

Spam filtering setup: Microsoft Outlook 2003:

- Open up MS Outlook 2003
 Click on Tools Rules and Alerts



3. Click on New Rule

iles and Alerts		?
-mail Rules Manage Alerts		
<u> New Rule</u> Change Rule + 🗎 Copy 🗙 Delete	👚 🏺 🦉 Run Rules Now Options	
Rule (applied in the order shown)	Actions	~
🖌 pop.netbay.com.au	P	
🖌 Benny Lo	P	
WSC Fault		-
WSC Service		-
Modify Config Report	-63	
Acc recovery report		
🗹 Gmail Team	L	
dslprovisioning@netbay.com.au	Lai	~
Rule description (click an underlined value to edit):		
Apply this rule after the message arrives		
through the <u>Hotmail</u> account		
and on this machine only		
move it to the <u>Hotmail</u> folder		
		Applu
		Αμμιλ

4. Select Start creating a rule from a template.

Highlight Move messages with specific words in the subject to a folder.

Rules Wizard	<	
Start creating a rule from a template		
Start 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 distribution list to a folder		
X Delete a conversation		
Flag messages from someone with a colored flag		
Stay Up to Date		
Normal Strategy Contract Strat		
Play a sound when I get messages from someone		
Send an alert to my mobile device when I get messages from someone		
Step 2: Edit the rule description (click an underlined value)		
Apply this rule after the message arrives		
with specific words in the subject		
move it to the <u>specified</u> folder		
Example: Move mail with Project in the subject to my Project folder		
Cancel < Back Next > Finish		

5. Click on **specific words** in Step 2: Edit the rule description

Rules Wizard	×	
 Start creating a rule from a template 		
Start from a blank rule		
Step 1. Select a template		
Step 1: Select a template		
Mayo messages from company to a folder		
Move messages from someone to a folder		
Move messages wat specific words in the subject to a folder		
X Delete a conversation		
Flag messages from someone with a colored flag		
Stay Up to Date		
No. 2010 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		
Step 2: Edit the rule description (click an underlined value)		
Apply this rule after the message arrives		
with specific words in the subject		
moveri t to the <u>specified</u> folder		
Example: Move mail with Project in the subject to my Project folder		
	_	
Cancel < Back Next > Finish		

6. Type in a keyword (e.g. Viagra) and click on **Add**.

Search Text	
Specify words or phrases to search for in the subject:	
Viagra	Add
Search list:	
	Remove
ОК	Cancel

7. Click "OK"



8. Click on **specified** in Step 2: Edit the rule description



9. Make a new folder, and name it Junk Mail

Change a felder	Rules and Alerts	
Critose a router:	Choose a folder:	OK Cancel New

Create New Folder	3
Name:	
Junk Mail	
Folder contains:	
Mail and Post Items	
Select where to place the folder:	
Personal Folders	
Calendar	
Deleted Items	
🔯 Drafts 📃	
🗄 🔯 Inbox	
Journal	
Junk E-mail [69]	
Sent Items	
OK Cancel	

10. Highlight the Junk Mail Folder and click OK, then Next.

Rules and Alerts	X
Rules and Alerts Choose a folder: Calendar Calendar Contacts Contacts Contacts Deleted Items Drafts Inbox Journal Contacts C	OK Cancel <u>N</u> ew
Archive Folders	

11. Click Finish, then Apply.