

[SPAM] Rule Creation – Outlook 2007

2008-2009 | Millsaps College | Information Technology Services

The new spam filter allows users to sort through their own spam, eliminating the issue of spam filtering accidentally blocking important e-mails. Mail which the spam filter identifies as potential spam is labeled [SPAM]. By creating a rule in Outlook, users can direct this marked mail to their "Junk Mail" folder.

Click *Tools | Rules and Alerts.*

Click on the *New Rule* button.

Select *Check messages when they arrive* under the "Start from a blank rule" heading.

Click *Next.*

In the "Which condition(s) do you want to check?" box, scroll down until you see *with specific words in the subject.*

Check the box to the left of *with specific words in the subject.*

In the "Edit the Rule Description" box below, **click** on *specific words.*

In the "Specify words or phrases to search for in the subject or body" window, type [SPAM] (make sure to include the brackets).

Click *Add.*

Click *OK.*

Click *Next.*

In the "What do you want to do with the message?" Box, **check** the box next to *move it to the specified folder.*

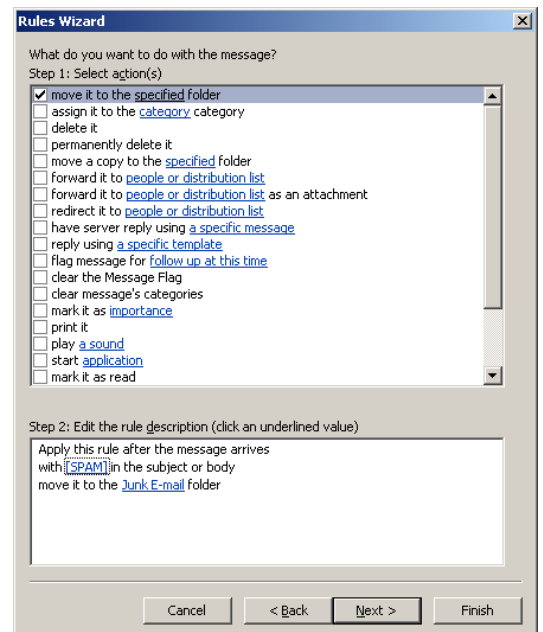
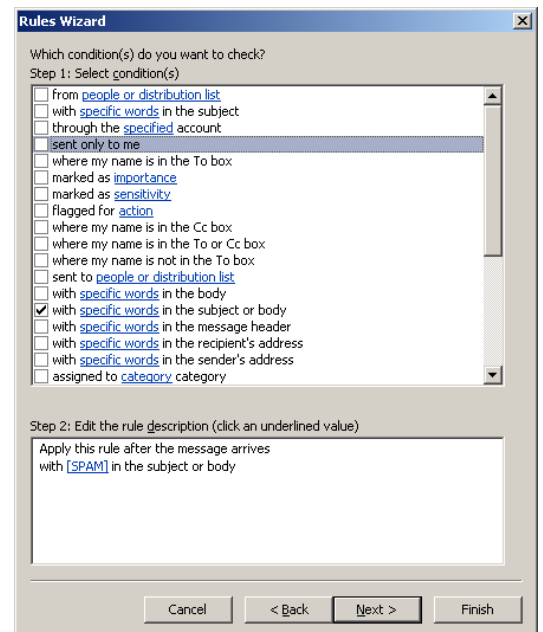
In the "Edit the rule description" box below, **click** on *specified.*

In the "Choose a folder" dialog box, **select** *Junk E-Mail.*

Click *OK.*

Click *Next.*

Click *Next.*



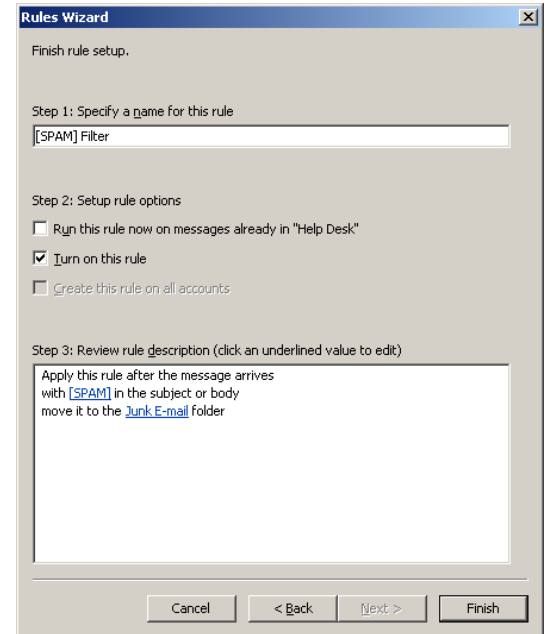
In the "Step 1: Specify a name for this rule", enter **[SPAM] Filter**.

Check the box next to *Turn on this rule*.

Click *Finish*.

Click *OK*.

Your mail will now be filtered so that any message marked as **[SPAM]** will now redirect to the **Junk E-mail** folder in your inbox. You may search this folder any missing messages that may be accidentally marked as spam.



If you encounter any problems or need any further assistance, please contact the Helpdesk at ext. 1144 or helpdesk@millsaps.edu.