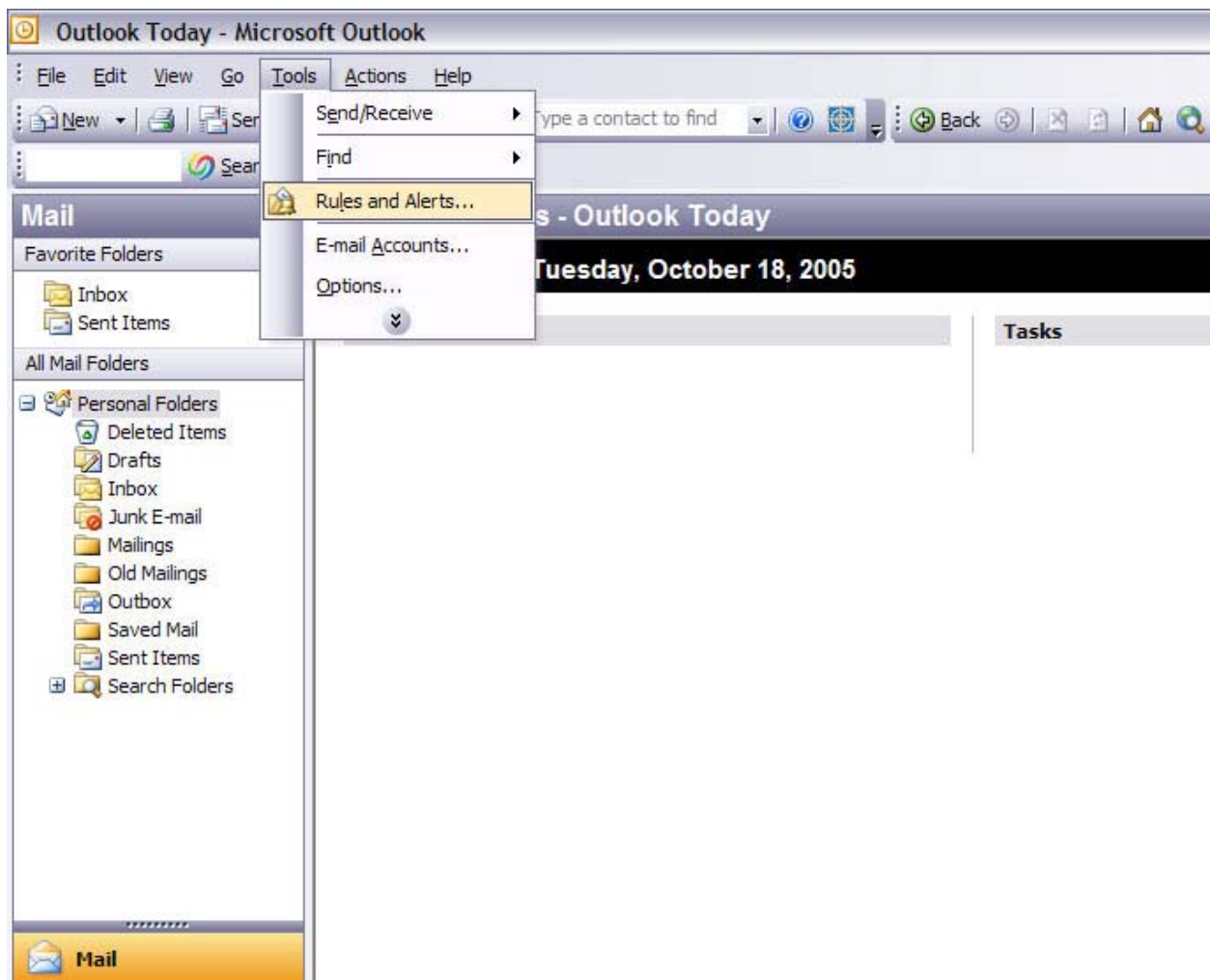


## Step 1

Open Outlook 2003. The program comes with a 'Junk E-mail' folder already in place which you can use as a repository for Spam.

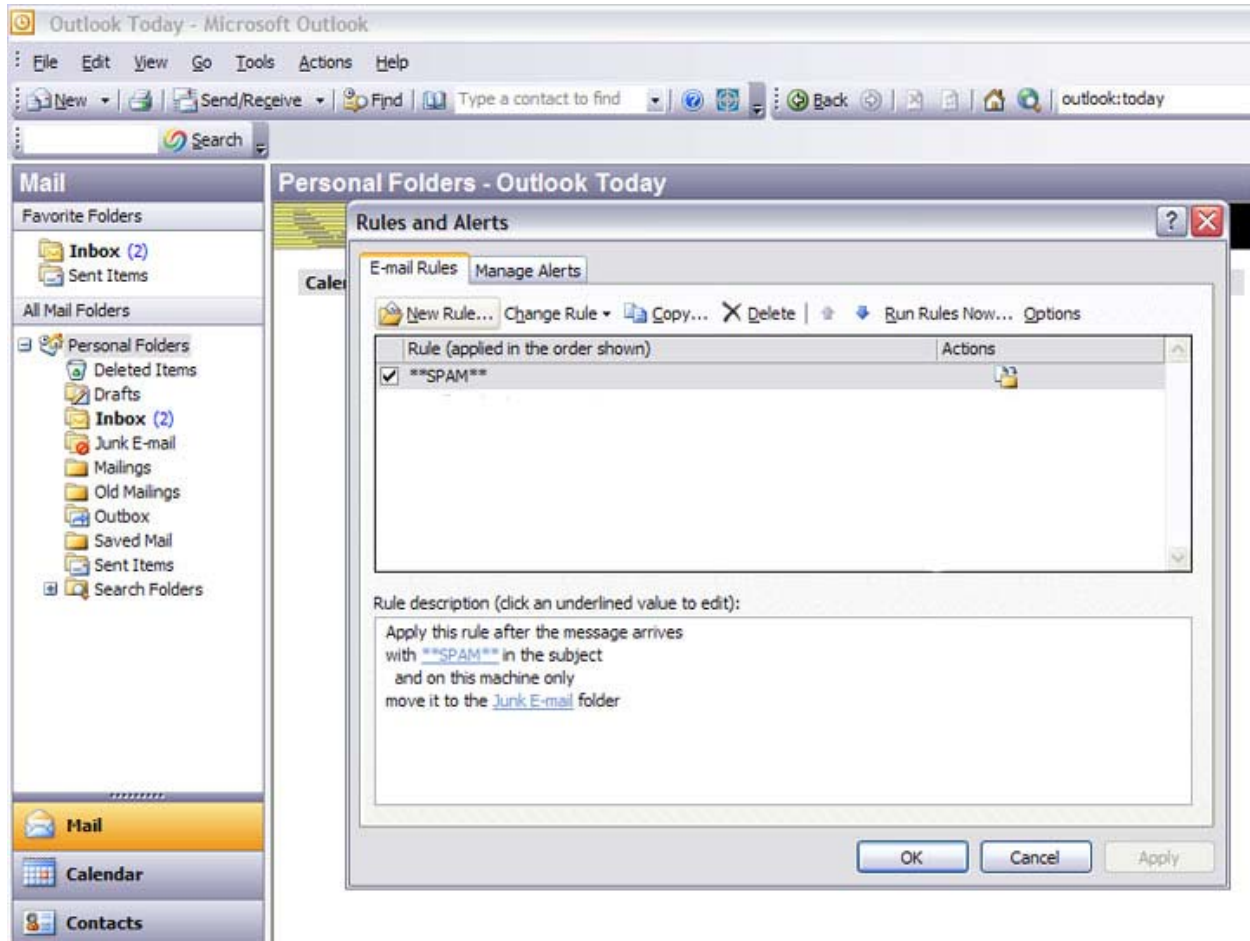
## Step 2

▼ Click on the **Tools** menu and select **Rules and Alerts**.



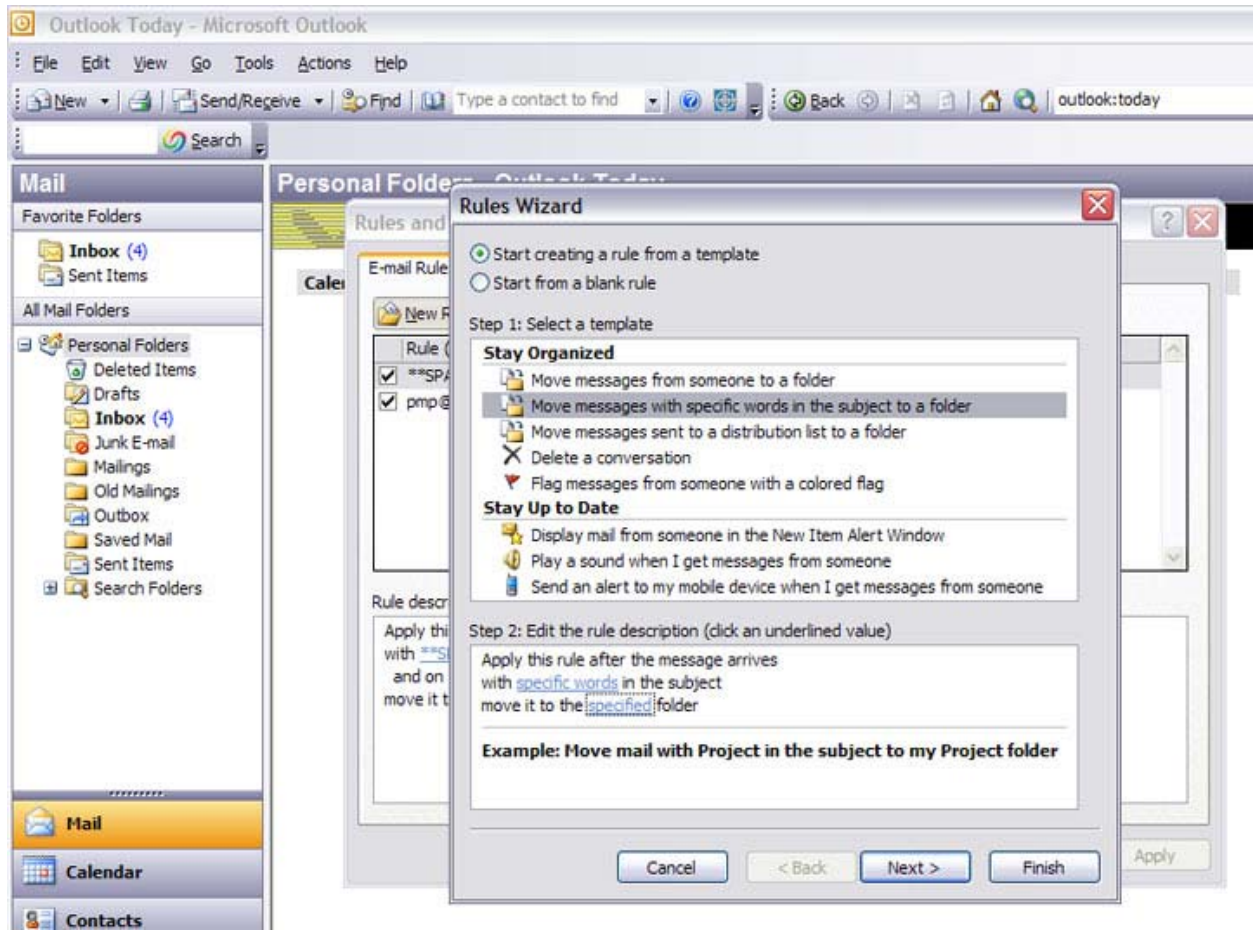
## Step 3

▼ Click on the **New Rule** button.



## Step 4

▼ Select the **Start creating a rule from a template** radio button, then highlight the **Move messages with specific words in the subject line** and click Next.



## Step 5

Confirm that **With specific words in the subject** is selected in the list box and make sure all other check boxes are de-selected.

## Step 6

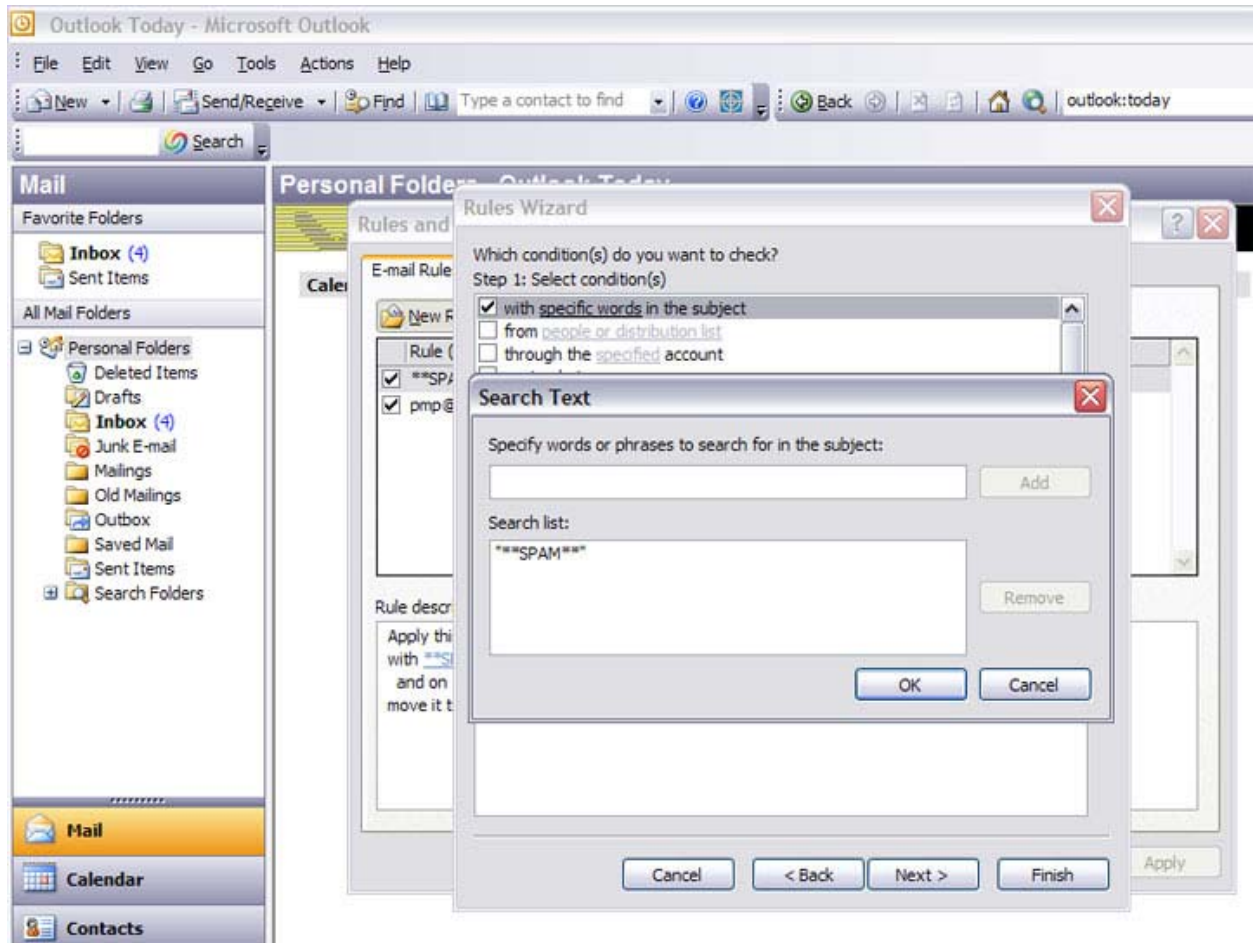
Click on **specific words** in the **Edit the rule description** box.

## Step 7

Type **\*\*SPAM\*\*** in the **Specify words or phrases to search for in the subject:** box and click **Add**.

## Step 8

▼ Click **OK**.



## Step 9

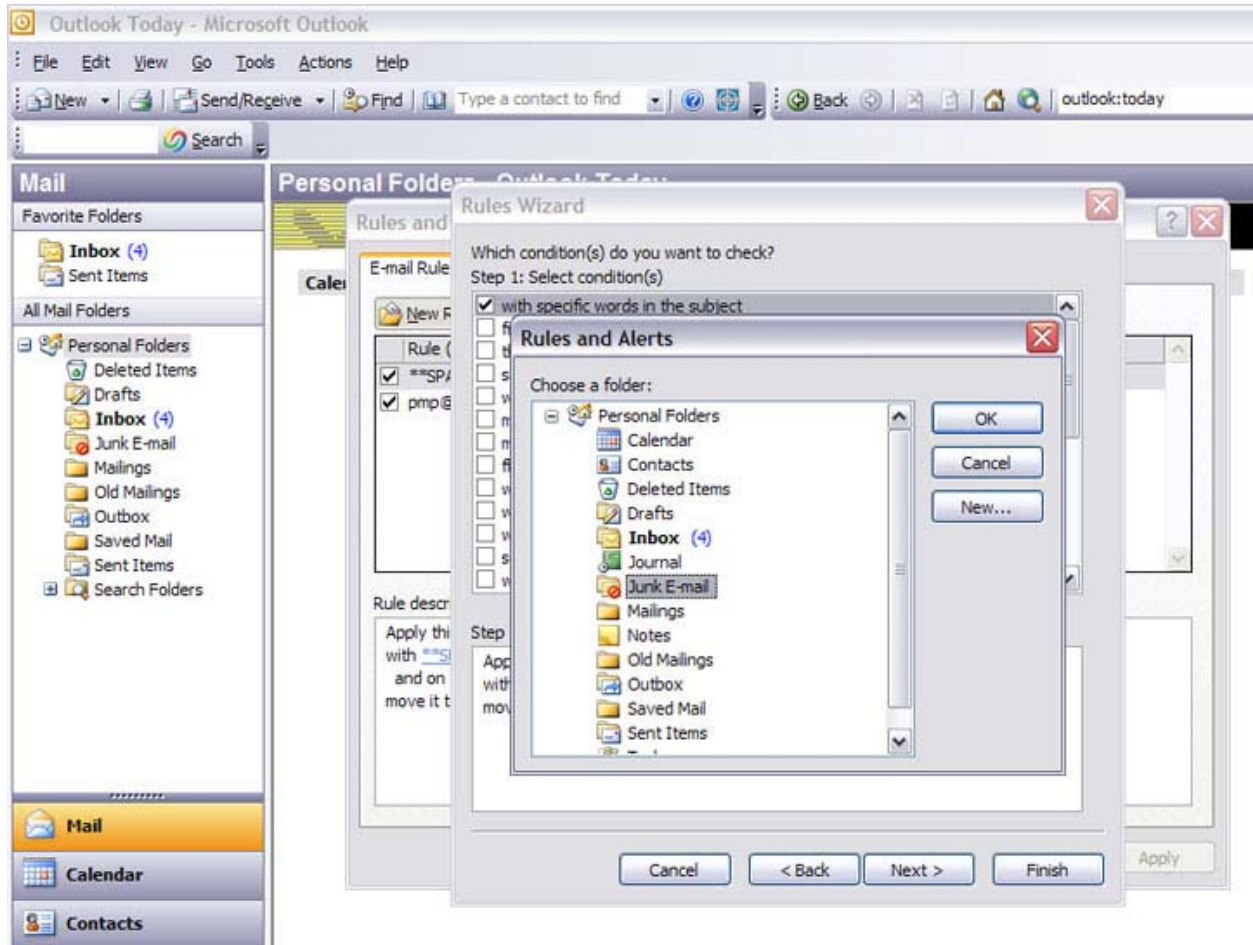
Click on **specified** in the **Edit the rule description** box.

## Step 10

Select the **Junk E-mail** folder.

## Step 11

▼ Click **OK**.

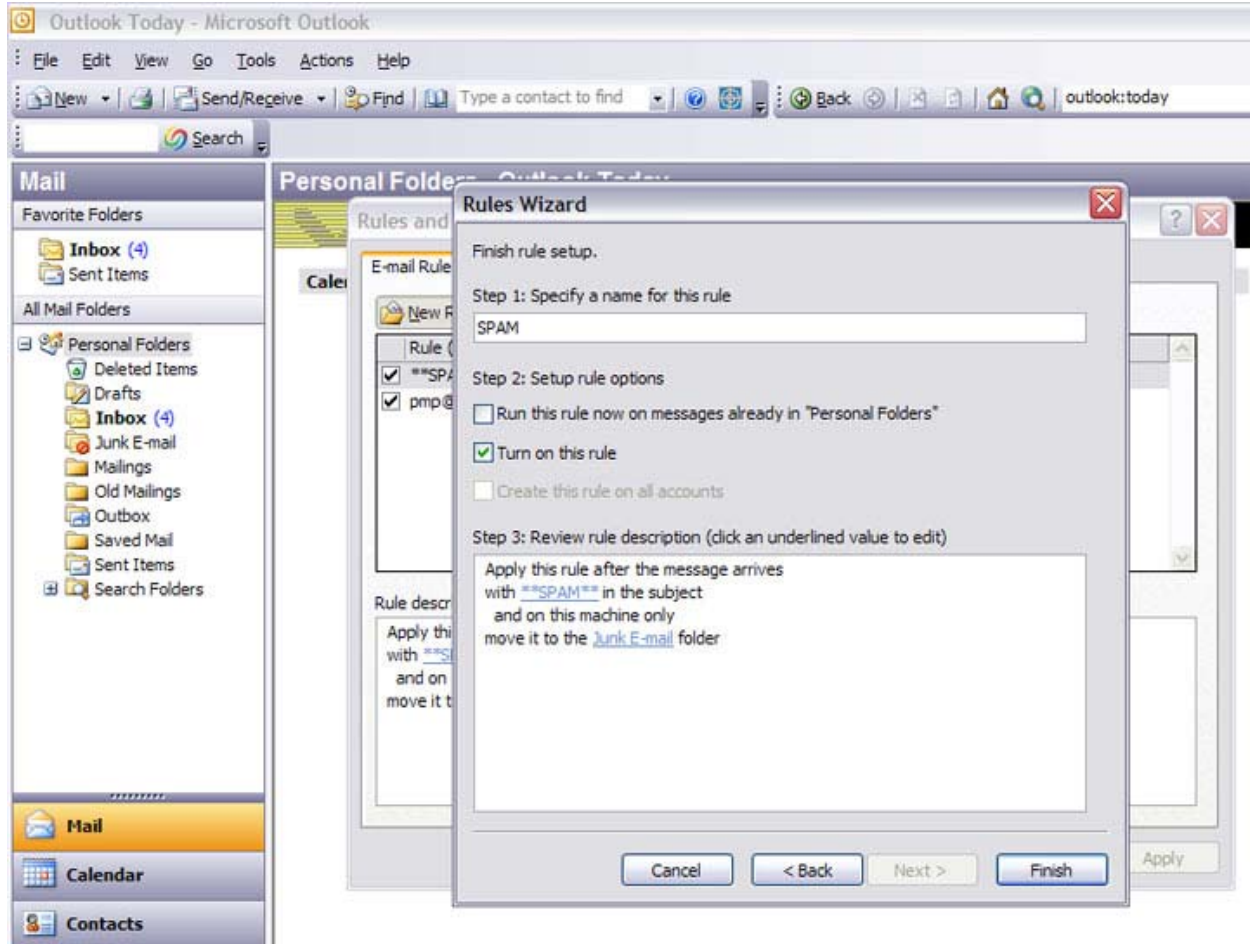


## Step 12

Click **Next** three times.

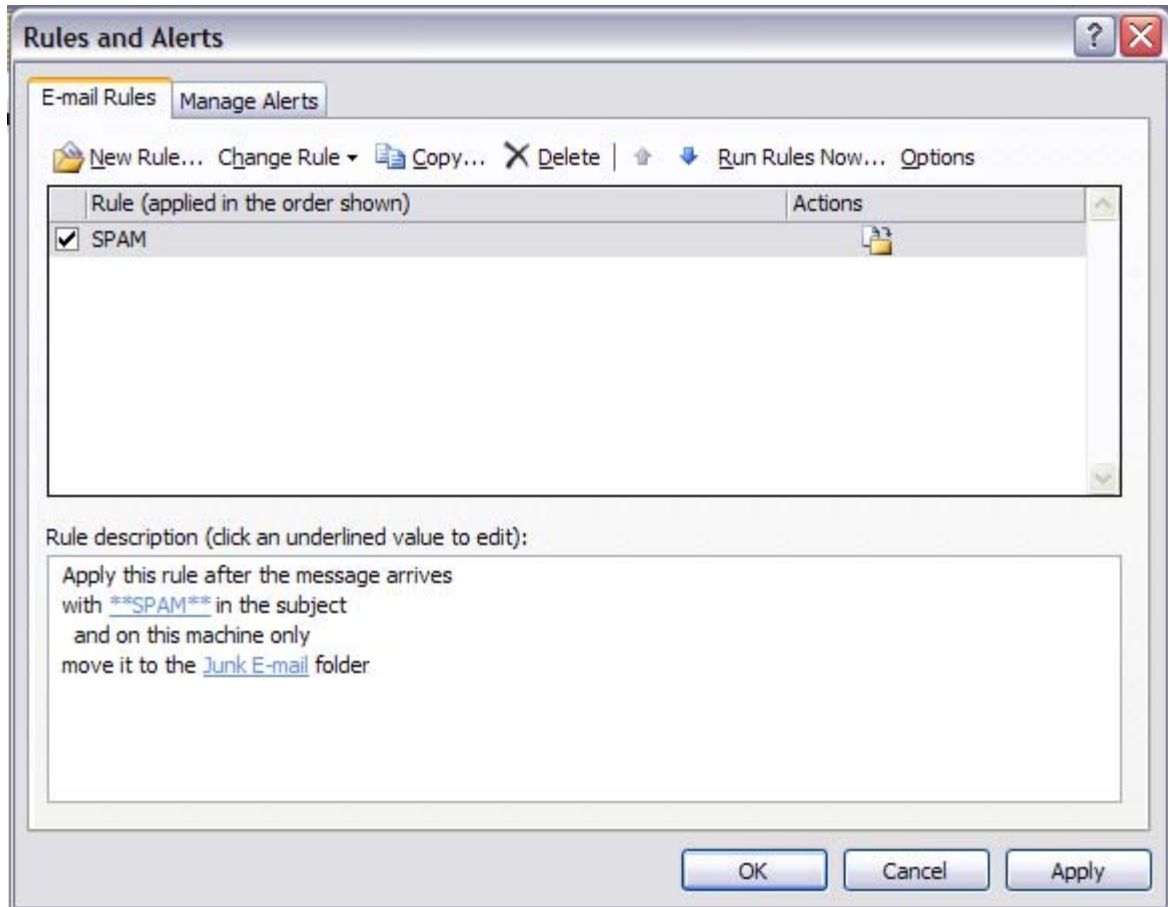
## Step 13

- ▼ Name this new rule **Spam** in the **Specify a name for this rule** box and click **Finish**. Be sure that the **Turn on this rule** box is checked. If you have Spam in your inbox which you would like sorted, also check the **Run this rule now on messages already in "Personal Folders"** box.



## Step 14

▼ Click **Finish**.



You are done!

All messages flagged as spam will now be collected in your Junk E-mail folder and will never reach your inbox. You may review the contents of your Junk E-mail folder periodically to ensure that legitimate messages have not been misclassified as Spam. (If there are some of these “false positives,” you can add those senders to a “white list” which will ensure that future messages from those email addresses will reach your inbox.)