

Katharion
THE CURE FOR SPAM

Email Client Setup Guide Outlook 2002

WWW.KATHARION.COM

Step 1

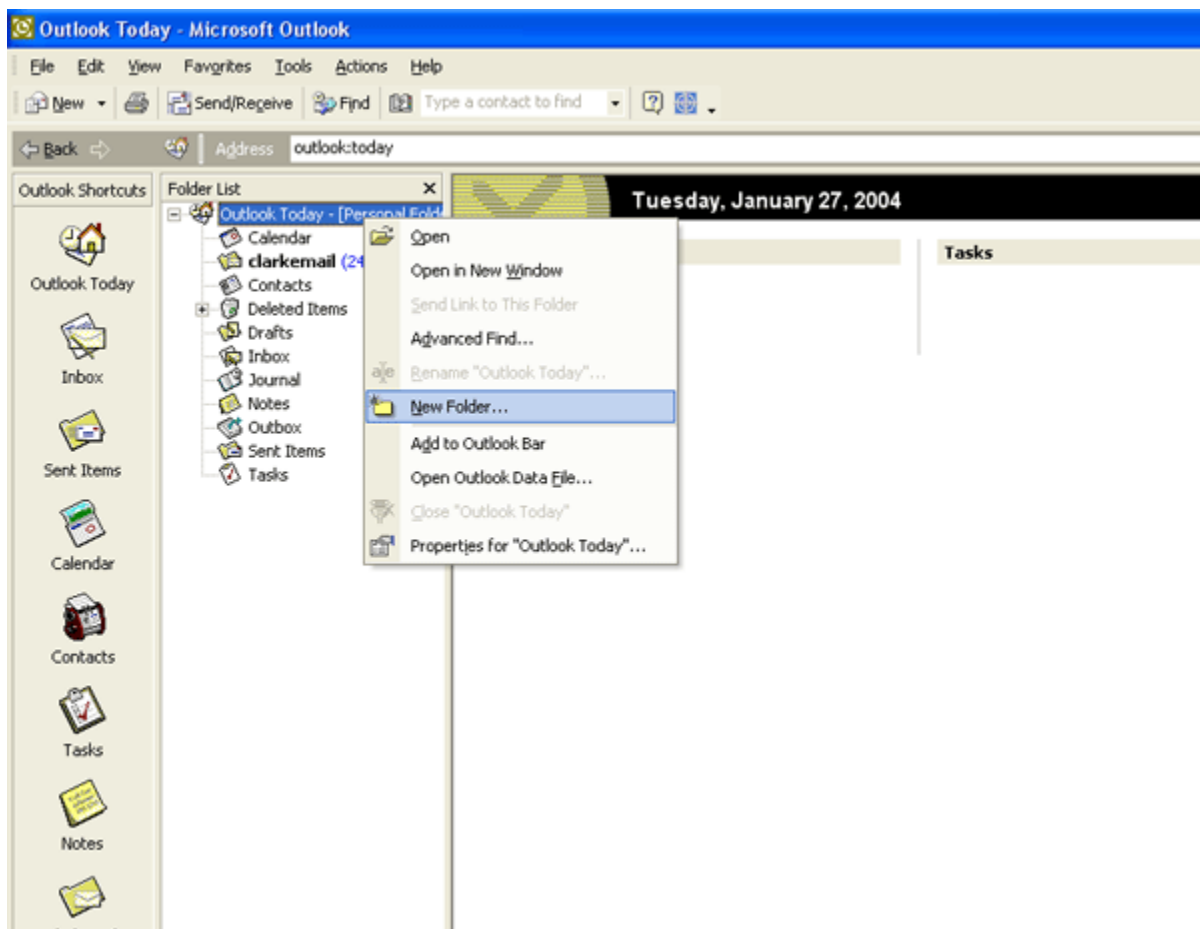
Open Outlook 2002.

Step 2

Click on your local folders.

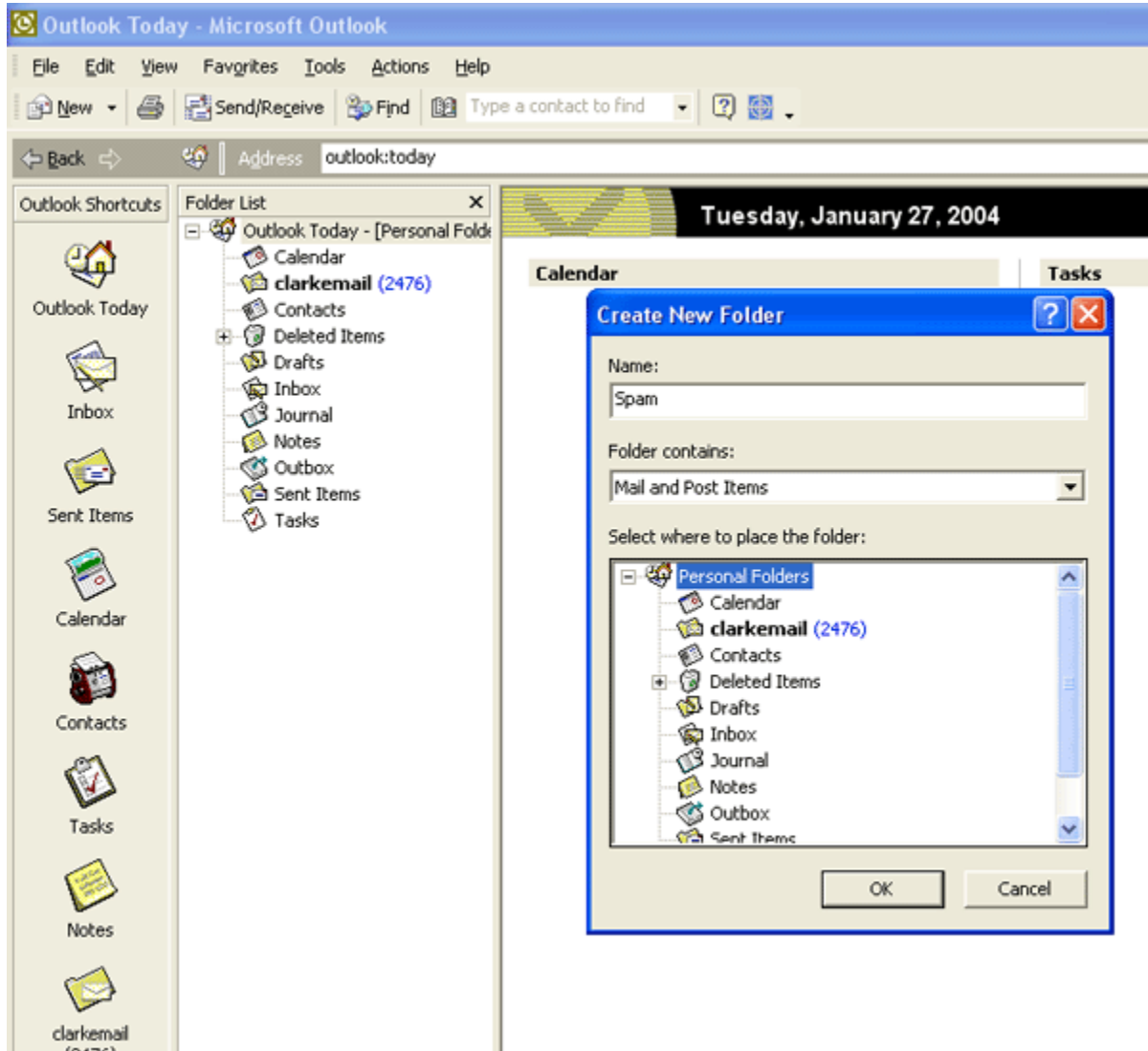
Step 3

▼ Right click and select **New Folder** from the menu.



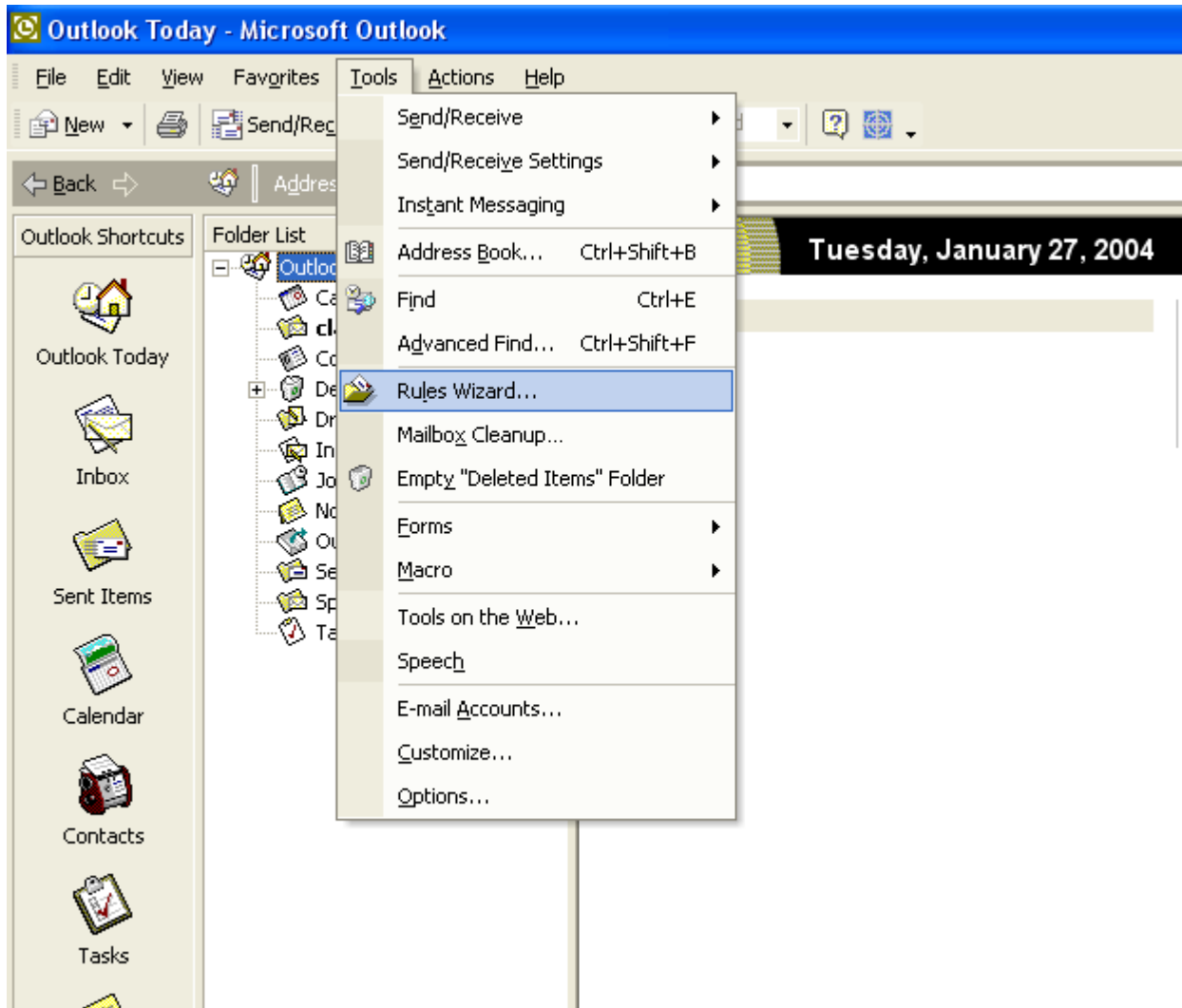
Step 4

▼ Name the folder **Spam** and click **OK**.



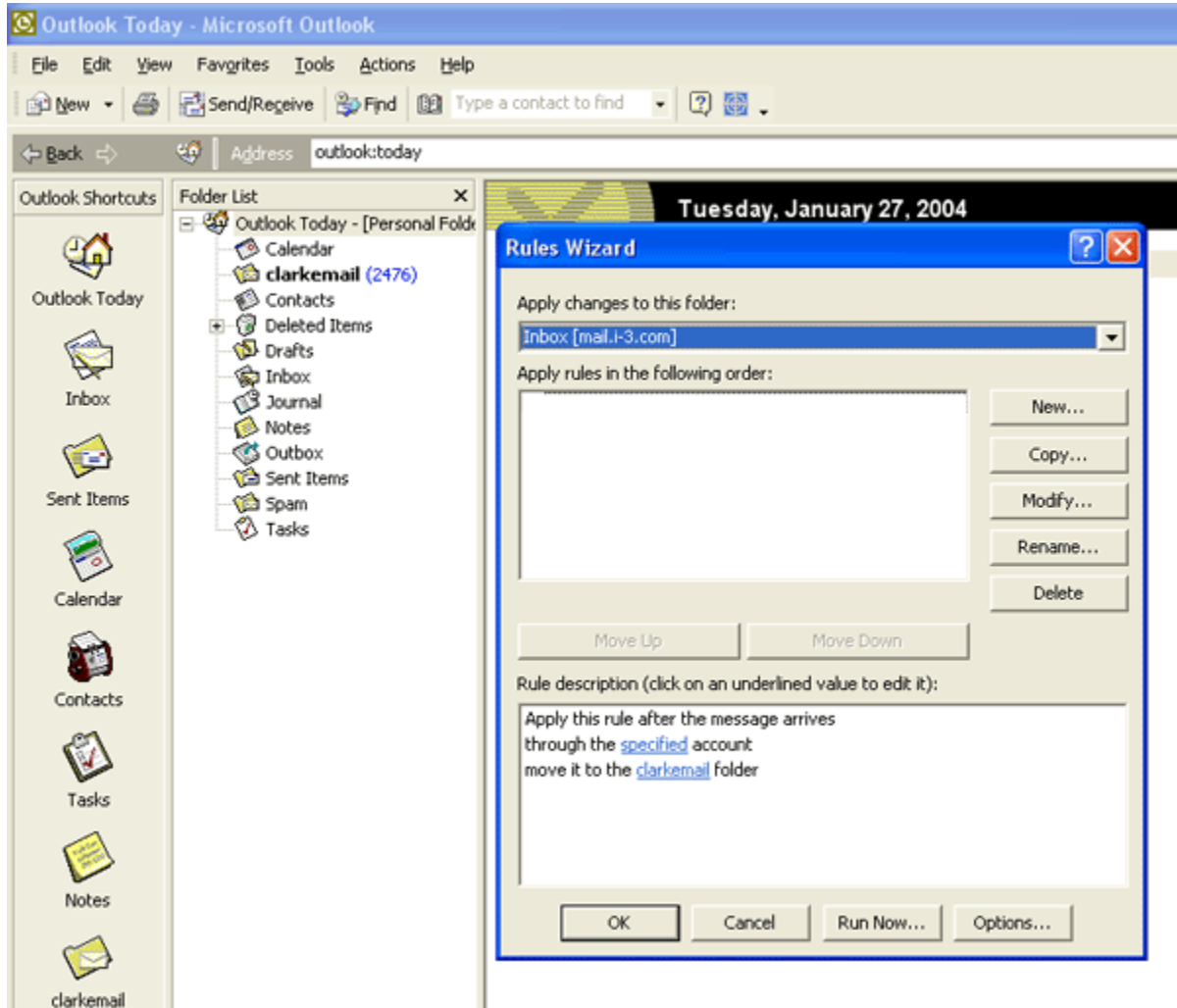
Step 5

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



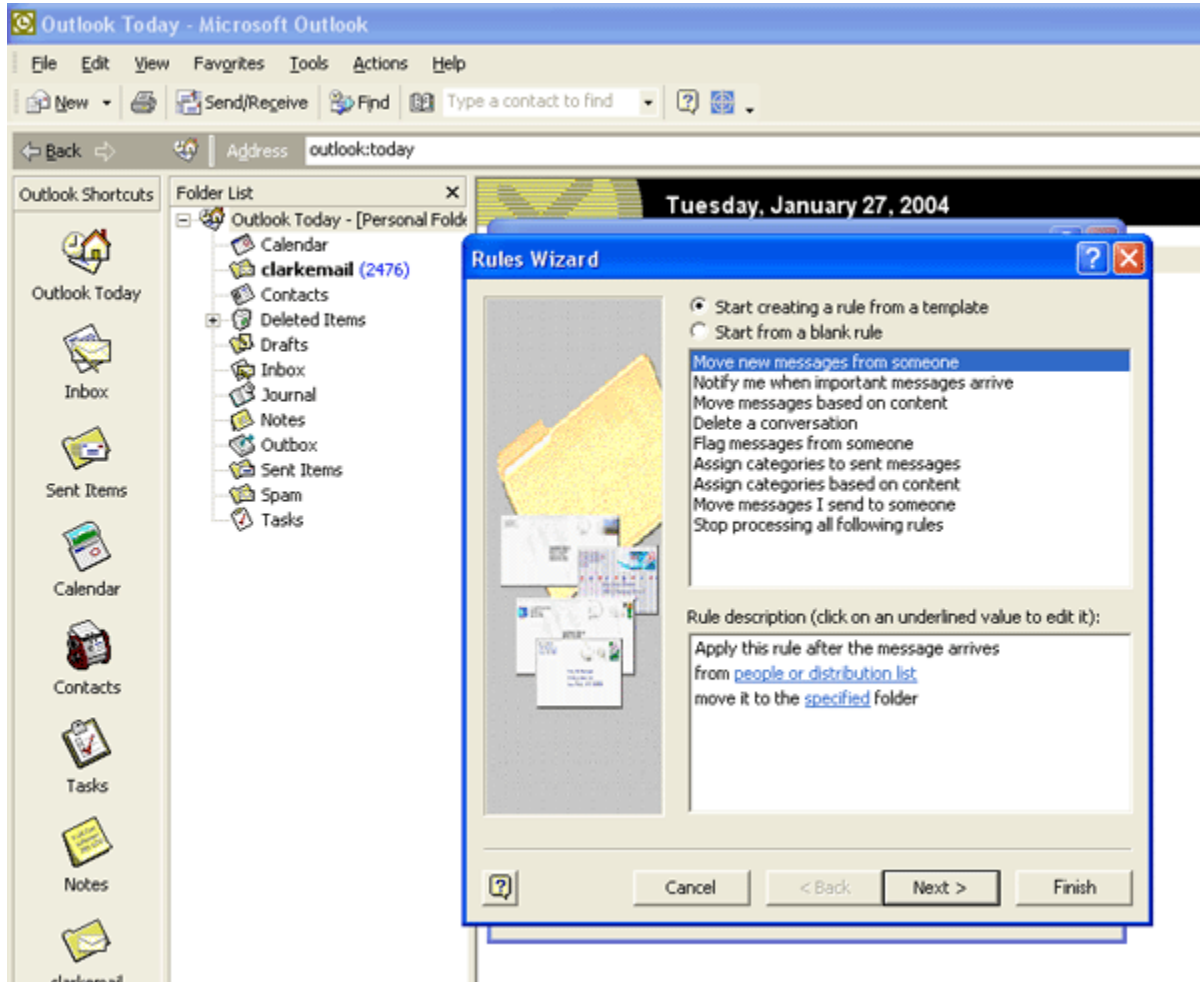
Step 6

▼ Click on the **New** button.



Step 7

▼ Select the **Start creating a rule from a template** radio button.



Step 8

Select **Move messages based on content** from the list box.

Step 9

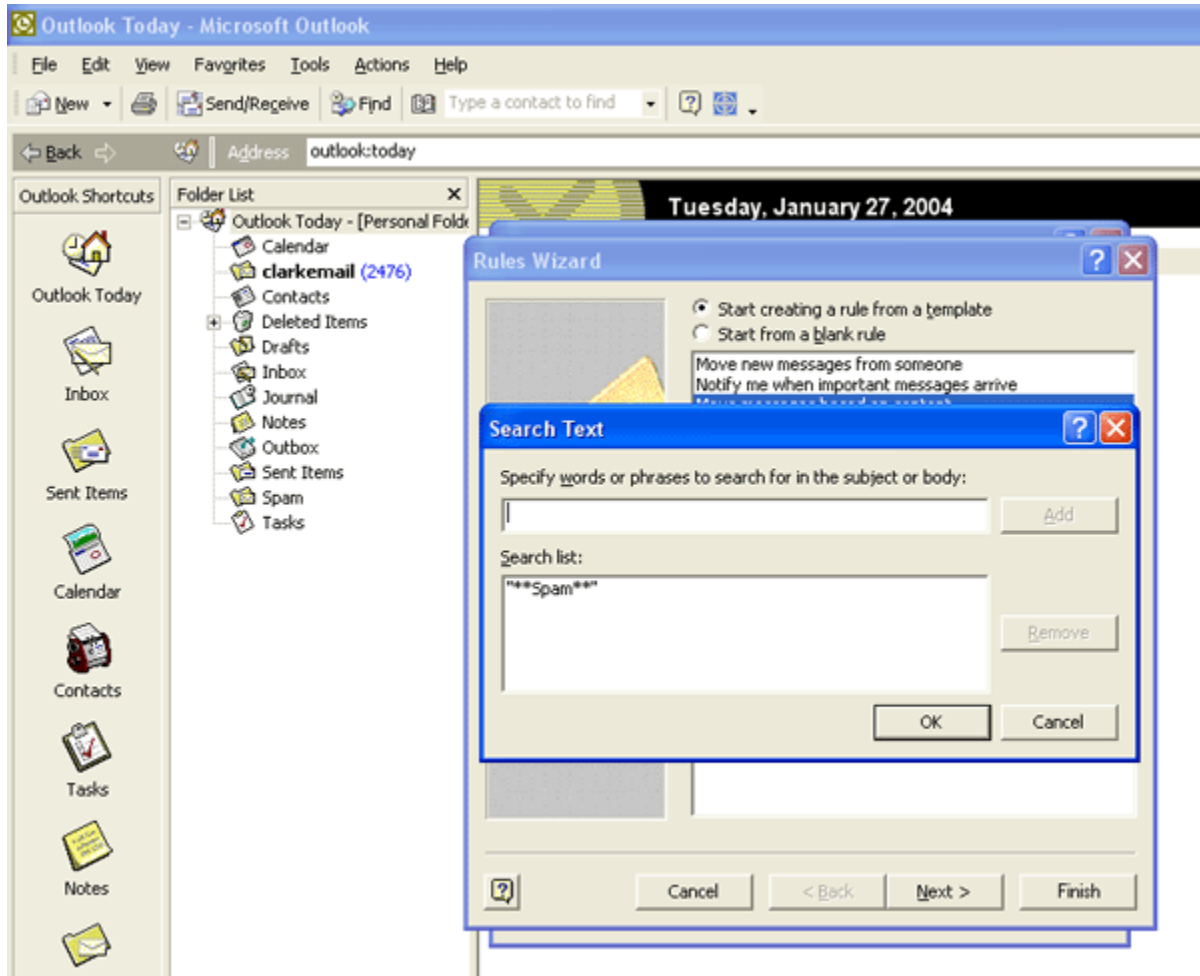
Click on **specific words** in the **Rule Description** box.

Step 10

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

Step 11

▼ Click **OK**.



Step 12

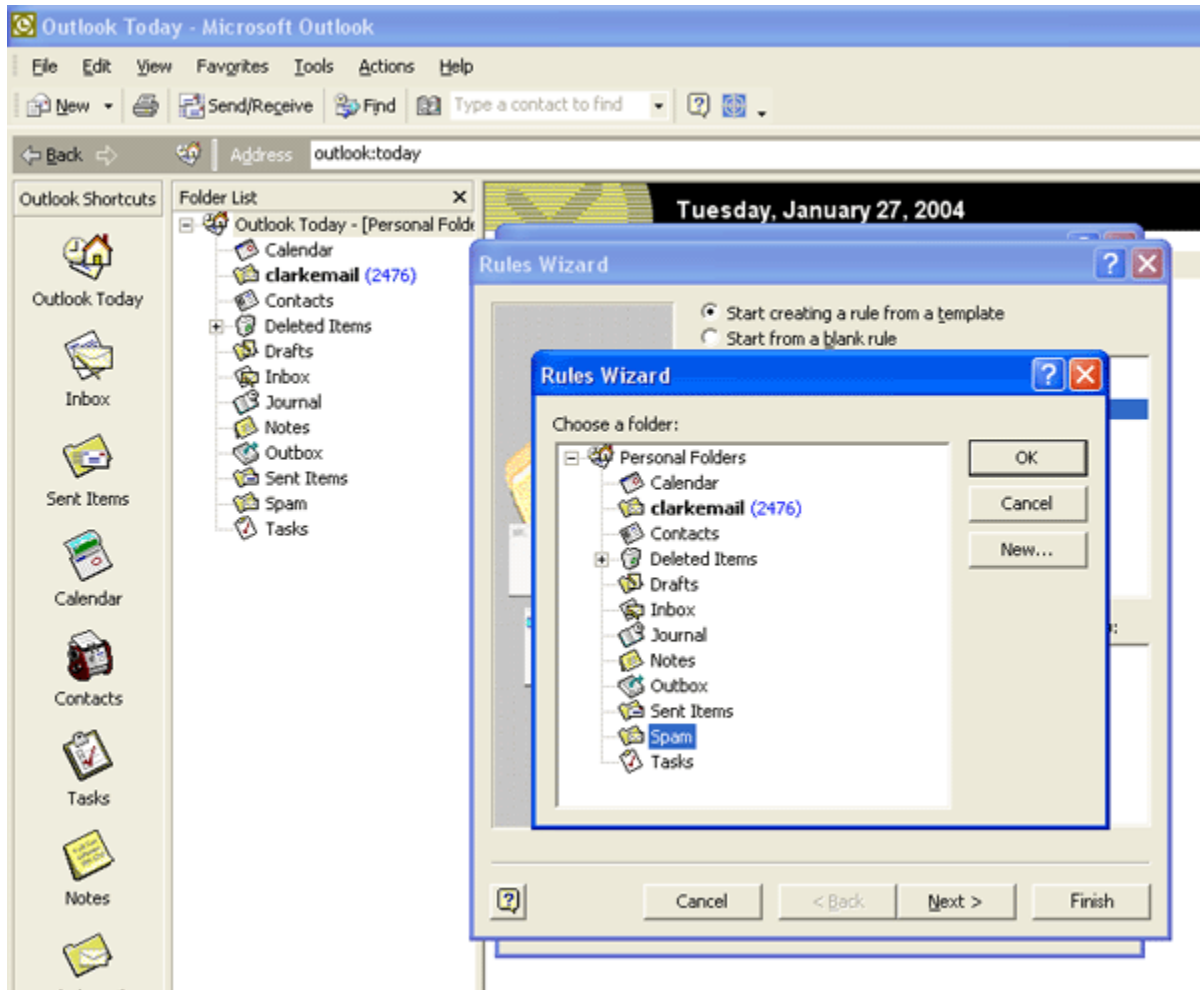
Click on **specified** in the **Rule description** box.

Step 13

Select the **Spam** folder that you created in steps 3-4.

Step 14

▼ Click **OK**.

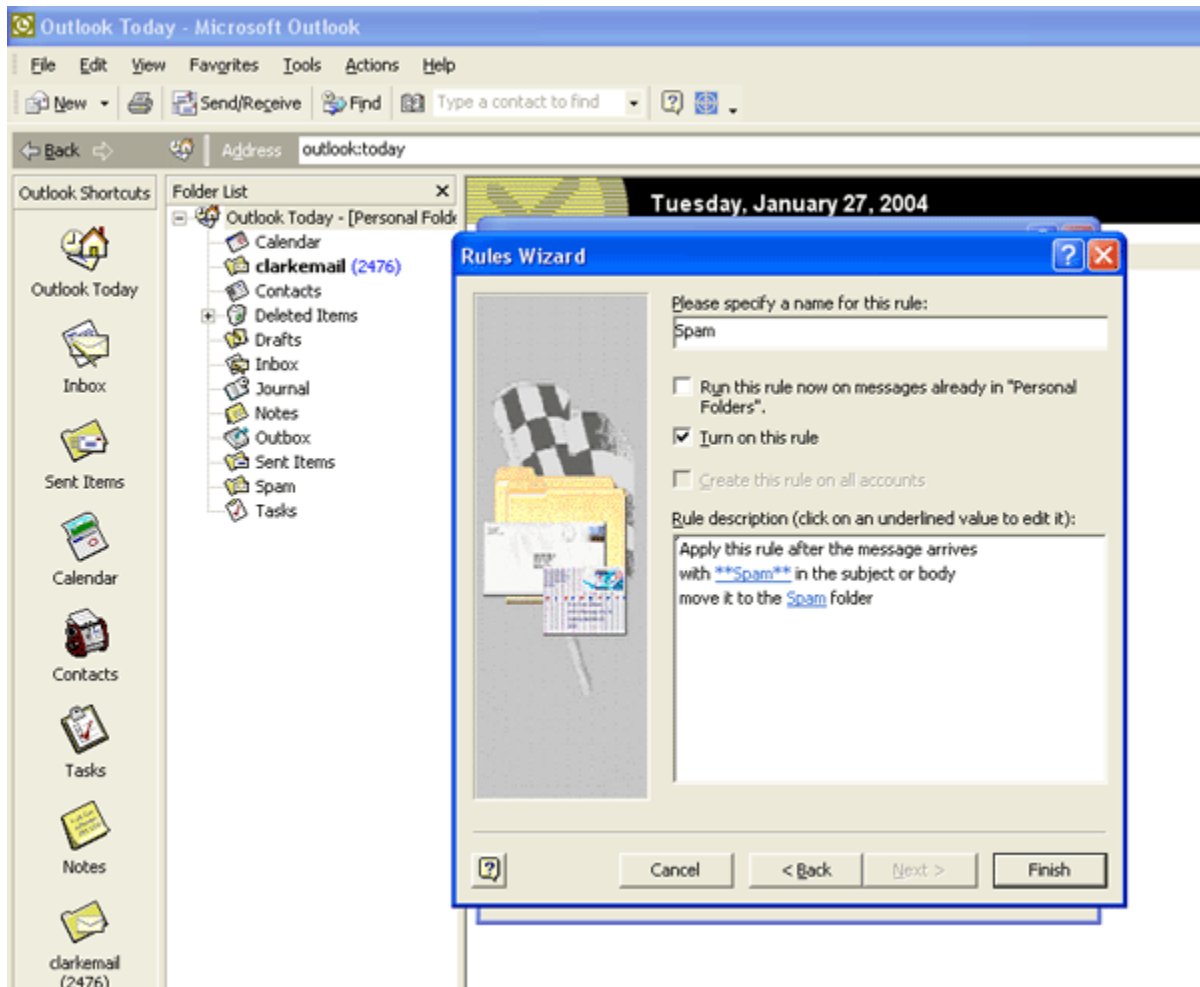


Step 15

Click **Next** four times.

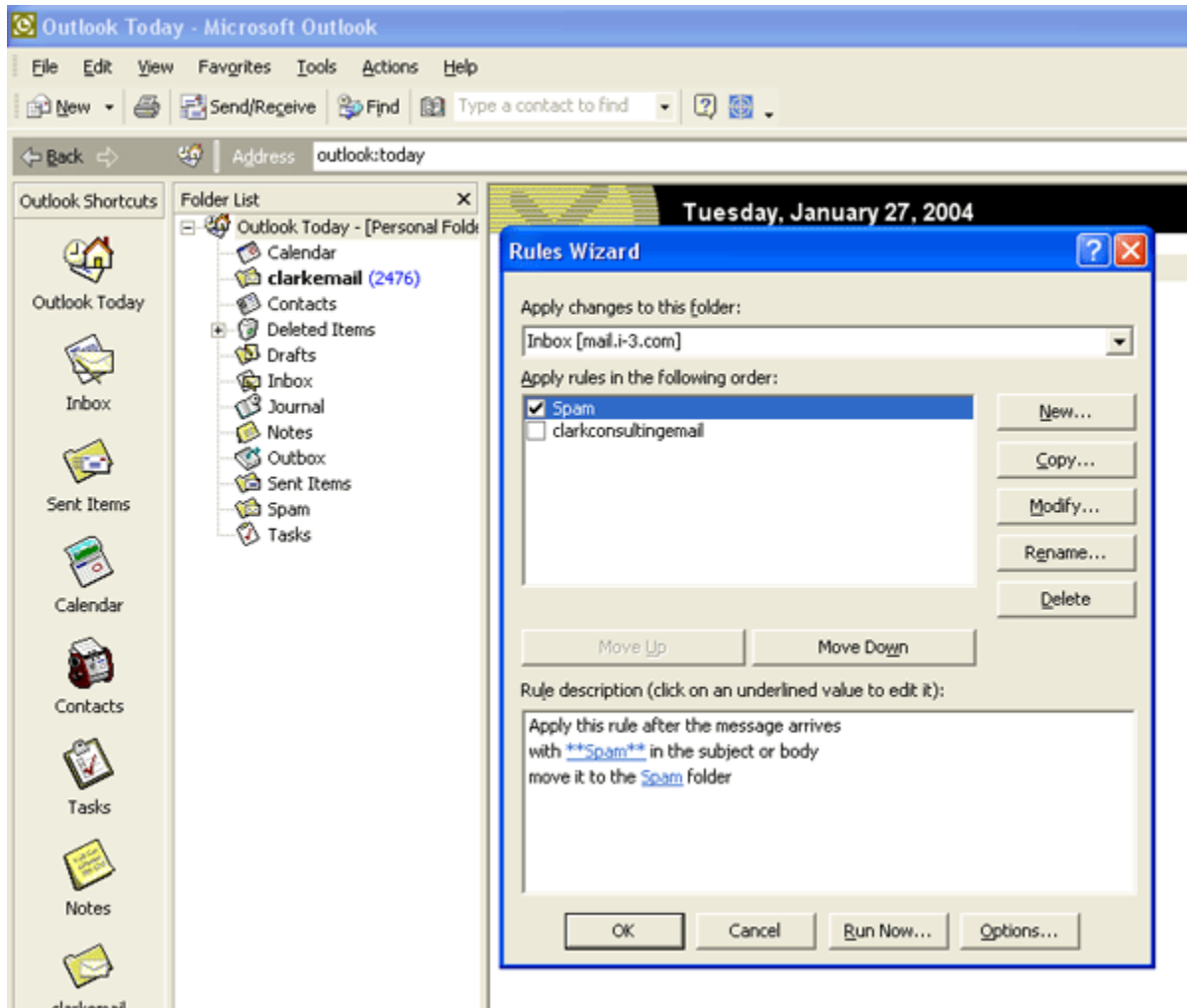
Step 16

▼ Name this new rule **Spam** in the **Please specify a name for this rule** box and click **Finish**.



Step 17

▼ Click **OK**.



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.)