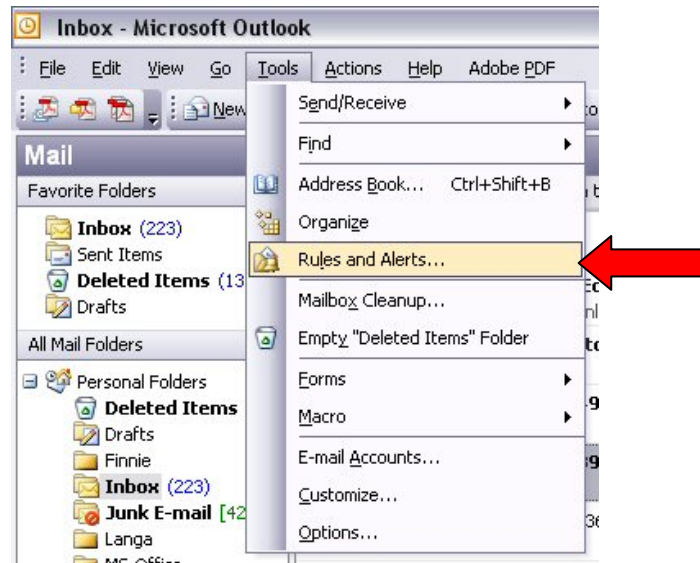
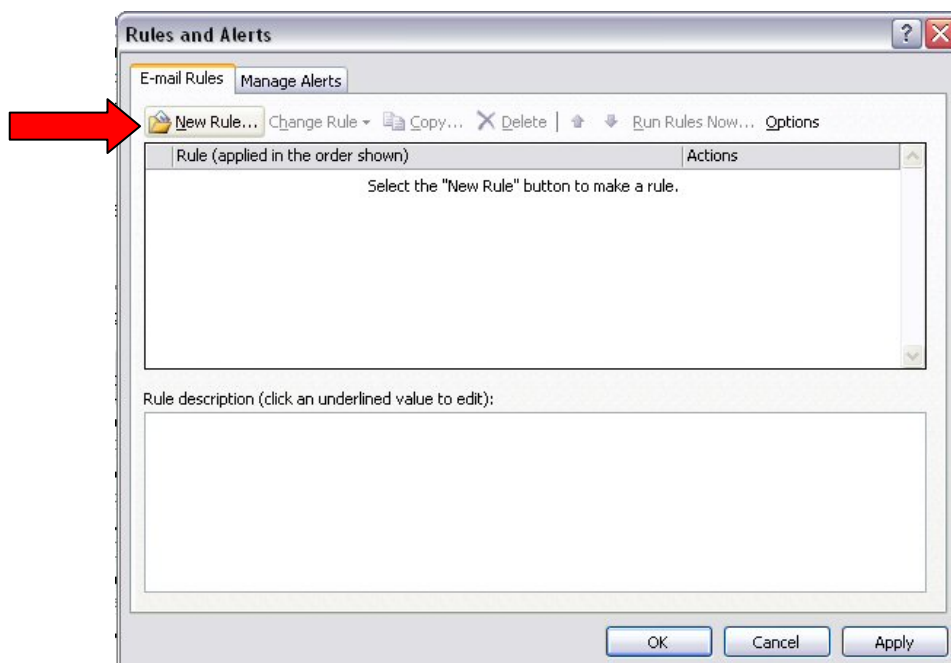


Outlook 2003: Creating a Rule to Send Spam to the Junk E-mail Folder

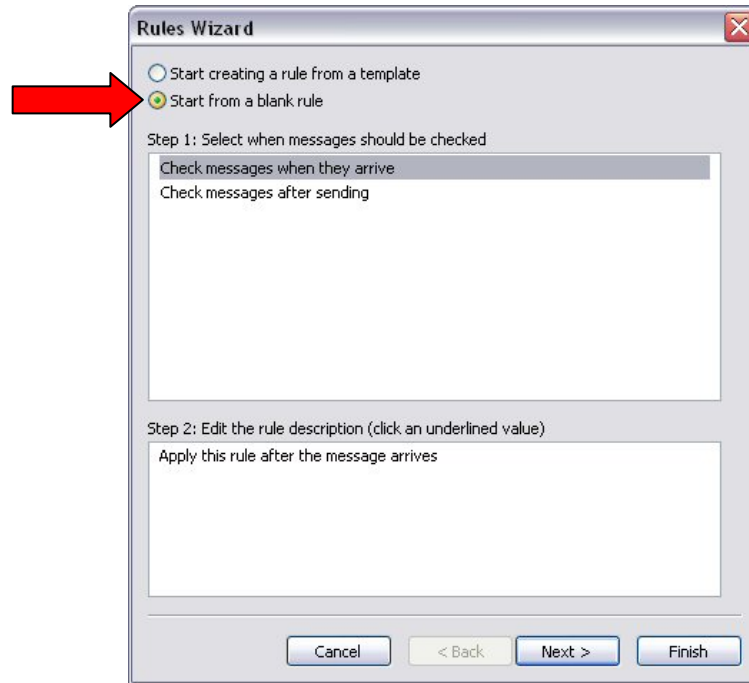
1. UW-Extension's email servers flag email messages that might be spam by putting the phrase "unsolicited Email" in the header of these messages. You can improve Outlook's spam filtering by creating a rule that sends these email messages to the Junk E-mail folder. To create a rule, click **Tools** on the menu bar and then click **Rules and Alerts** in the drop-down menu.



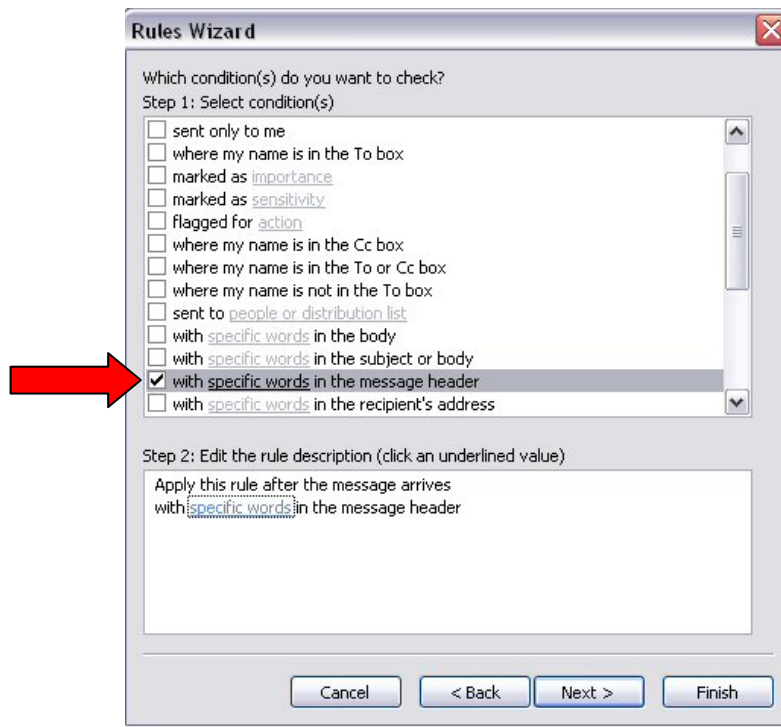
2. Click the **New Rule** button.



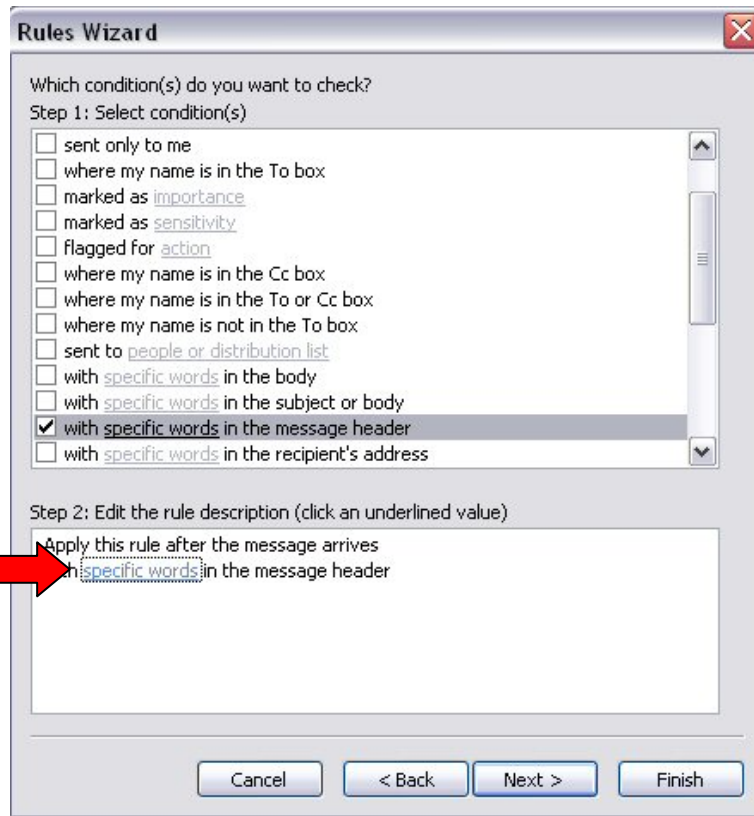
3. Click the radio button next to **Start from a blank rule**. Make sure that **Check messages when they arrive** is highlighted. Click the **Next** button.



4. Under *Step 1: Select condition(s)*, scroll down so that you can see **With specific words in the message header**. Click the box next to this condition to put a check in it.



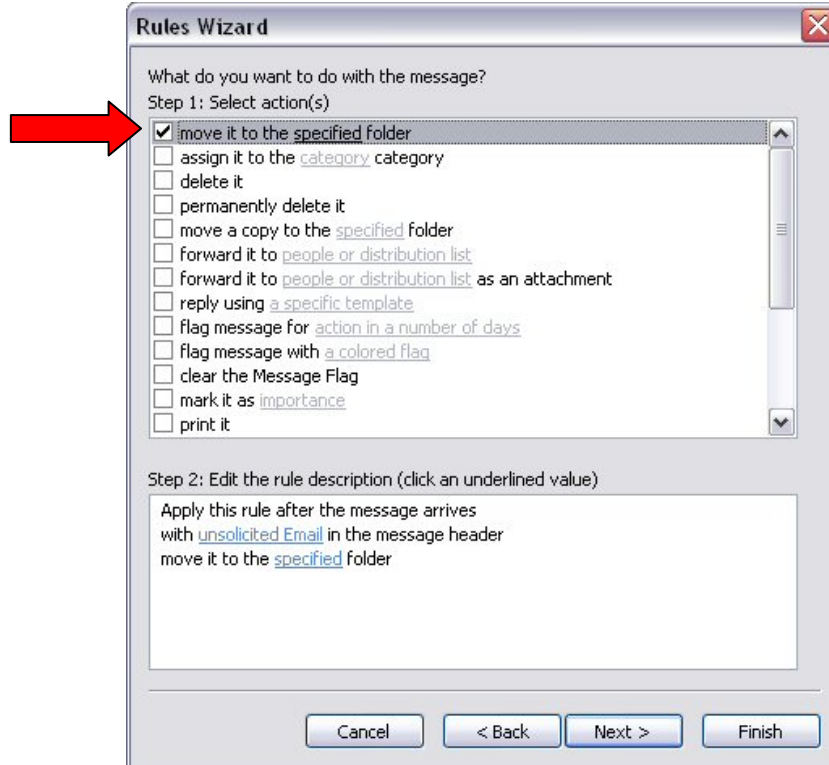
5. Under *Step 2: Edit the rule description*, click **specific words**.



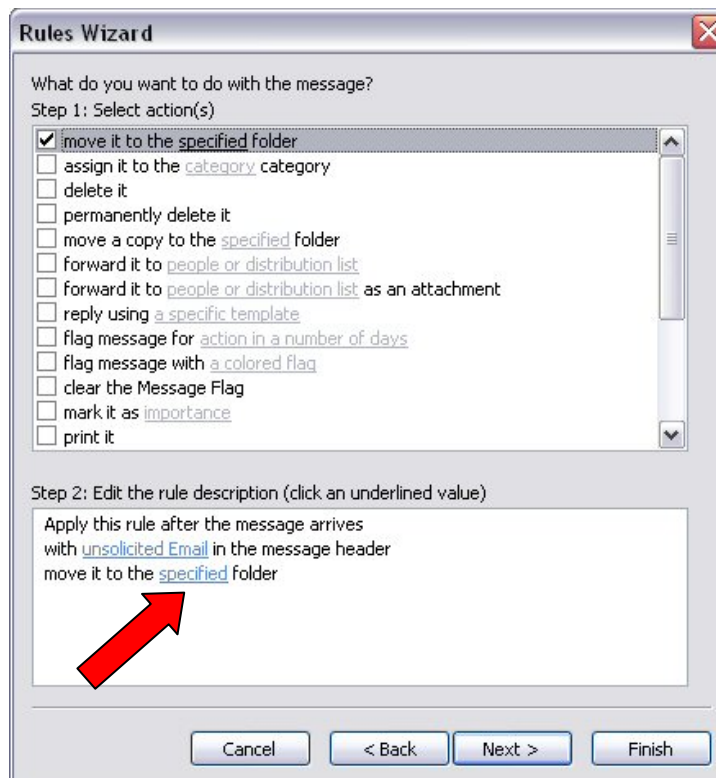
6. Under *Specify a word or phrase to search for in the message header*, type **unsolicited Email**. Click the **Add** button. Click the **OK** button. Click the **Next** button.



Under *Step 1: Specify action(s)*, click the box next to **Move it to the specified folder**.



7. Under *Step 2: Edit the rule description*, click **specified**.

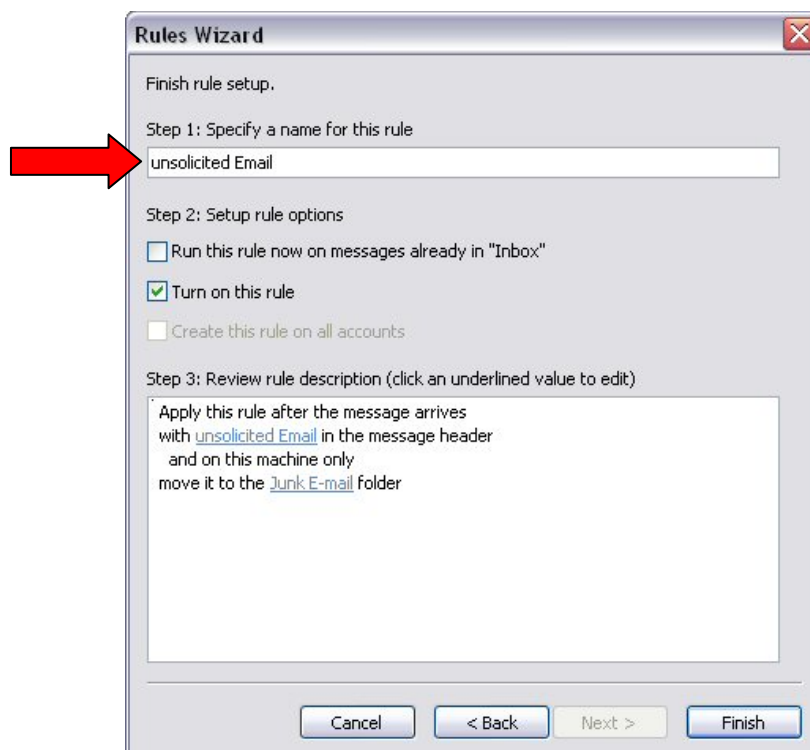


8. Under *Choose a folder*, click **Junk E-mail**. Click the **OK** button. Click the **Next** button.



9. Under *Step 1: Select exceptions*, do not check anything. Click the **Next** button.

10. Under *Step 1: Specify a name for this rule*, type **unsolicited Email**.



11. Click the **Finish** button. Click the **OK** button. Outlook 2003 will now send any email messages with the phrase “unsolicited Email” in the header to the Junk E-mail folder.