Moody's mail server receives spam messages every day. Did you know that you can set up a "spam filter" in Outlook to catch known spam and send it directly to your "Junk E-Mail" folder?

## **Process Steps**

## From the "File" menu tab

1. Click on the "Info" link from the left-side menu and then click on the "Manage Rules and Alerts" icon.



2. From the "E-mail Rules" tab, click the "New Rule ..." icon.



3. Go to the "Start from a blank rule" section, and then click on "Apply rule on messages I receive"; then click "Next."



4. From the "Rules Wizard" box, select "with specific words in the message header" option; then, click the "specific words" link in step 2 of the process, as shown below.



5. Type "X-Spam=YES" in the text field as shown below, then click "Add" and then "OK."

Search Text	×
Specify a word or phrase to search for in the message header:	
X-Spam=YES	Add
Search list:	$\sim$
	Remove
OK	Cancel

6. Back in the "Rules Wizard" (where you are taken after clicking "OK" in the previous step), check the box that says "Move it to the specified folder." In step 2 of the wizard, click the "specified" link as shown below.



(Continued on next page)

ets:Learning:Help Sheets:Microsoft Outlook 2010:HELP\_SHEET\_Outlook\_2010\_Adding\_a\_Spam\_Filter\_February\_2013.docx

7. A new box will come up; from the list of folders select "Junk E-mail" and click "OK."



- 8. Now, back in the "Rules Wizard" box, click "Next."
- 9. From the new window, check "Run this rule now on messages already in 'Inbox'" and click "Finish."

ules Wizard	
Finish rule setup.	
Step 1: Specify a name for this rule	
X-Spam=YES	
Step 2: Setup role options	
Run this rule now on messages already in "Inbox"	
V Turn on this rule	
Create this rule on all accounts	
Stan 2: Daview rule description (click as underlined value to add)	
Apply this rule after the message arrives	
with <u>X-Spam=YES</u> in the message header move it to the Junk E-Mail folder	
Cancel < Back Next > Finish	

10. Back in the "Rules and Alerts" box, click "Apply" to complete the process.

👜 New Rule Obange Rule 🕶 🐚 Copy 🗙 Dele	te 🔺 🔻 Bun Rules Now Options	
Rule (applied in the order shown)	Actions	^
L i rapori tor		*
tule description (click an underlined value to edit):		
Apply this rule after the message arrives with <u>ispam=VES</u> in the message header move it to the <u>lunk E-Mail</u> folder		
Enable rules on all messages downloaded from RSS Fi	recis	