

How to create a rule in Outlook

These instructions show you how to create a rule in Outlook to automatically delete marked spam. Although this tutorial was created with Outlook 2002 (XP), it should work with any version of Outlook.

Step One:

- 1. Click **Tools** on your menu bar.
- 2. Click Rules Wizard.





Step Two:

Click the **New** button.

Rules Wizard	? 🛛	
Apply changes to this folder:		
Inbox [email@ascwebservices.com]	-	
Apply rules in the following order:		
	New	
	Copy	
	Modify	
	Rename	
	Delete	
Move Up Move Down		
Rule description (click on an underlined value to edit it):		
OK Cancel Run Now Or	otions	

Step Three:

Click on "Start from a blank rule", then click Next.

Rules Wizard	? 🛛
	Start creating a rule from a template Start from a blank rule Check messages when they arrive Check messages after sending Rule description (click on an underlined value to edit it): Apply this rule after the message arrives
	ancel Sack Next > Finish



Step Four:

1. Place a check next to "with specific words in the subject".

2. In the box below, click the underlined "**specific** words".



Step Five:

In the box that opens, type in "*******SPAM*******" (that is five asterisk's, SPAM, and five more asterisk's).

Search Text	? 🛛
Specify words or phrases to search for in the subject:	Add
Search list:	Remove
OK	Cancel

Step Six:

Click the Add button, then click OK.

Search Text	? 🔀
Specify words or phrases to search for in the subject:	
 Search list:	Add
"****SPAM****	
	Remove
ОК	Cancel



Step Seven:

Click the Next button.



Step Eight:

Place a check next to "delete it", then click Finish.





Step Nine:

Click OK.

Emails marked with *****SPAM***** will now automatically be deleted as they arrive!

Rules Wizard	? 🛛		
Apply changes to this folder:			
Inbox [email@ascwebservices.com]	•		
Apply rules in the following order:			
✓ *****SPAM*****	New		
	Copy		
	Modify		
	Rename		
	Delete		
Move Up Move Down			
Rule description (click on an underlined value to edit it):			
Apply this rule after the message arrives with <u>******SPAM******</u> in the subject delete it			
OK Cancel Run Now Options			