

## Filtering Junk E-mail in Outlook 2003

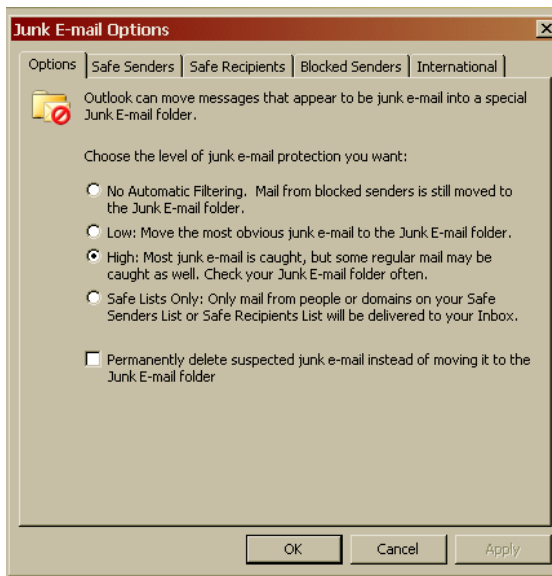
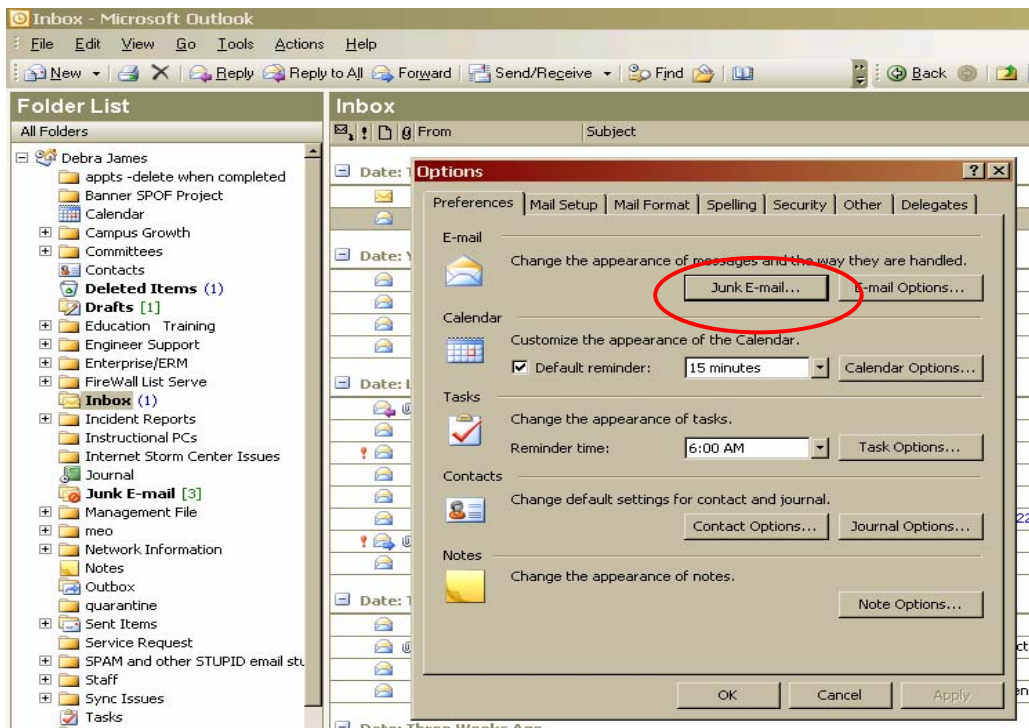
Filtering your junk email is a great way to cut down on unwanted spam messages in your inbox. Microsoft Outlook provides you with simple, but powerful methods to reduce the clutter in your inbox. You, the user, have the power to configure these settings to best meet your needs. You can add a user to your blocked senders list or you can add a user to your safe senders list. You have the Power!

To begin, open your Junk E-mail filter options.

On the menu bar, click Tools

Click on Options

On the Preferences Tab, under E-mail, click Junk E-mail.



Select the protection level that you want.

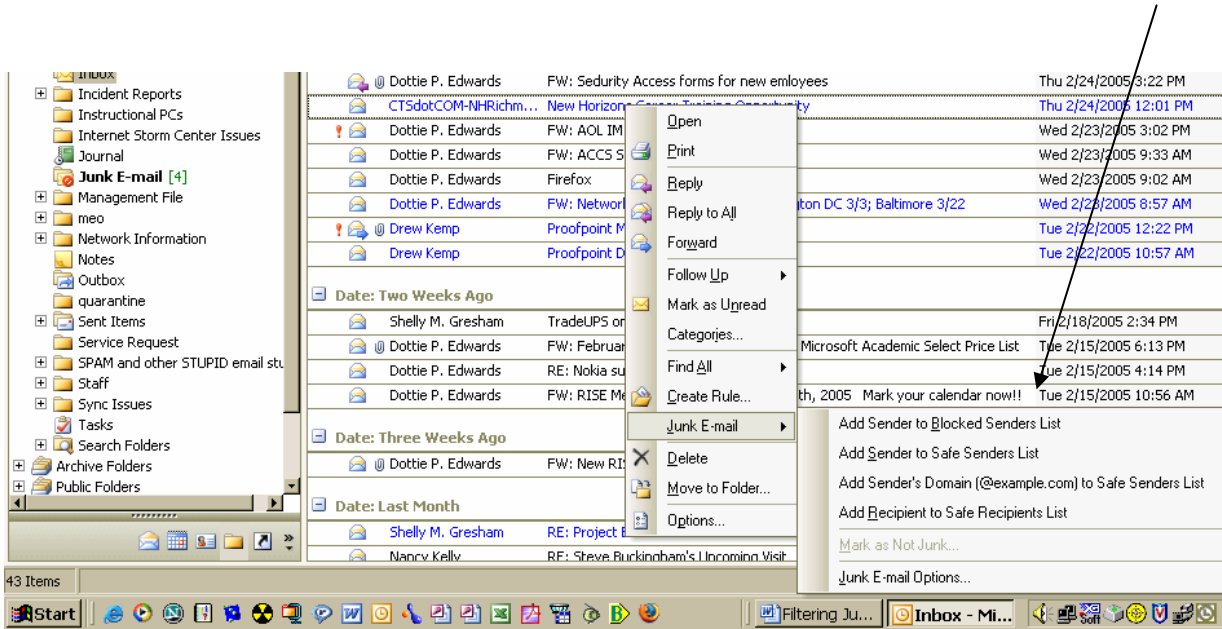
I prefer to keep mine set on High. I periodically review my junk mail folder just to make sure I have not inadvertently filtered a “good” email.

I do NOT select “Permanently delete suspected junk e-mail instead of moving it to the Junk E-mail folder” as I prefer to double check. However, you certainly have the option of automatically deleting the spam without further interaction.

Once you have selected the options that best meet your needs, Click OK to close the Junk E-mail Options box. Click OK again to close the Options box.

You also have the power to add a name/address to the Blocked Senders List and it is very simple.

If you receive an email in your inbox that you have designated as spam, place your mouse cursor over that email. Right click and select Junk Mail. Select Add Sender to Blocked Senders List.

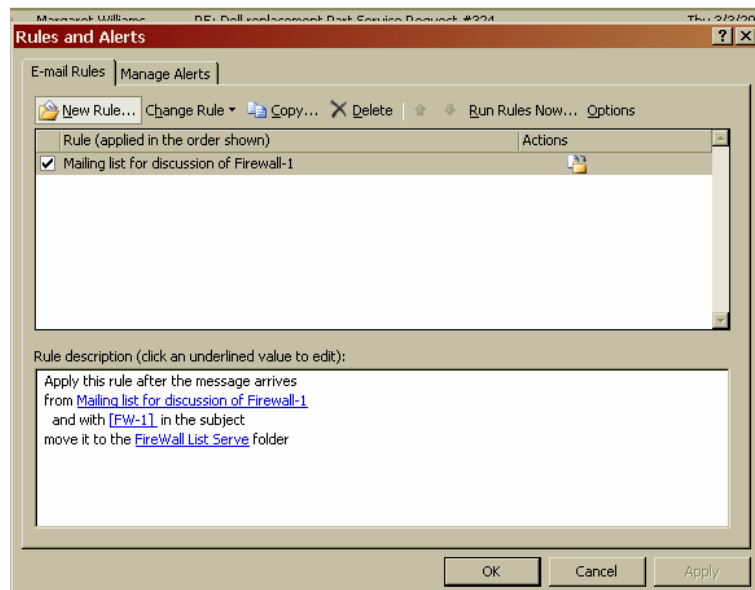


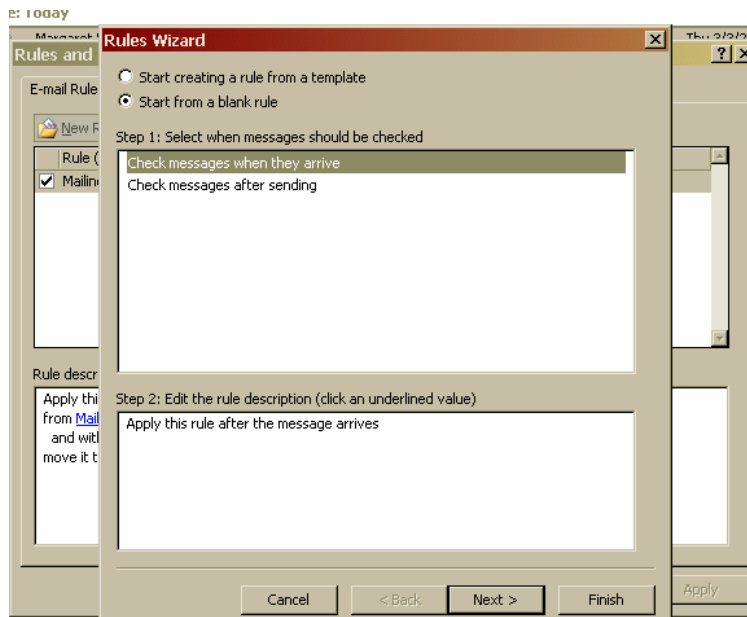
As you can see from the choices offered in the box, you may also add an address to your Safe Senders List just as easily.

Now that you have mastered the Junk E-Mail filters, you can move on to creating rules! It is just as easy.

Select Tools from the Menu.  
Select Rules and Alerts.

Select New Rule  
The Rules Wizard will open. You can create a rule from a template or from a blank rule. I have selected a blank rule.



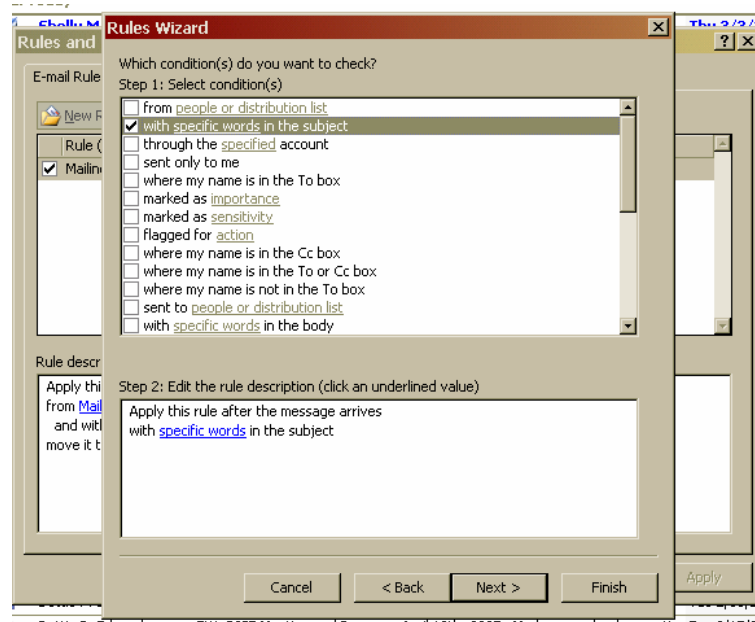


Here, you have the option of selecting check messages when they arrive or after sending. I check when they arrive.

And click Next.

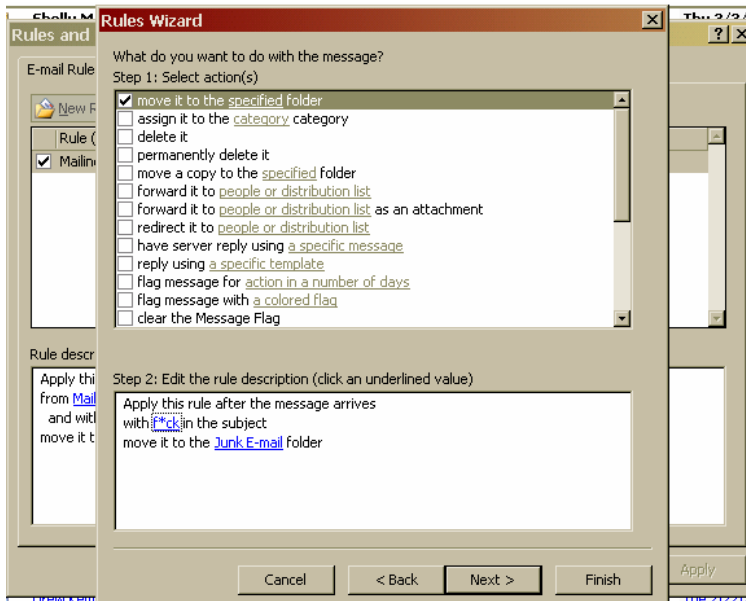
As you can see, there are many categories prepared for you. In this example, I have selected the condition: “with specific word in the subject”

*NOTE: When you choose to filter based on a particular word, take great care that you will not block legitimate emails by mistake. For example, if you wish to block phishing attempts from Huntington Bank, you may think it best to block on the word Bank in the subject line. However, if a co-worker sends you a quick email with “I am running to the bank” in the subject line, that email will be blocked. When choosing words to block, try to look at every possible scenario. Of course, there are some profane words that you can rest assured will not be affiliated with legitimate emails, at least not ones you choose to receive.*



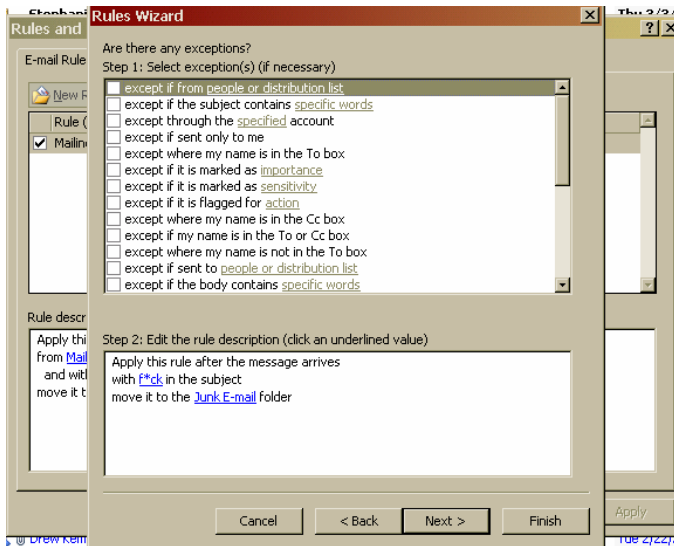
Then click the highlighted specific words in the step 2 section. Add your chosen words and click Add and OK. Then click Next.

Now you may decide what you wish to do with that message. In this example, I have chosen to move the message to my junk e-mail folder.



Click Next.

Here I have the option to allow exceptions to the Rule:

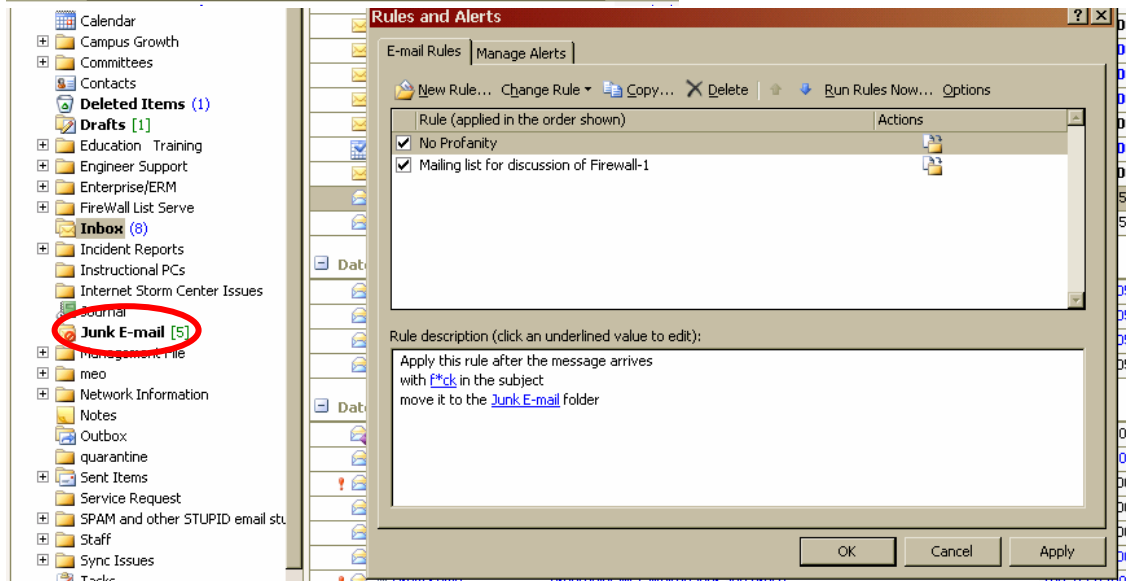


But I do not have any exceptions, so I selected Next.

Now you can name your rule. You may also decide to Turn your new Rule ON and/or run it against your inbox immediately.

Click Finish.

The rule has now been added to my rules list:



You can also see that my junk filter has captured 5 junk e-mails in just a short time!

Now that you have some basic skills on filtering junk e-mail, you can tailor these rules and filters to meet your needs. Don't be intimidated by the amount of steps involved, there are shortcuts for creating rules too. Check out this great, helpful web site provided by Microsoft: What to do with all that spam? <http://office.microsoft.com/en-us/assistance/HA011590551033.aspx>

Once you have configured your filter options and created your rules, they will do all the work and drastically reduce the number of spam emails that you have to wade through every day. The very best feature of these tools is that **YOU** have the power to decide what **YOU** want to receive/read and what **YOU** don't!

**You have the power! Use it!**