising that you still need to do so.

Click **Next** to be taken to the window as per below

Select Conditions



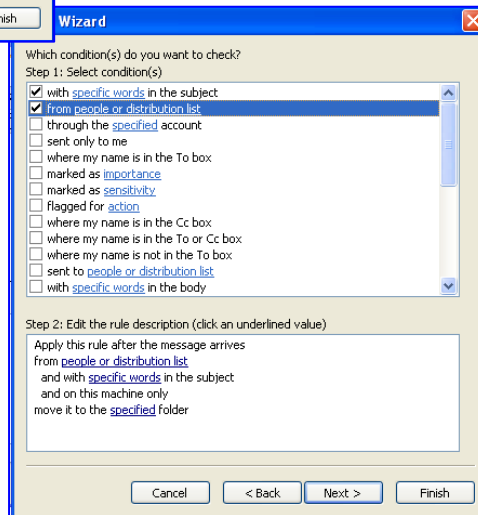
Use this window to set more conditions for your Rule.

In **Step 1**, check the box or boxes next to the condition you require. You will notice that every condition you select, they will appear in **Step 2** (see next picture).

In this example, **from list** has been appears in **Step 2**.

In **Step 2**, click on all further specify the

Once all conditions click **Next**.

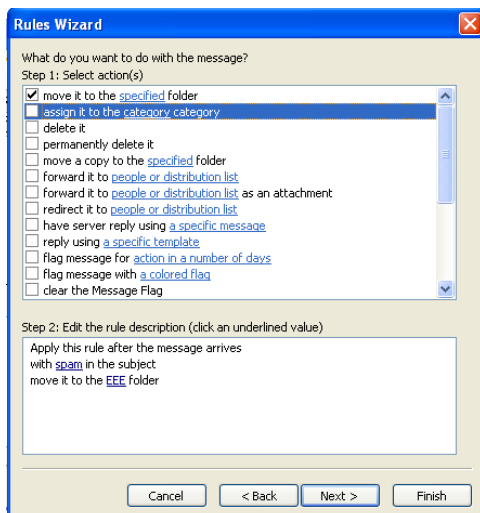


people or distribution checked in **Step 1** and

words underlined to conditions you require.

have been specified,

What Do You Want To Do With The Message?



This window allows you to select what other actions are to be taken with this rule.

If you do not need to specify any of these options, click **Next**.

If you do select one or more actions, they will appear in **Step 2**. If there is a word underlined in **Step 2** corresponding to your new selections, click on it to specify further options for that action.

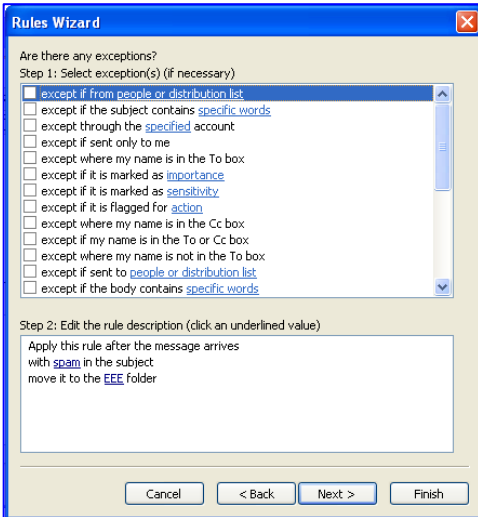
Once finished, click **Next**

Updated by TI

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Any Exemptions To The Rule?



Use this window to specify any exemptions to the rule you are creating. For example, you may want to exclude certain email addresses who may send you emails with the word Spam in it.

If no exemptions are required, click Next.

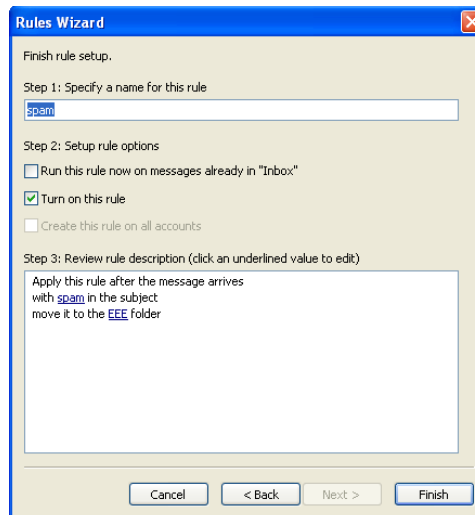
If exemptions are required, as per the above steps, check the exemption required in Step 1 and click on the underlined word that subsequently appears in Step 2 to define the exemption.

Once finished, click **Next**.

In **Step 1**, give your

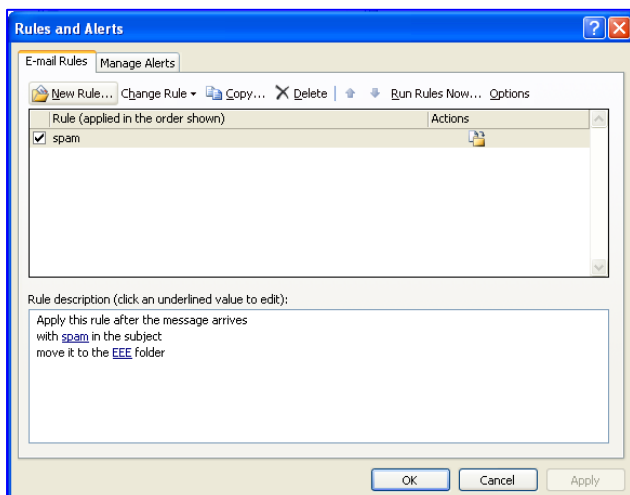
In **Step 2**, choose activate it. If **this rule now on "Inbox"**

Click **Finish**.



rule a name.

Turn on this rule to required, also choose **Run messages already in**



You have now completed all the steps and your rule has been created. To finish the process, click **OK** to close the window.

You can also use the window to further manage this rule, such as altering and deleting it.