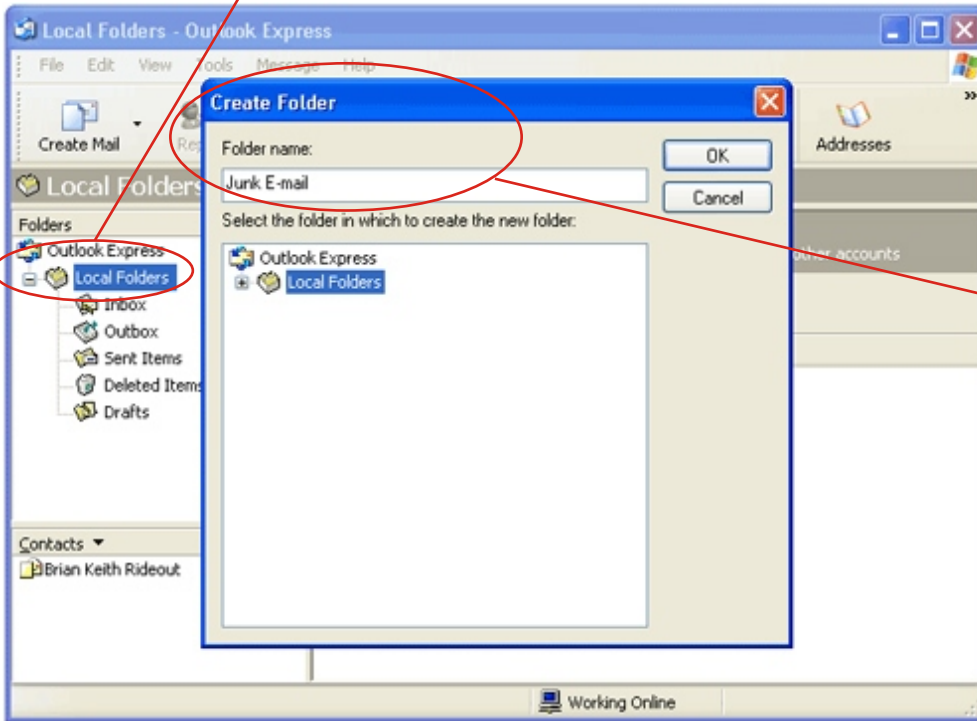


SPAM Filtering Using Outlook Express 6

If you are downloading your messages using Outlook Express, use the following procedures to automatically put suspected SPAM messages into their own folder.

Open Outlook Express, right click on **Local Folders**



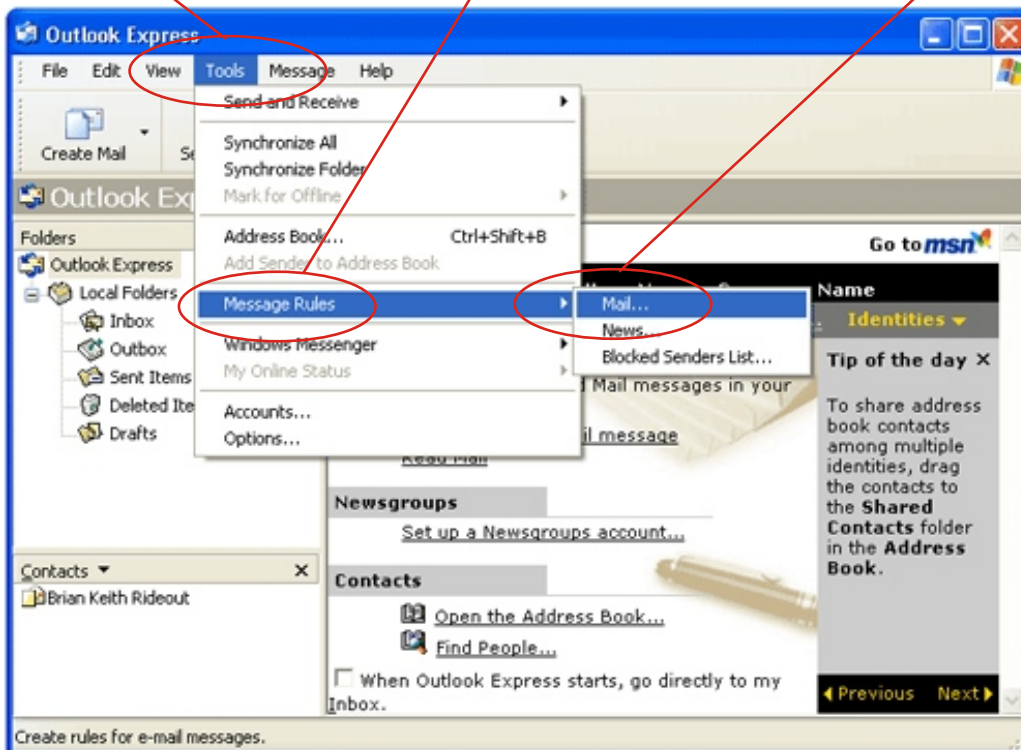
Select **New Folder**. Type in Junk E-mail as the Folder Name.

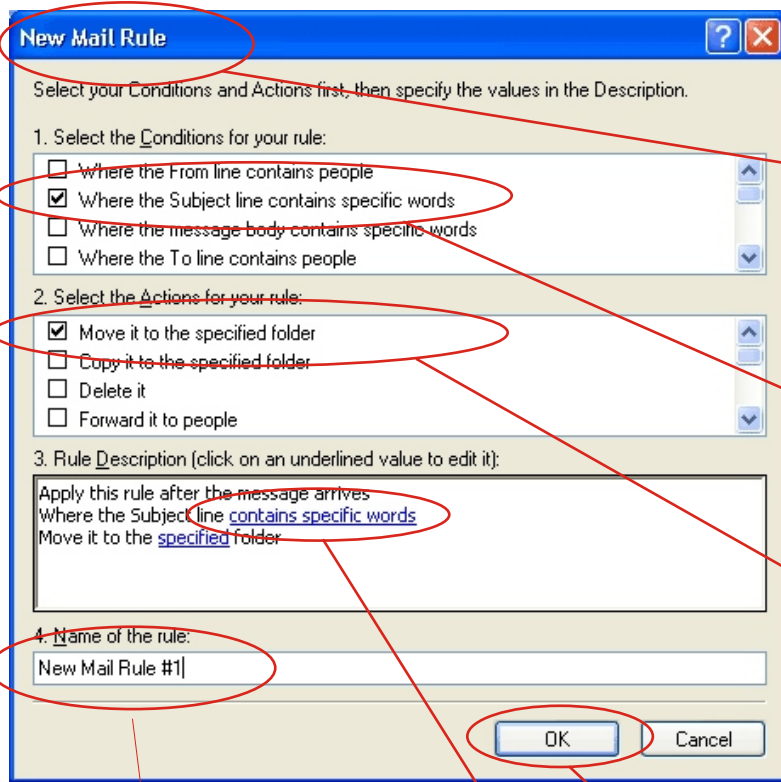
Verify that Local Folders is selected and click OK.

Next click **Tools**

Next click **Message Rules**

Next click **Mail...**





When setting up a rule for the first time the **New Mail Rule** window will appear.

When adding an additional rule, on the Message Rules window make sure the Mail Rules tab is active and click **New Rule**

Check **Where the Subject line contains specific words**

Check **Move it to the specified folder**

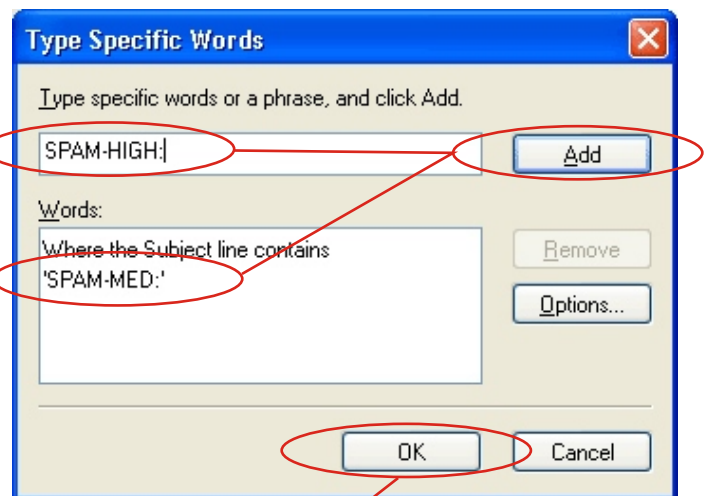
Click **OK**

Next click on **contains specific words**

Leave as the default name or change to **SPAM to Junk Mail** (recommended)

Next type **SPAM-HIGH:** and then click **ADD**.

First type **SPAM-MED:** and then click **ADD**.



To finish click **OK**

Any e-mails coming in with a SPAM weight of 14 (MED) or a weight of 20 or greater (HIGH) will be put into your Junk E-mail folder.

In time you may have confidence in our SPAM filtering to include SPAM-LOW: here as well.

Click **Move** it to the specified folder

The **Move** window will appear.

