

## HOW TO MINIMIZE SPAM IN YOUR MAILBOX

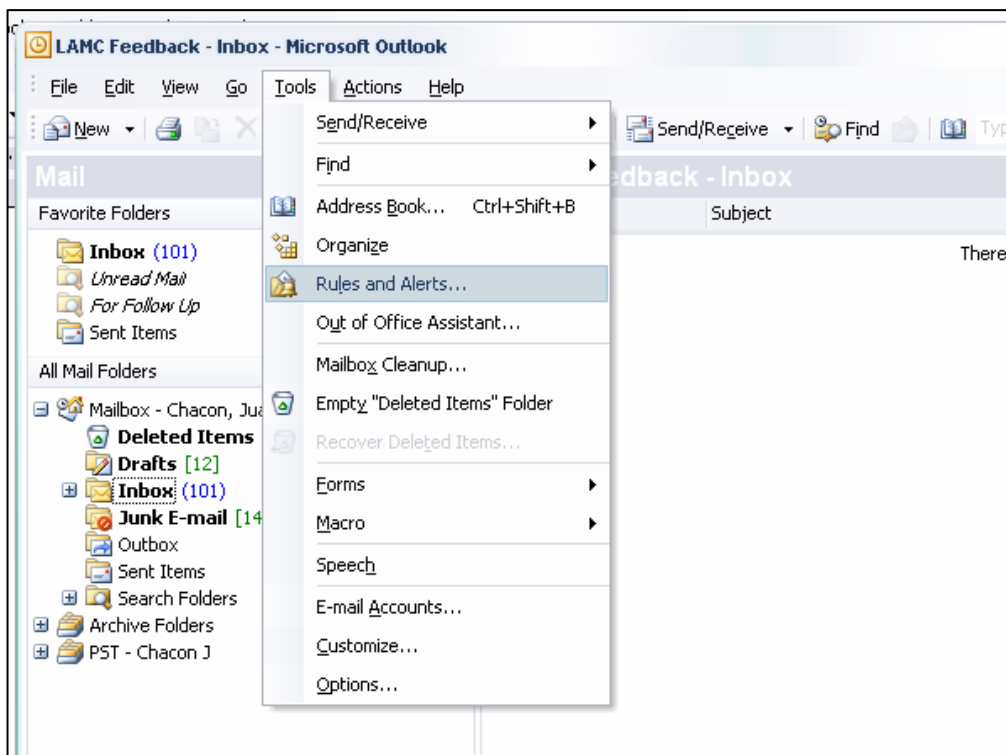
Documentation prepared by Juan Chacon - 09/12/2006

Do you receive lots of junk email messages from people you don't know? It's no surprise if you do. As more people use email, marketers are increasingly using email messages to pitch their products and services. Some consumers find unsolicited commercial email - also known as "spam" - annoying and time consuming; others have lost money to bogus offers that arrived in their email in-box. (source: <http://www.ftc.gov/spam>)

You can take a few steps to help minimize the amount of spam you receive in your inbox.

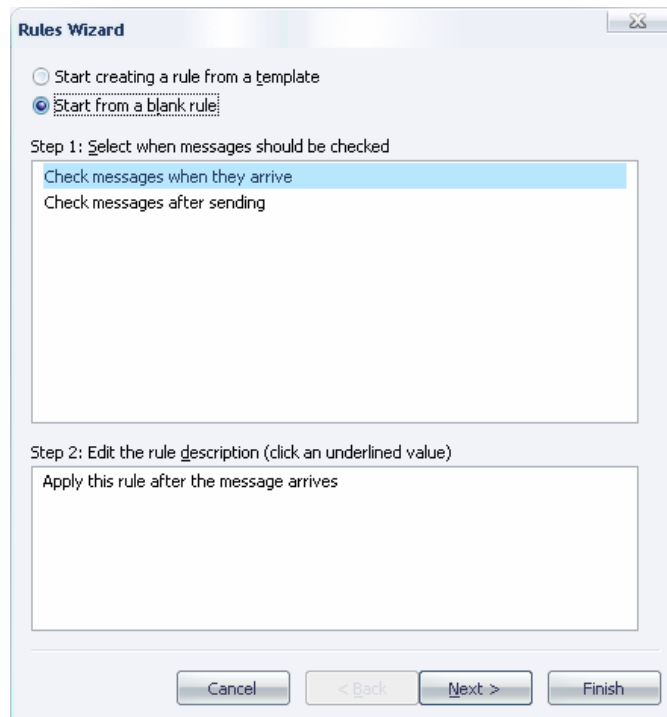
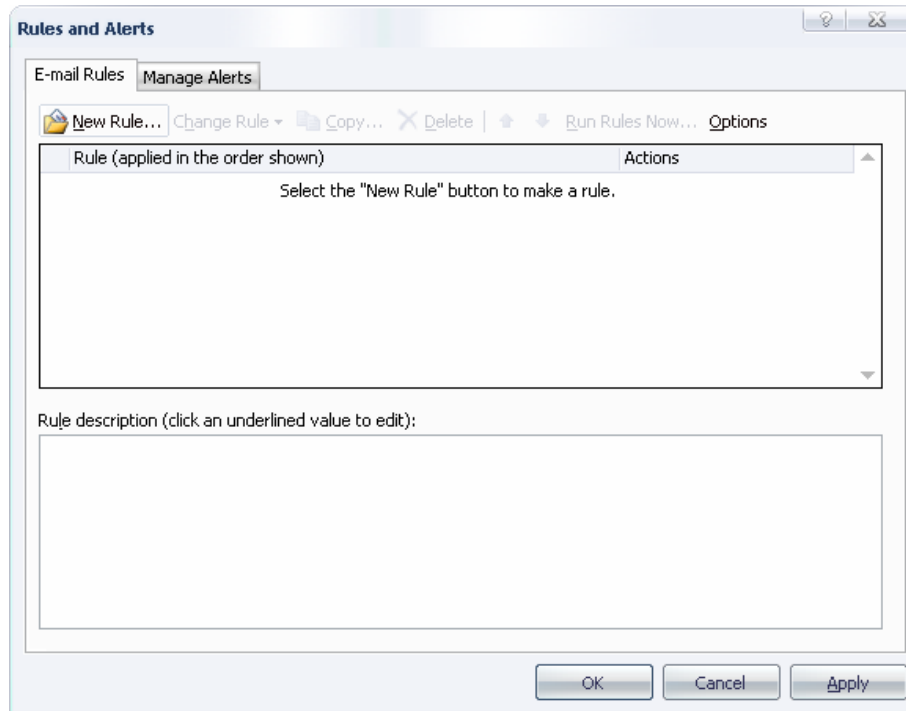
**DESCRIPTION OF SOLUTION:** Create a rule in Outlook that will filter each suspected piece of spam email and move it automatically to the "Junk E-mail" folder.

**STEP 1:** Open MS Outlook and click on the "Tools" menu at the top, and select "Rules and Alerts".

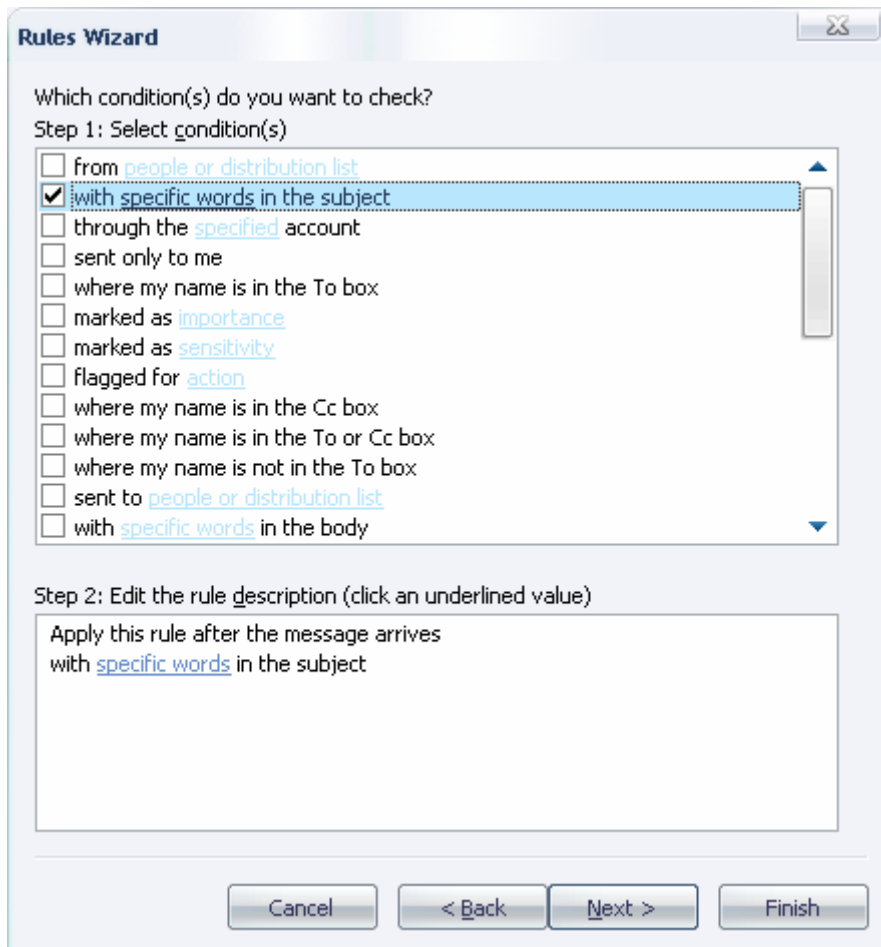


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**STEP 2:** Click on “New Rule” and then choose the “Start from a blank rule” option.  
Click “next”.



**STEP 3:** This step sets the condition. Put a checkbox next to “with specific words in the subject”, then look in the bottom half of the window where it says “edit the rule description” and click on the underlined text “specific words”.



**Rules Wizard**

Which condition(s) do you want to check?

Step 1: Select condition(s)

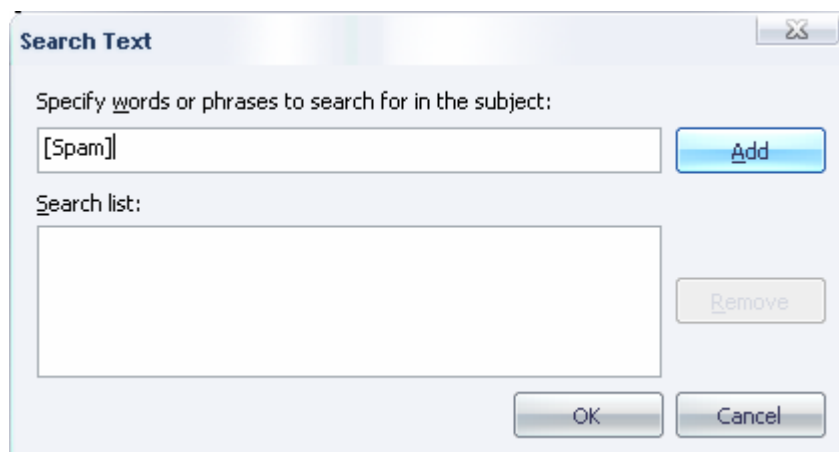
- from people or distribution list
- with specific words in the subject
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to people or distribution list
- with specific words in the body

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

Apply this rule after the message arrives  
with specific words in the subject

Cancel < Back Next > Finish

**STEP 4:** Type the following, **[Spam]** , including the brackets, then click “Add” and then “OK”. Click “next”.



**Search Text**

Specify words or phrases to search for in the subject:

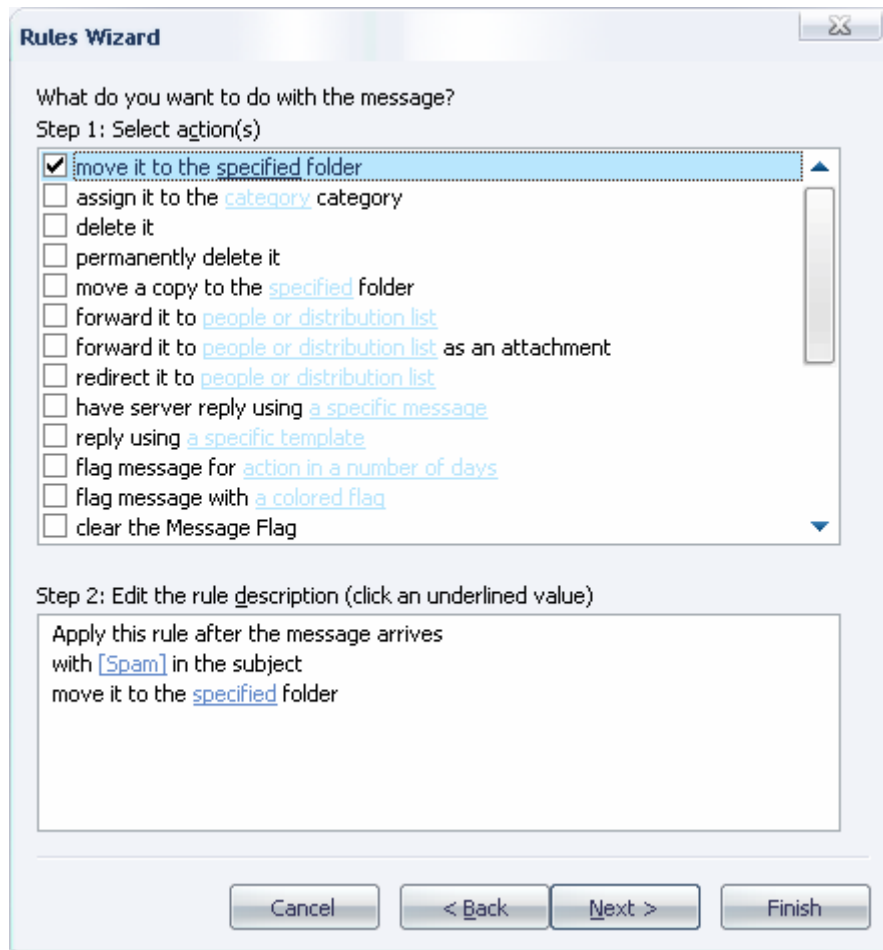
[Spam] Add

Search list:

Remove

OK Cancel

**STEP 5:** The next step wants to know what to do with the messages. Put a checkbox next to “move it to the specified folder”, then look in the bottom half of the window where it says “edit the rule description” and click on the underlined text “specified”. Next, click on “Junk E-mail” folder and click “OK”. Click “Finish”. Finally, click “OK”.



**CONGRATS, YOU'RE DONE!!** Most of your spam email will now be re-routed to the Junk E-mail folder where you can still review them if you like.

If you would like to see a demonstration of the steps above, please visit the address below.

[www.lamission.edu/it/spam.htm](http://www.lamission.edu/it/spam.htm)