

## Microsoft Outlook – How to Create an Email Rule for SPAM

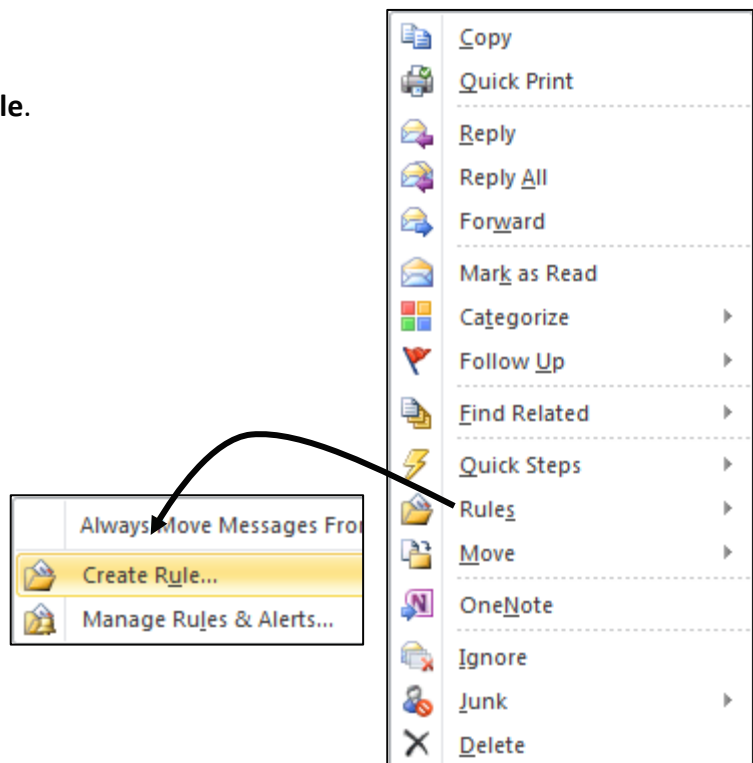
A rule is an action that Microsoft Outlook performs automatically upon incoming or outgoing messages, based on conditions that you have set up. The steps below will help you set up your own rule for automatically sending SPAM email to the Junk Mail folder.

The quick way to make the rule

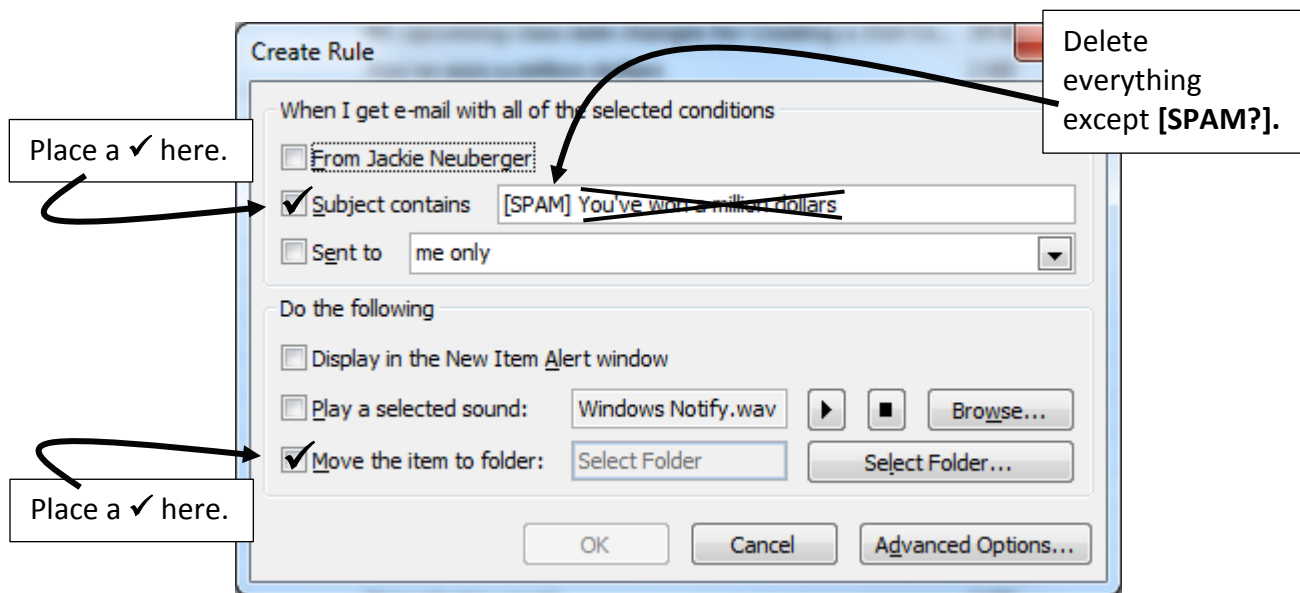
1. Open up Outlook.
2. *Right-click* on the offending email in your Inbox. Be sure to click on any of the messages in your Inbox that has come from our spam filtering service. They are easily identified by the **[SPAM?]** designation.



3. Point to **Rules**, then click on **Create Rule**.

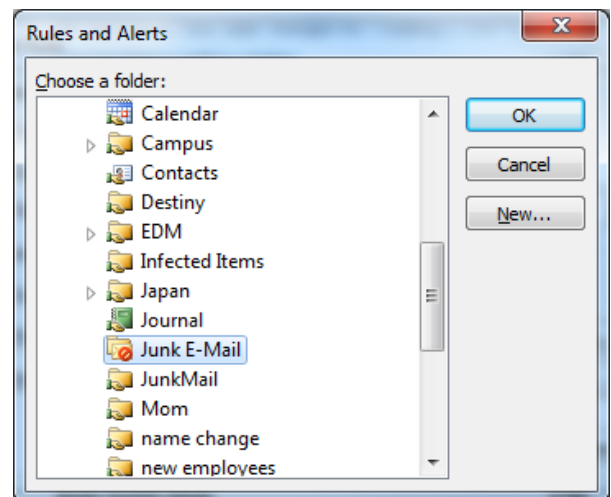


4. In the **Create Rule** dialog box, you will notice that some of the fields have already been filled in based on the offending email you *right-clicked* on. Checkmark ✓ the **Subject** box and then delete all words in the adjacent field, EXCEPT for **[SPAM?]**.

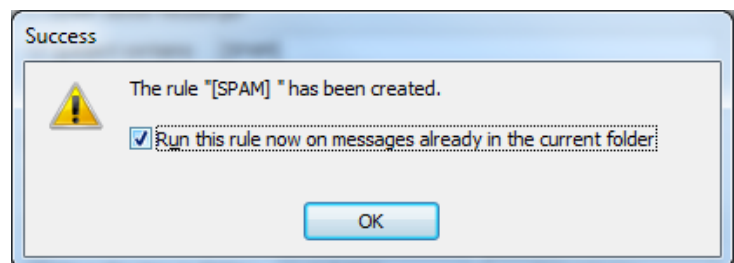


5. Under the **Do the following** section, checkmark ✓ the **Move the item to folder:** box and then click on the **Select Folder** button.

6. A **Rules and Alerts** dialog box will immediately open. Navigate to the Junk E-Mail folder and click to highlight it.
7. Click **OK** to close the box.



8. The **Create Rule** dialog box is now complete. Confirm that your settings are correct, then click on the **OK** button to close the box.
9. A confirmation box will appear to show that you have successfully created a rule. Place a checkmark ✓ in the **Run this rule now on messages already in the current folder**, then click the **OK** button.



#### Helpful Hint:

You do not have to use the Junk E-Mail folder to forward your spam. You can use any existing folder in your list or create a new one just for forwarding purposes.