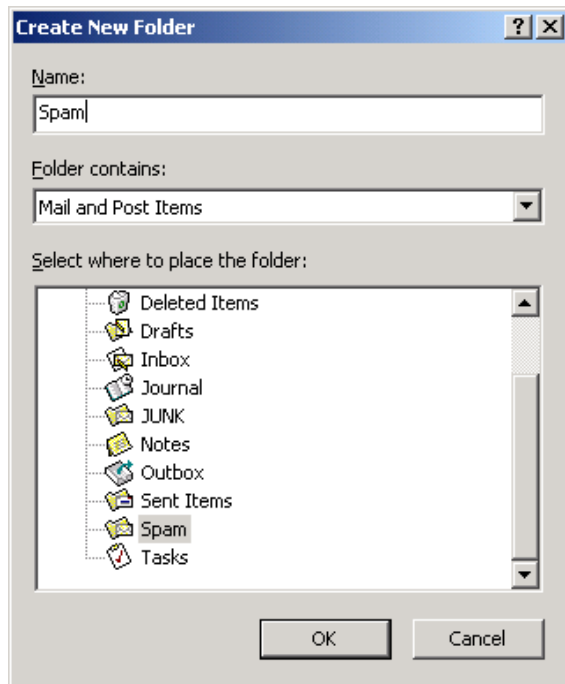


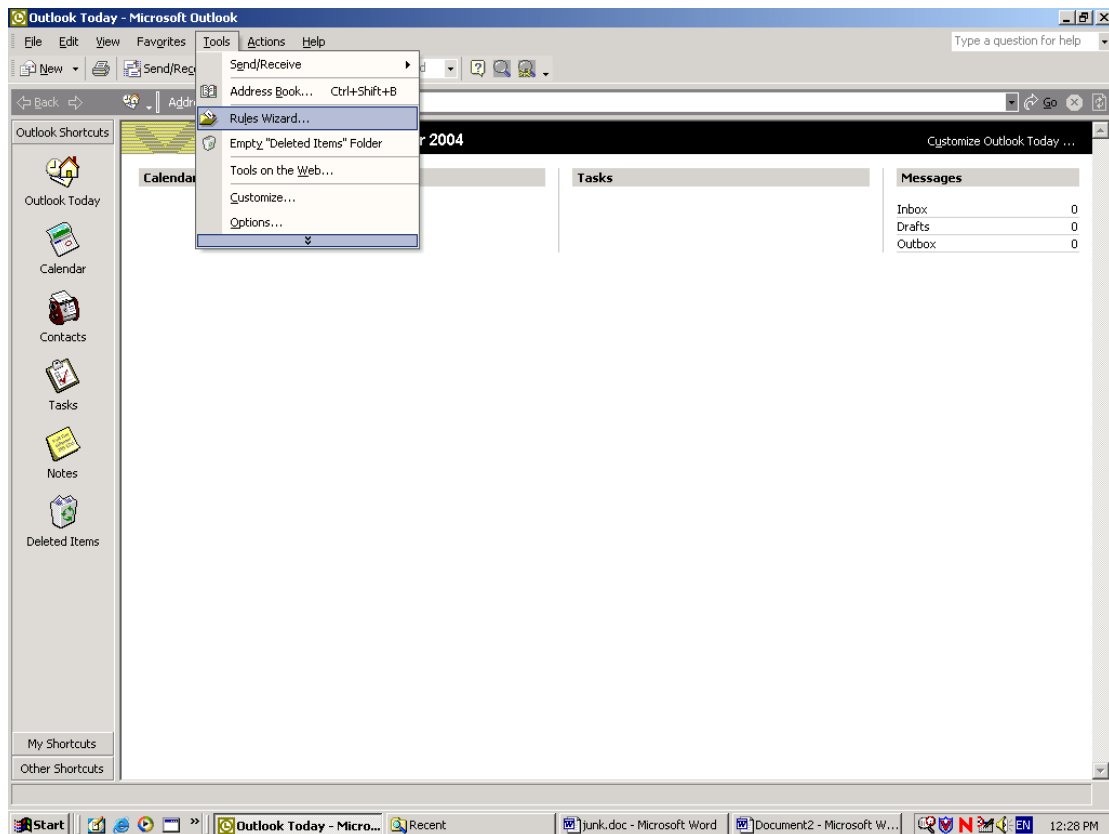
Creating Spam Filters with Outlook

This documentation outlines the steps to create rules that will allow all racial or pornographic email to be deleted before reaching your inbox. Additional filters can also be created to allow other spam email to be transferred to a “spam” folder to be reviewed at your leisure.

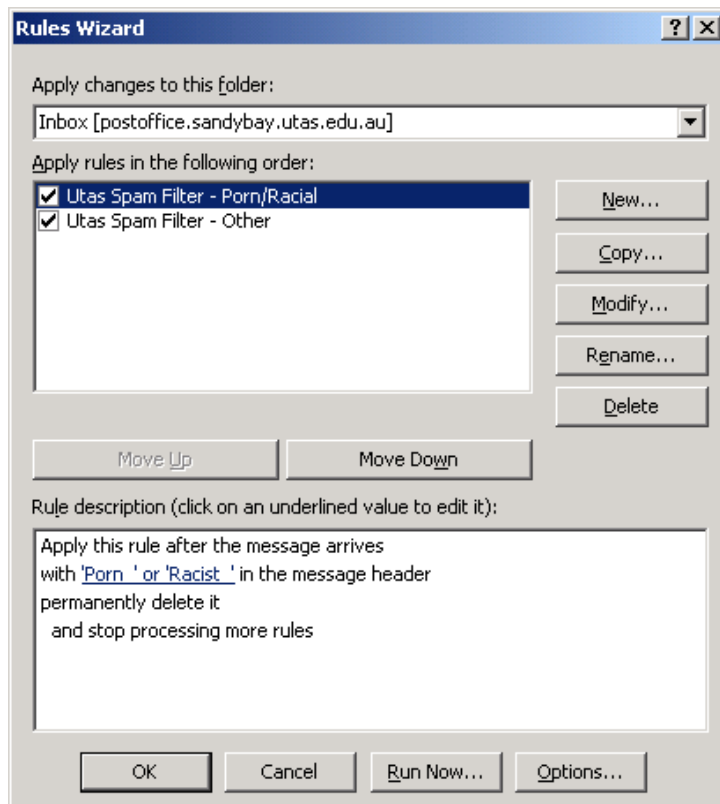
1) Create a new folder by going to the File Menu > Folder > New Folder. Call the new folder ‘Spam’.



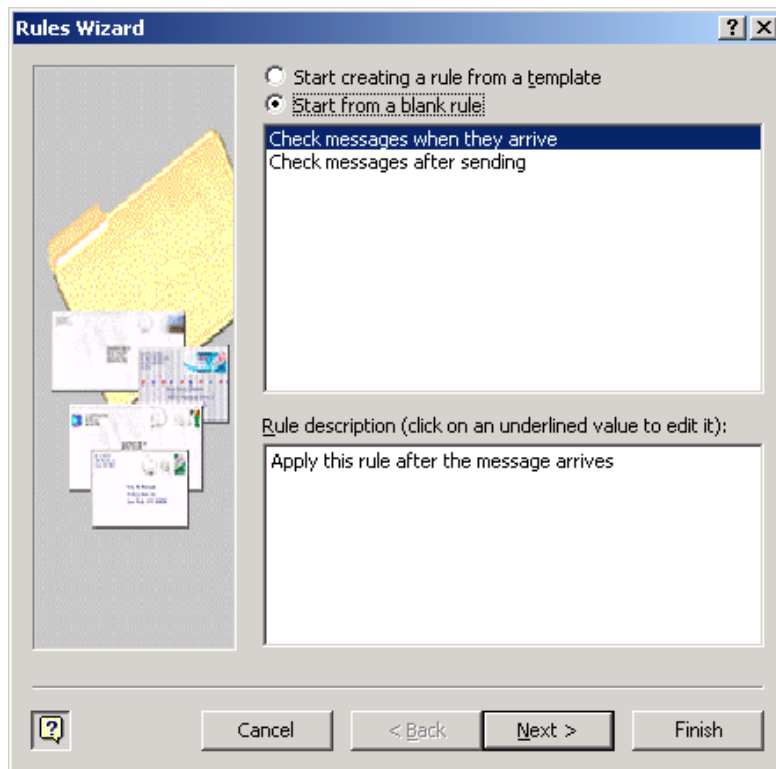
2) Create a new rule by going to the 'Tools' menu and selecting 'Rules Wizard'.



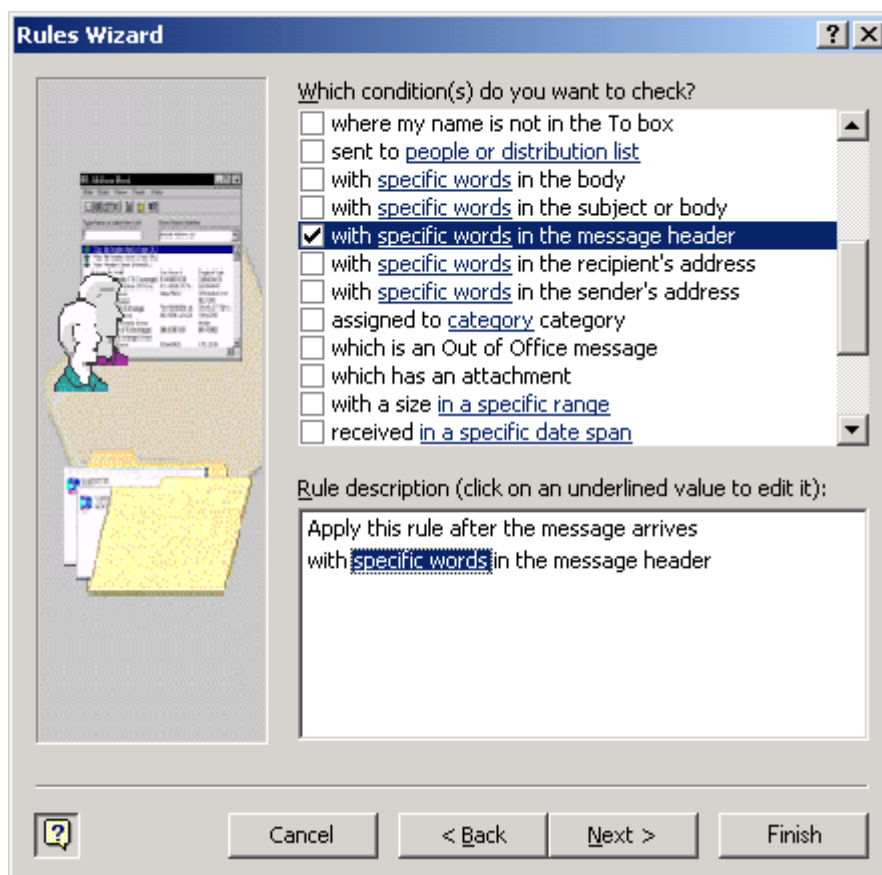
3) Click the 'New' button to start creating the new rule.



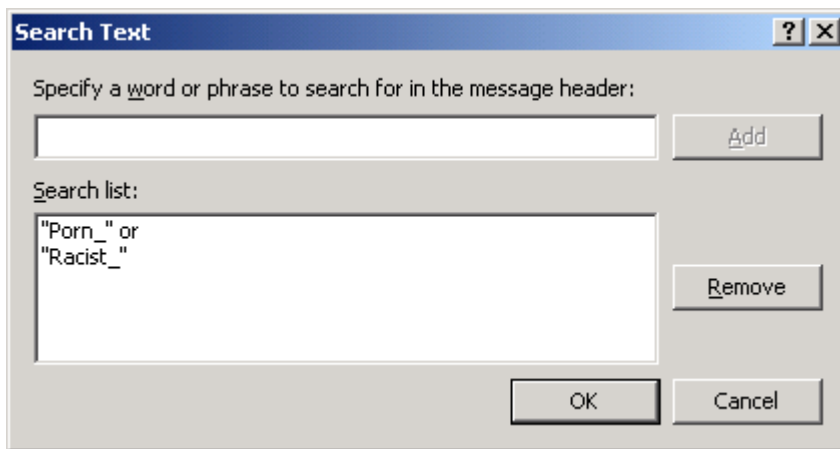
4) Select to 'Start from a blank rule', and apply to messages when they arrive.



5) Choose the condition 'with specific words in the message header'.

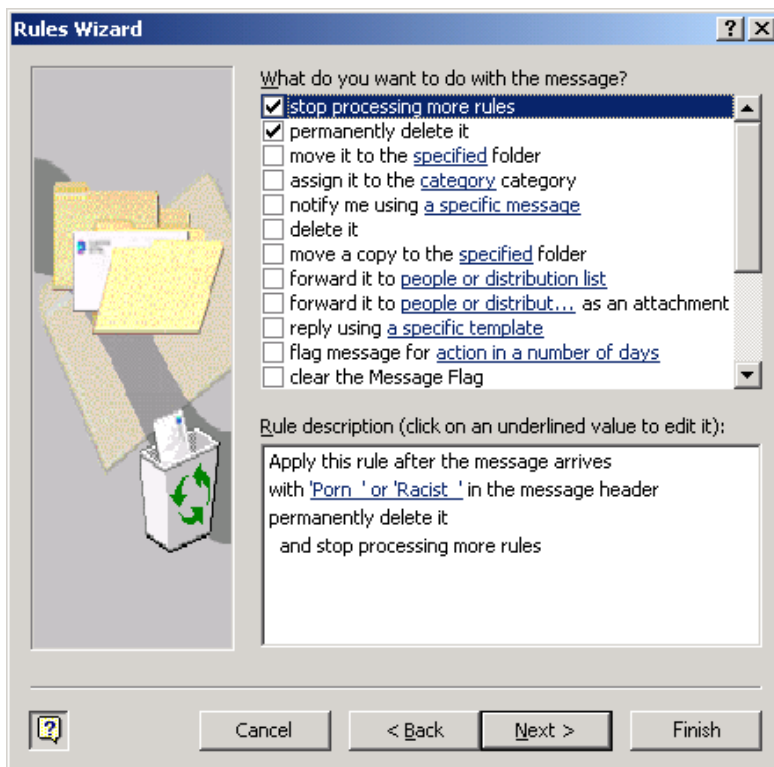


6) Add the words 'Porn_' and 'Racist_' to the list.

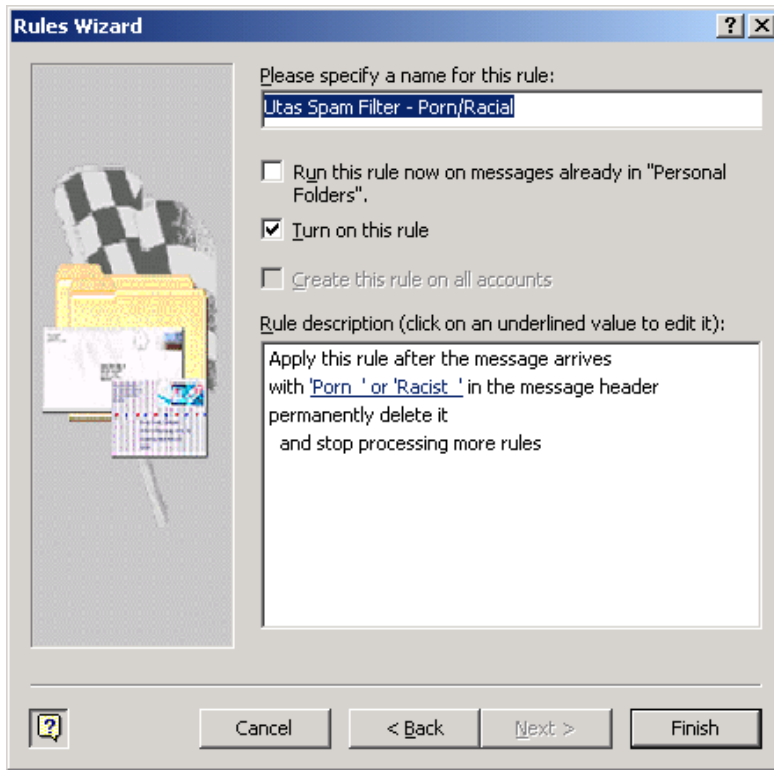


7) Choose to permanently delete these messages. Click next till you reach the final screen (where you can't click next anymore).

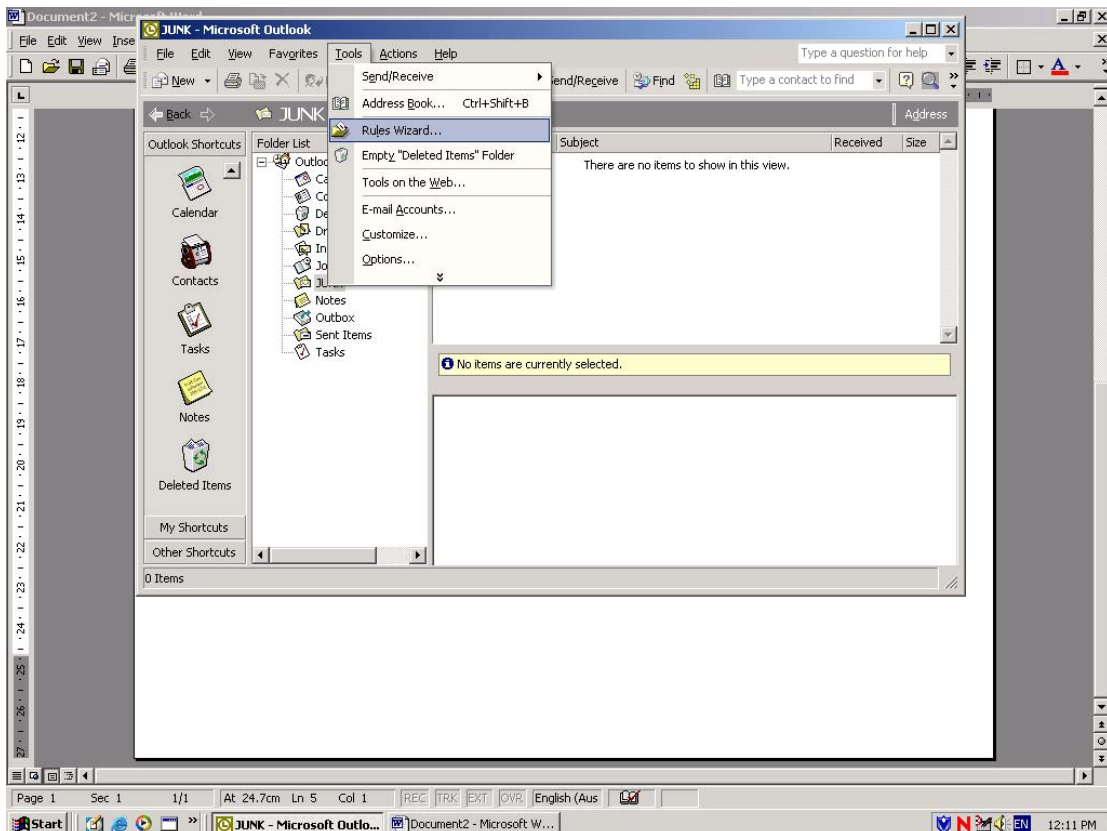
Please note that this will cause messages labelled as 'Porn' or 'Racist' to be deleted permanently, if you don't wish for this to happen then move the messages to a 'spam' folder instead of deleting them. Please examine steps 13 & 14 for how to do this.



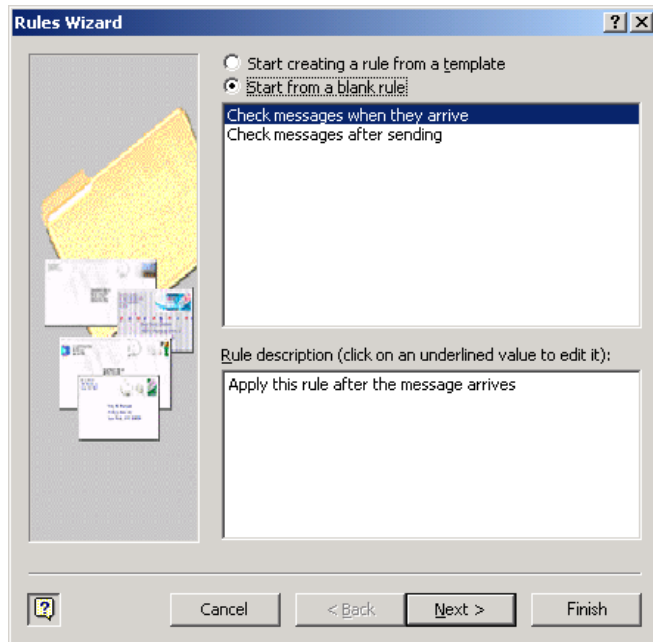
8). On final screen you can name the filter, give it a name like 'Utas Spam Filter – Racial/Porn' or similar.



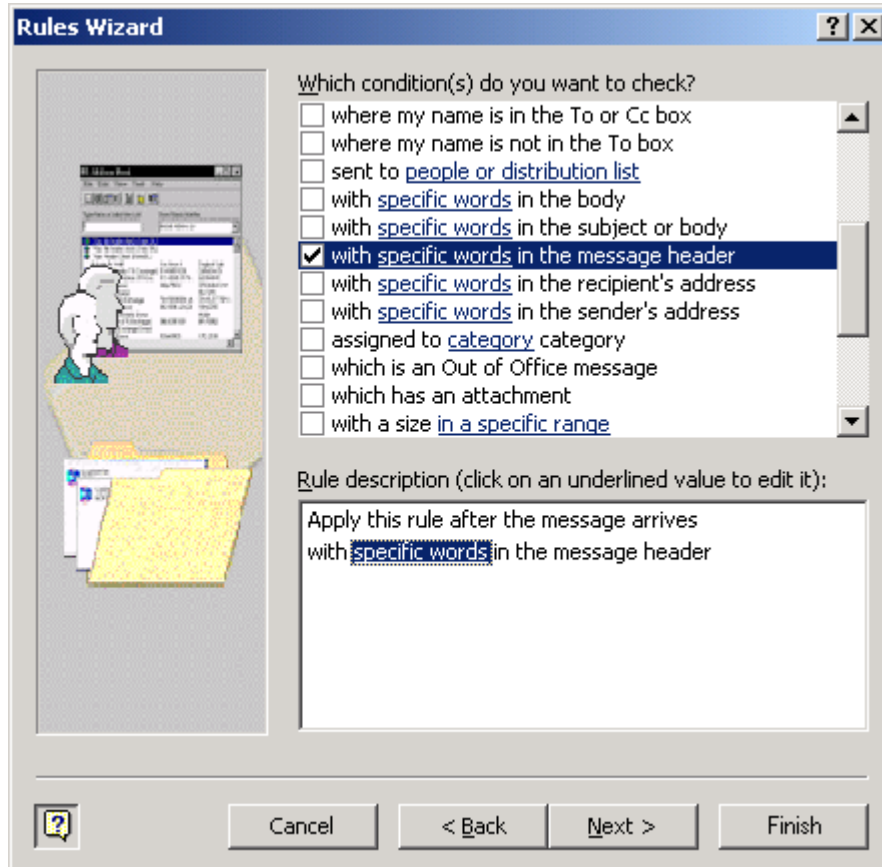
9) Now create another new rule by going to the 'Tools' menu and select 'Rules Wizard' and clicking new in the subsequent dialogue box.



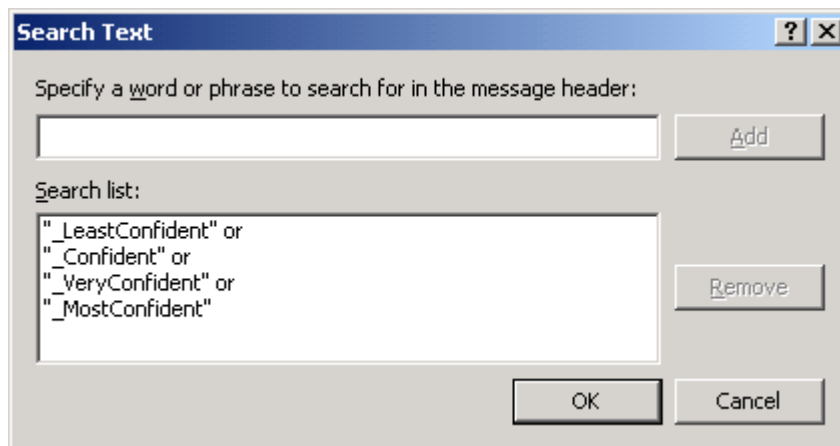
10) Choose to create the rule from a blank rule.



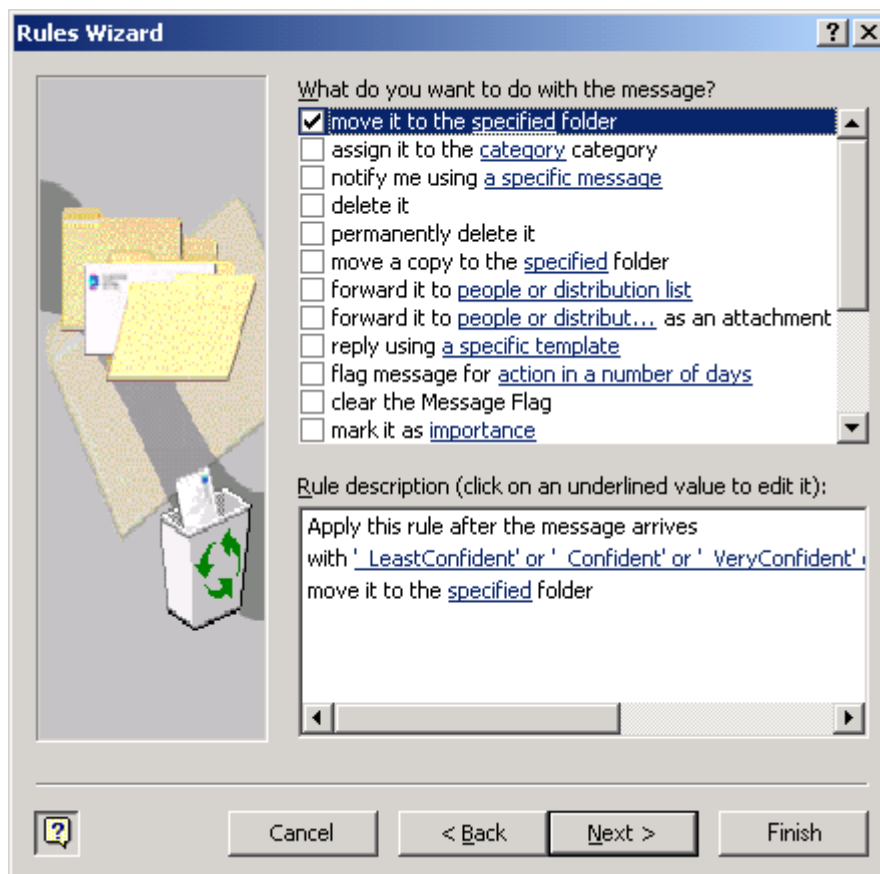
11) Tick the condition as in the following image, then click the 'specific words' link in the 'Rule description' area.



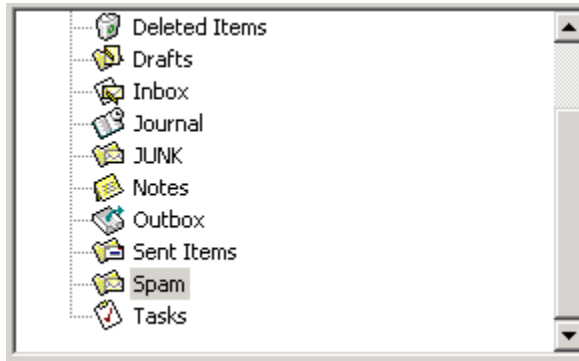
12) Add the following words to filter on as in the image below:



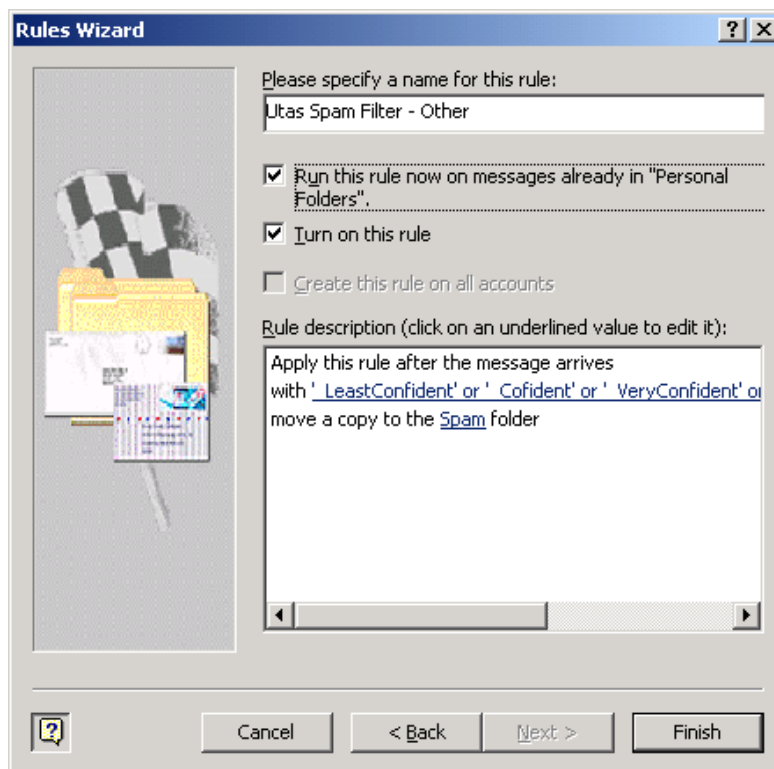
13) For this rule tick 'move to a specified folder' and click 'specified' in the 'Rule Description' area.



14) Choose the 'Spam' mailbox you created earlier as the mailbox to send spam mail to.



15) Give the filter a name, such as 'Utas Spam Filter – Other' and finish the wizard by clicking 'Finish'.



16) Ensure that the Porn/Racial filter is above any other filters in the filter list as in the following image.

