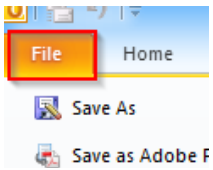
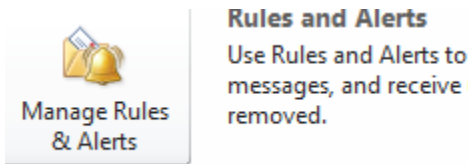


How to setup your Outlook [SPAM?] filter

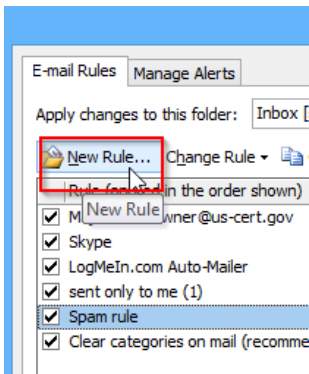
Open Outlook and click “File” in the upper-left corner:



Then click in the center “Manage Rules and Alerts”



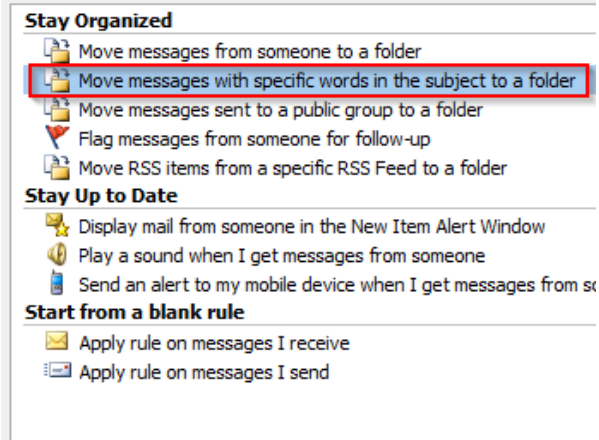
Click “New Rule”



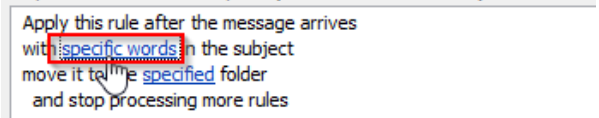
Click “Move messages with specific words in the subject to a folder”
Then click “specific words” at the bottom

Start from a template or from a blank rule

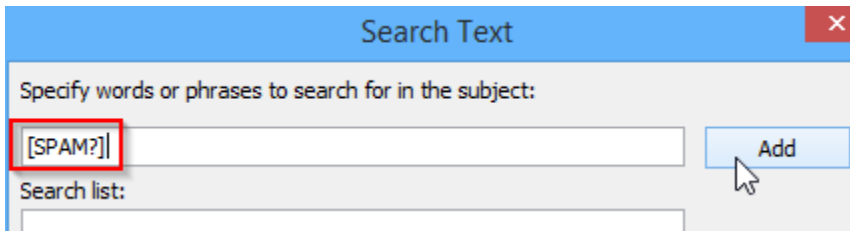
Step 1: Select a template



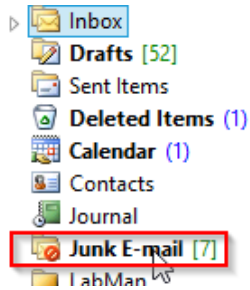
Step 2: Edit the rule description (click an underlined value)



Type **EXACTLY**: [SPAM?] and click Add



Click OK, then click “move it to a **specified** folder” and click “Junk E-mail”

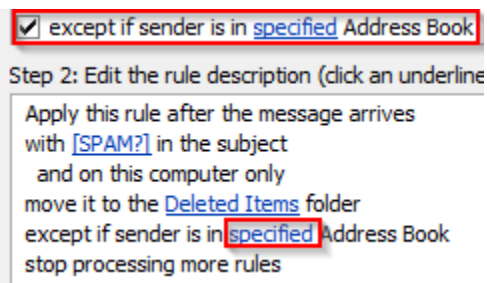


Click Ok.

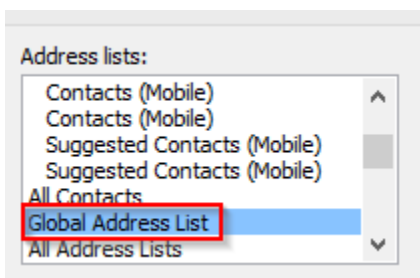
Then click “Next” twice and uncheck “stop processing more rules”

Click “Next”

Scroll down and check the box next to “except if sender is in specified Address Book” then click “specified”



Scroll down and select “Global Address List” and click add.



Click Next

Check the box “run this rule now on messages already in “Inbox””. Click Finish.

Now, any emails with [SPAM?] in the subject will be sent automatically to your junk email folder.