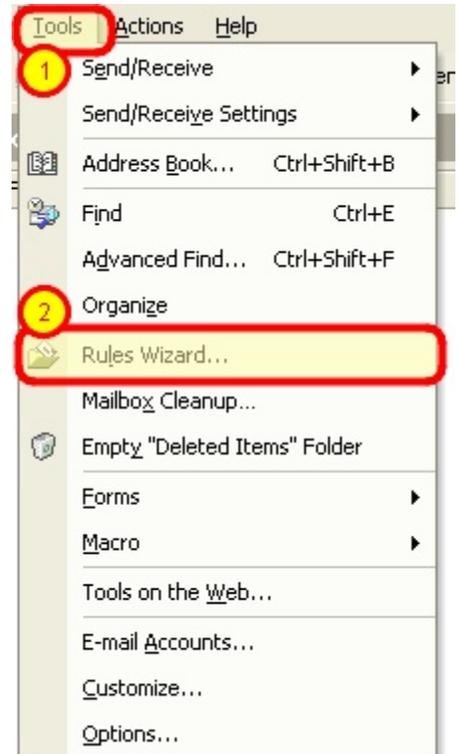


How to create a rule in Outlook

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.

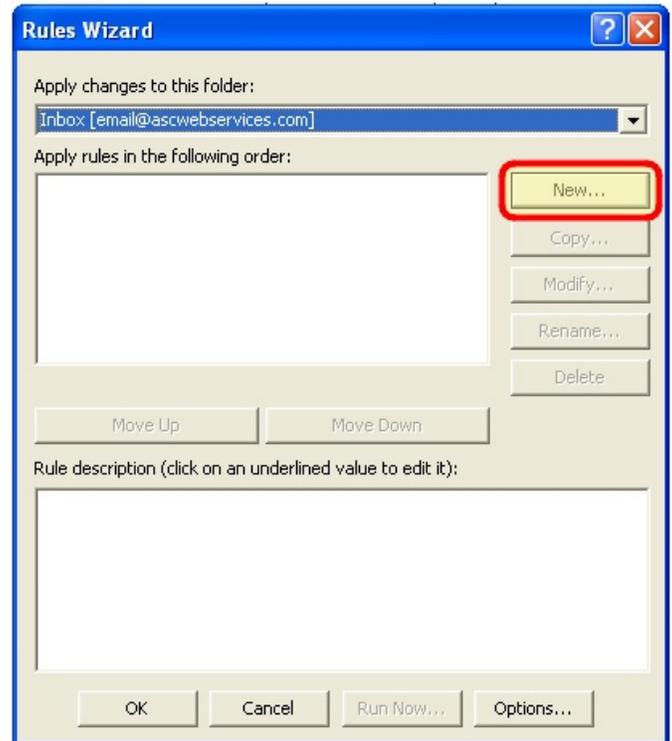
Step One:

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



Step Two:

Click the **New** button.



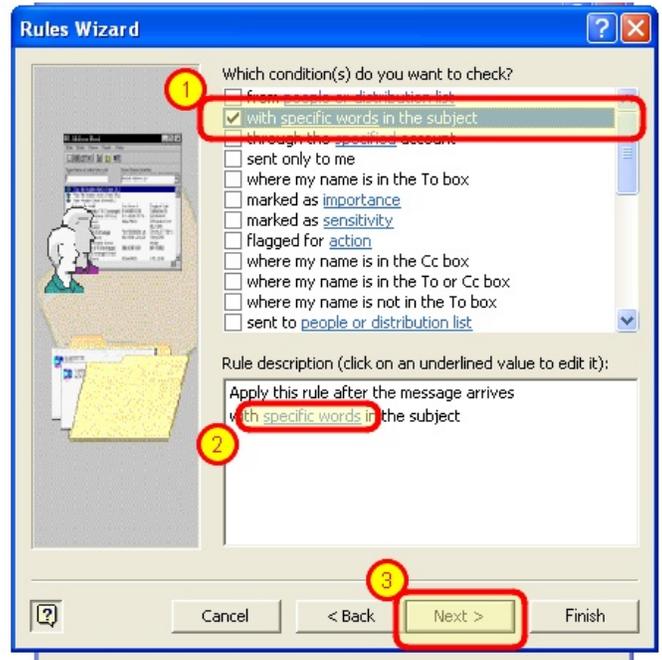
Step Three:

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



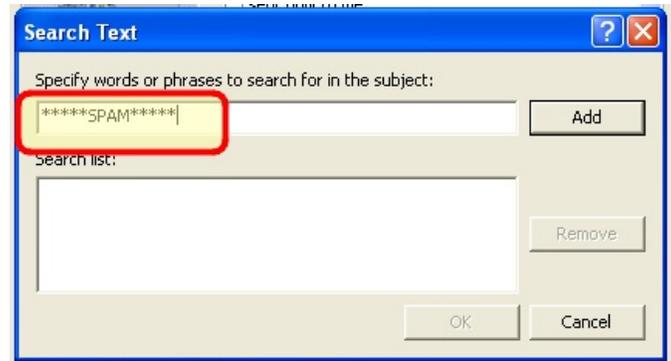
Step Four:

1. Place a check next to "with specific words in the subject".
2. In the box below, click the underlined "specific words".



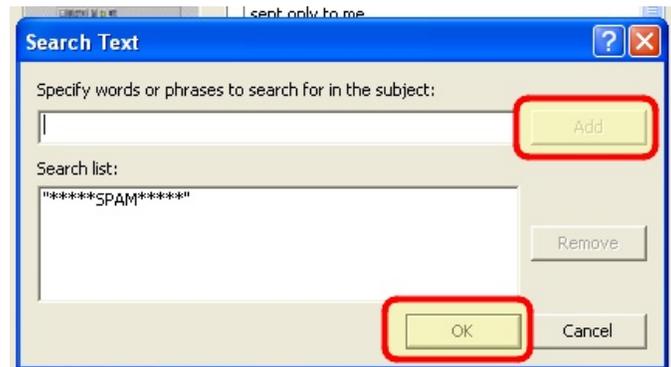
Step Five:

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



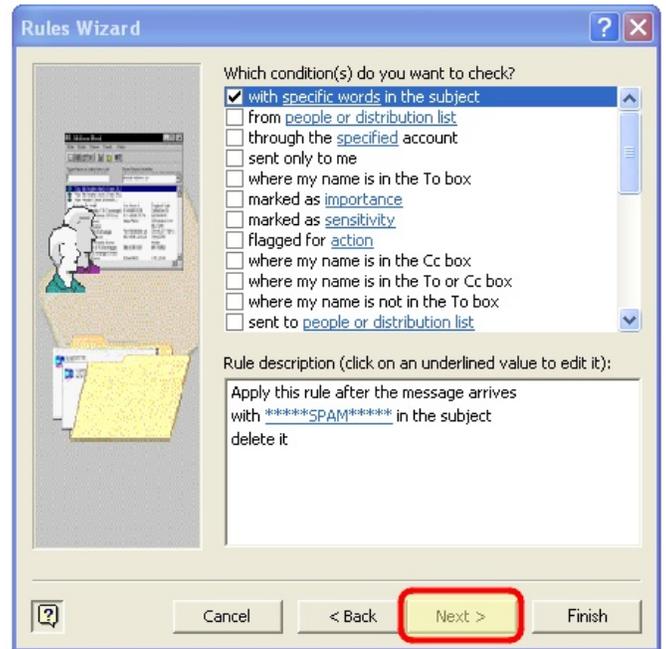
Step Six:

Click the **Add** button, then click **OK**.



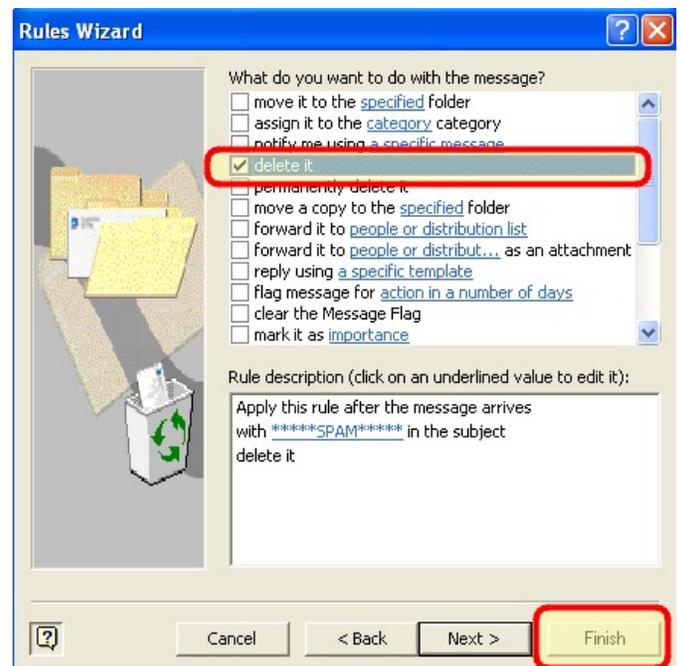
Step Seven:

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!

