

Katharion
THE CURE FOR SPAM

Email Client Setup Guide
Microsoft Entourage

WWW.KATHARION.COM

Step 1

Launch Microsoft Entourage.

Step 2

Select **Mail** if you are not already in the Mail component of the program.

Step 3

Highlight **On My Computer** in the folder area in the left column.

Step 4

Click on the **File** menu at the top of the window.

Step 5

From the File menu, select **New**. A separate menu will pop up from there. Select **Subfolder** from this second menu.

Step 6

The new subfolder you just created will be highlighted in the left column, below Drafts, Deleted Items, and any other subfolders you previously created. Type in **Spam** as the name for this new subfolder.

Step 7

Click on the **Tools** menu.

Step 8

From the Tools menu, select **Rules**.

Step 9

From the Rules pop-up window, click the **New** button (next to the + symbol).

Step 10

In the **Rule Name** field, enter **Spam**.

Step 11

In the **If** field, click on the pull-down menu that currently says **All Messages** and change it so that it says **Subject**.

Step 12

In the empty text field next to **Contains**, type in ****SPAM**** .

Step 13

In the **Then** field, click on the pull-down menu that says **Change Status** and select **Move Message** (the very first item) from the list.

Step 14

Click on the pull-down menu (which currently says Inbox) to the right of Move Message.

Step 15

From this pull-down menu, select **Choose Folder...**

Step 16

Highlight **Spam** from the list of folders.

Step 17

Press the **Choose** button at the bottom of the window to confirm your selection.

Step 18

Press **OK** at the bottom of the **Edit Rule** window to save your rule.

Step 19

Your rule is now saved, and you may close the Rules window and return to the program.

You are done!

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