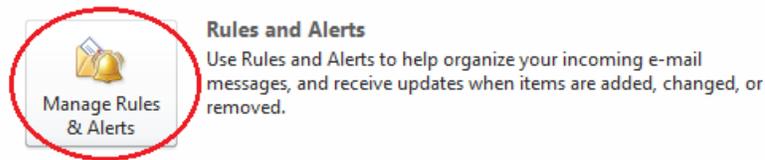


Moody’s mail server receives spam messages every day. Did you know that you can set up a “spam filter” in Outlook to catch known spam and send it directly to your “Junk E-Mail” folder?

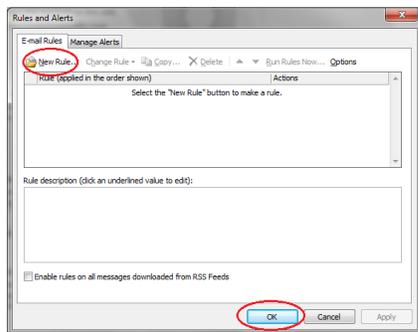
## Process Steps

### From the “File” menu tab

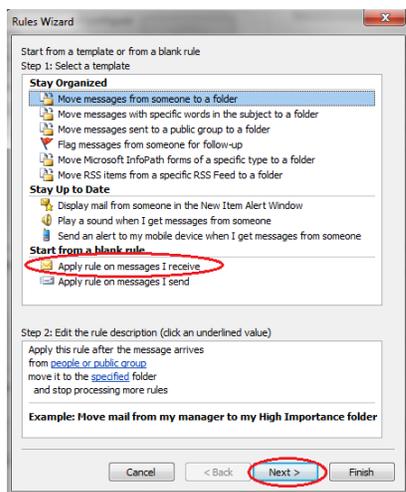
1. Click on the “Info” link from the left-side menu and then click on the “Manage Rules and Alerts” icon.



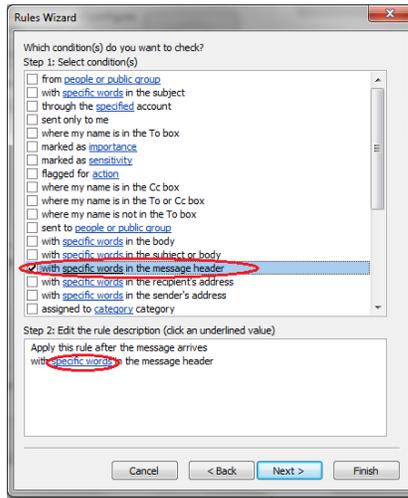
2. From the “E-mail Rules” tab, click the “New Rule ...” icon.



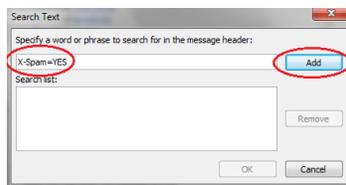
3. Go to the “Start from a blank rule” section, and then click on “Apply rule on messages I receive”; then click “Next.”



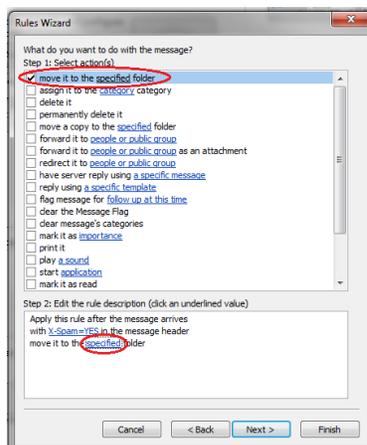
- From the “Rules Wizard” box, select “with specific words in the message header” option; then, click the “specific words” link in step 2 of the process, as shown below.



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

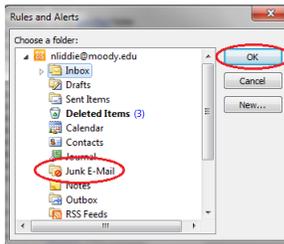


- Back in the “Rules Wizard” (where you are taken after clicking “OK” in the previous step), check the box that says “Move it to the specified folder.” In step 2 of the wizard, click the “specified” link as shown below.

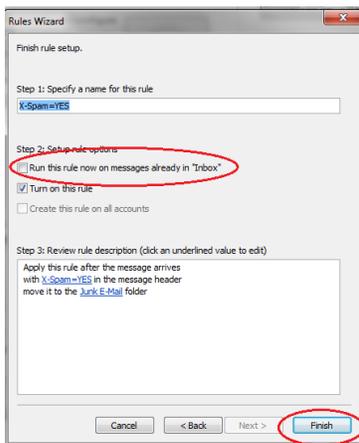


(Continued on next page)

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.”



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

