

Attached is a set of instructions developed by Rural Development that you can use to setup your Microsoft Outlook to filter out unwanted spam email.

Be careful with the filters that you setup so that you don't filter out email that you really want. For instance, filtering out every email that contains the subject of "re[]" may filter out some "reply" emails that you really want.

Tom

Creating Microsoft Outlook Rules

In Microsoft Outlook, a rule is a set of **conditions**, **actions**, and **exceptions** that processes and organizes messages automatically and that is triggered by an event.

Think of the relationship between the event, condition, action, and exception this way:

- An event triggers the rule. For example, you can select **Check messages when they arrive** as the event.
- A condition specifies the messages that the rule will apply to. For example, you can select **sent**

only to me or **where my name is in the Cc box** as conditions. You can select one or many conditions. If you do not select any conditions, it is the same as selecting all conditions.

- An action specifies what should be done with qualifying messages. You can select one, many, or no actions. For example, you can select **delete it** if you do not want to read messages that have the word "jokes" in the Subject line.
- An exception specifies which messages will not be affected by the rule. You can select, one, many, or no exceptions. A rule is not applied to a message if any one of the exceptions you specify is met. For example, you can delete all messages with the word "jokes" in the Subject line, except those from your cousin (whose jokes you like). additional information regarding rules maybe found at microsoft.com.

Steps

1. On the tool bar, select "Tools", "Rules Wizard....." as shown in Figure 11.

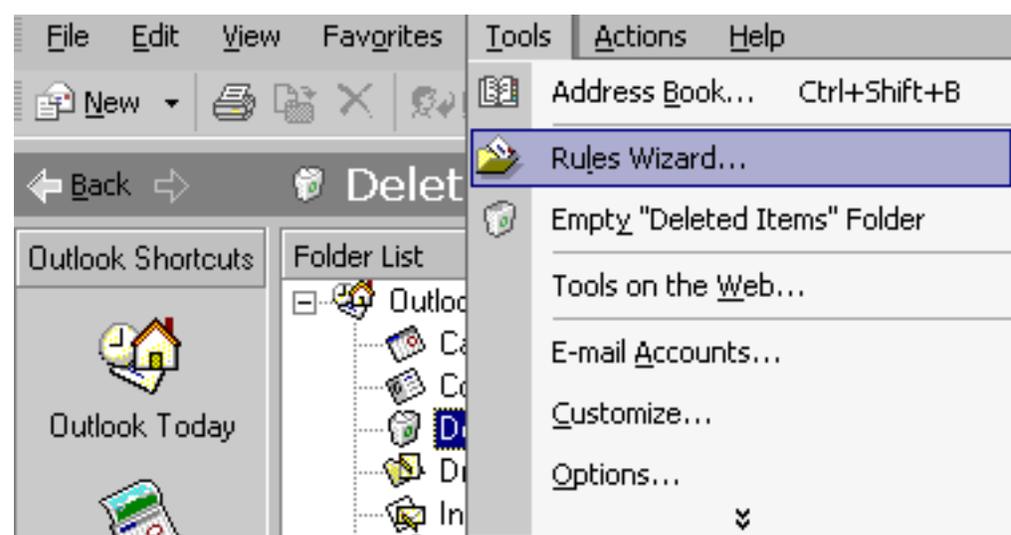


Figure 10 Selecting the Rules Wizard

2. The Rules Wizard screen displays, click the "New" button as shown in Figure 11.

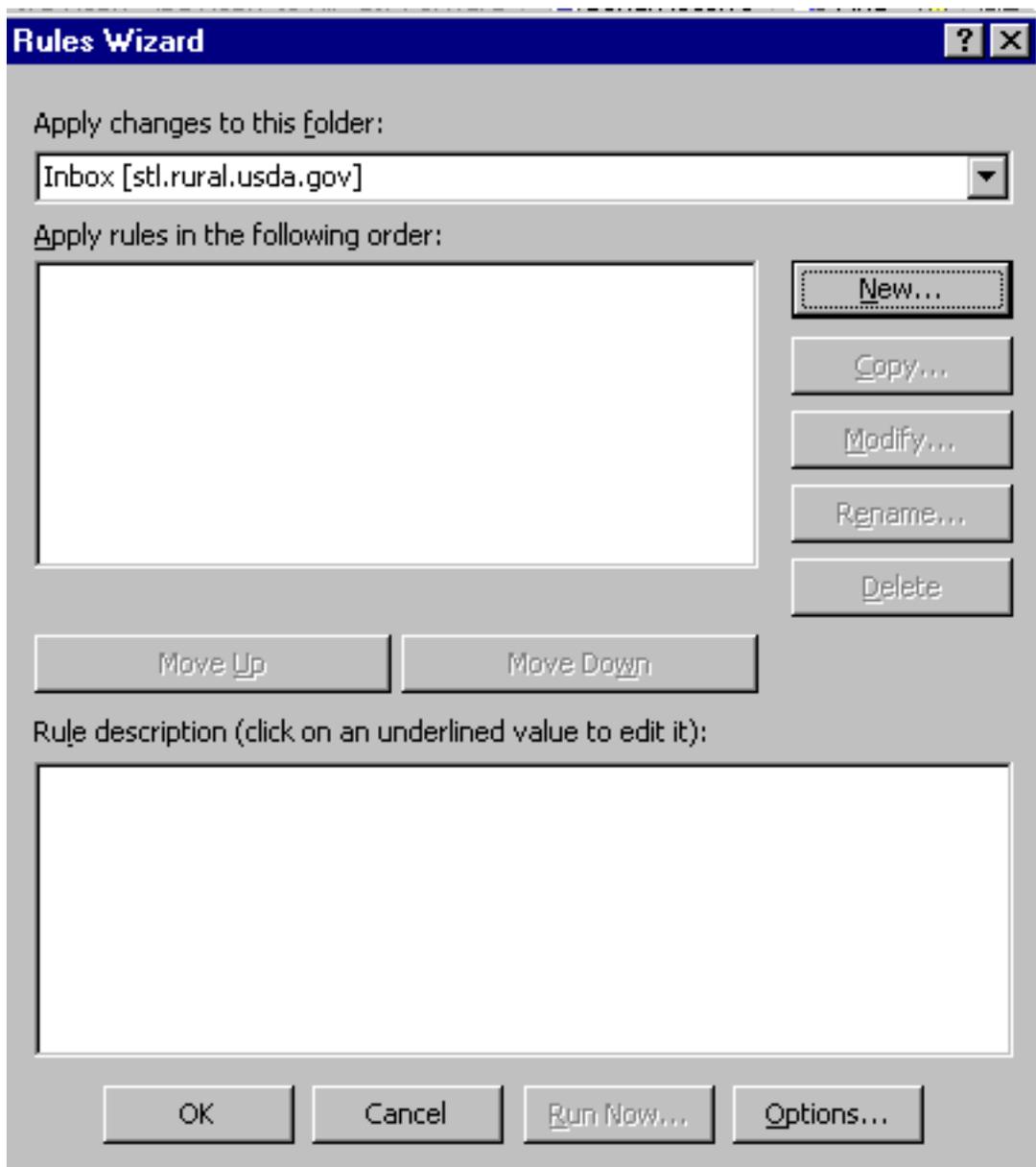


Figure 11 Rules Wizard

3. Select the radio button "Start creating a rule from a template" as shown in Figure 12.
4. Highlight the "Move Message based on content".

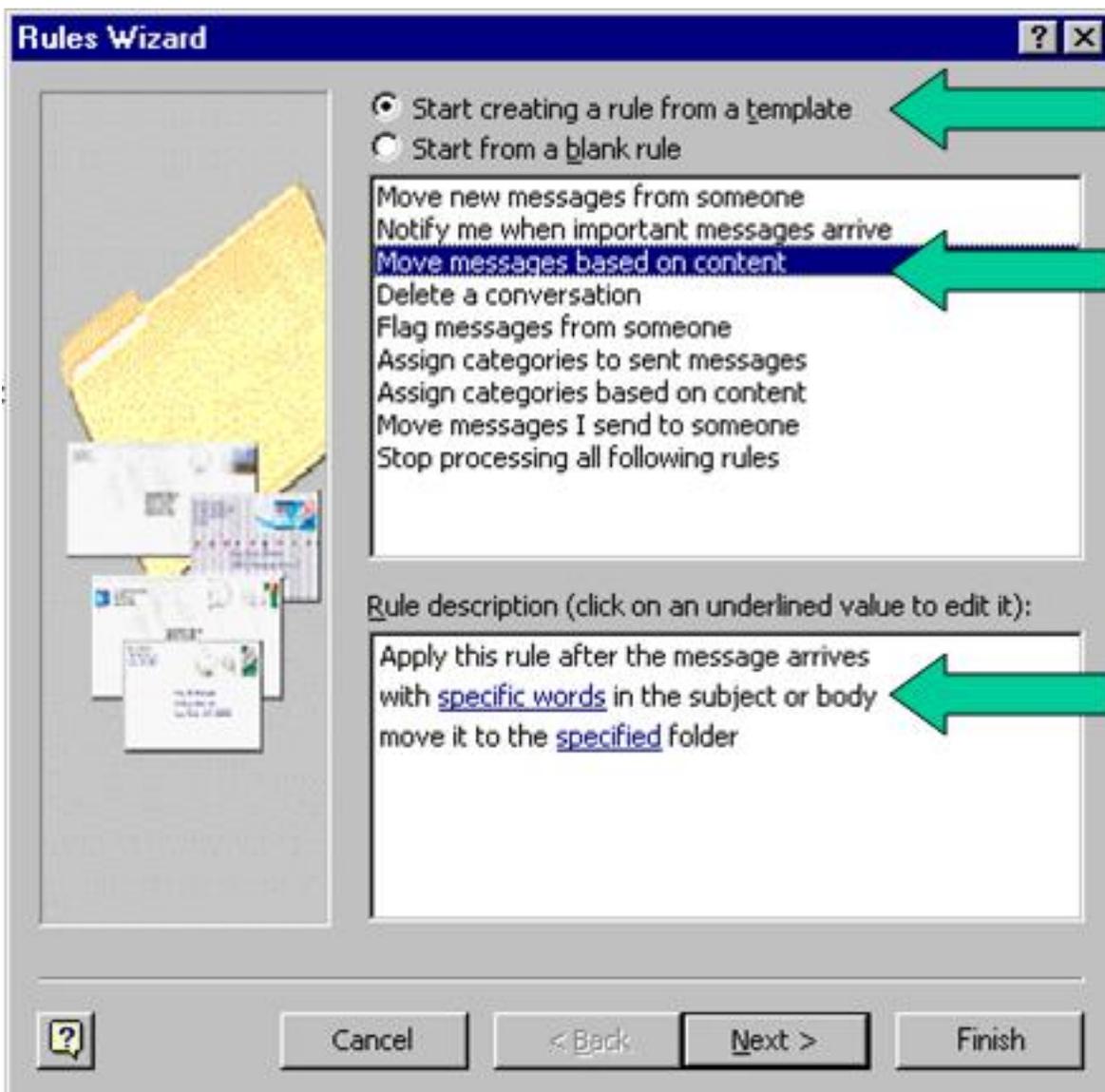


Figure 12 Creating the Rule from a Template

5. Click the link "specific words" in the Rule description box and enter the specific words to be filtered. The Search Text window displays as shown in Figure 13.

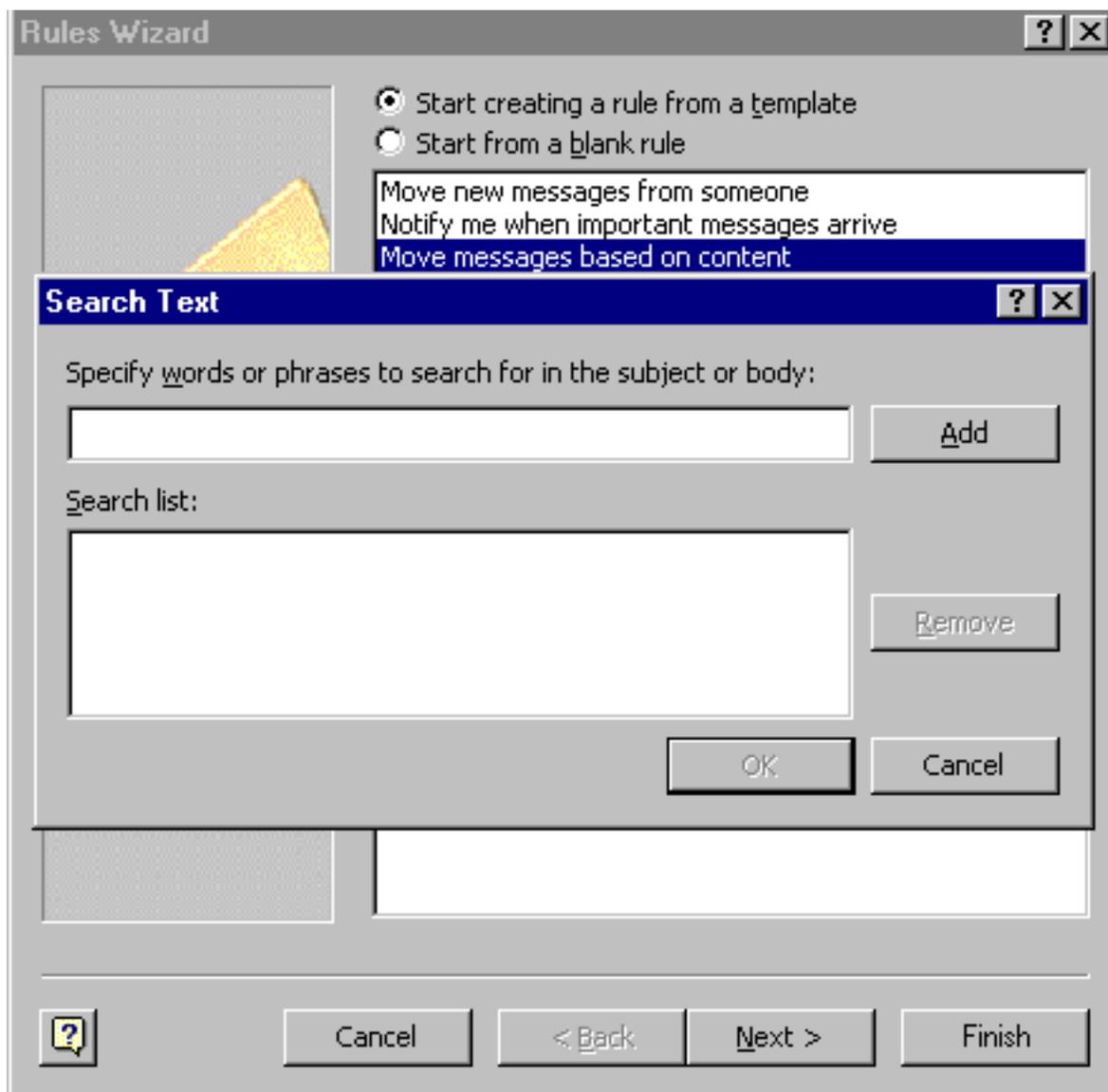


Figure 13 Search Text

6. Enter the Words or phrases to search for in the subject or body of the email. Avoid conditions and exceptions that search for words in the message body. Unless your e-mail messages are short, this search could take a long time. Click the "Add" button. Below are some examples of words to use in filters.

- Africa
- Embassy
- Kenya
- Nigeria
- Swaziland
- US\$
- USD
- \$USD

- Zimbabwe

7. Click the "OK" button to complete.
8. Click the link "Specified folder" as shown in Figure 14. The "Specified folder" allows you to select an existing outlook email folder or create a new folder for the spam messages to be stored. Spam Messages are to be counted and the results of those counts emailed to ISSS at Security.mail.

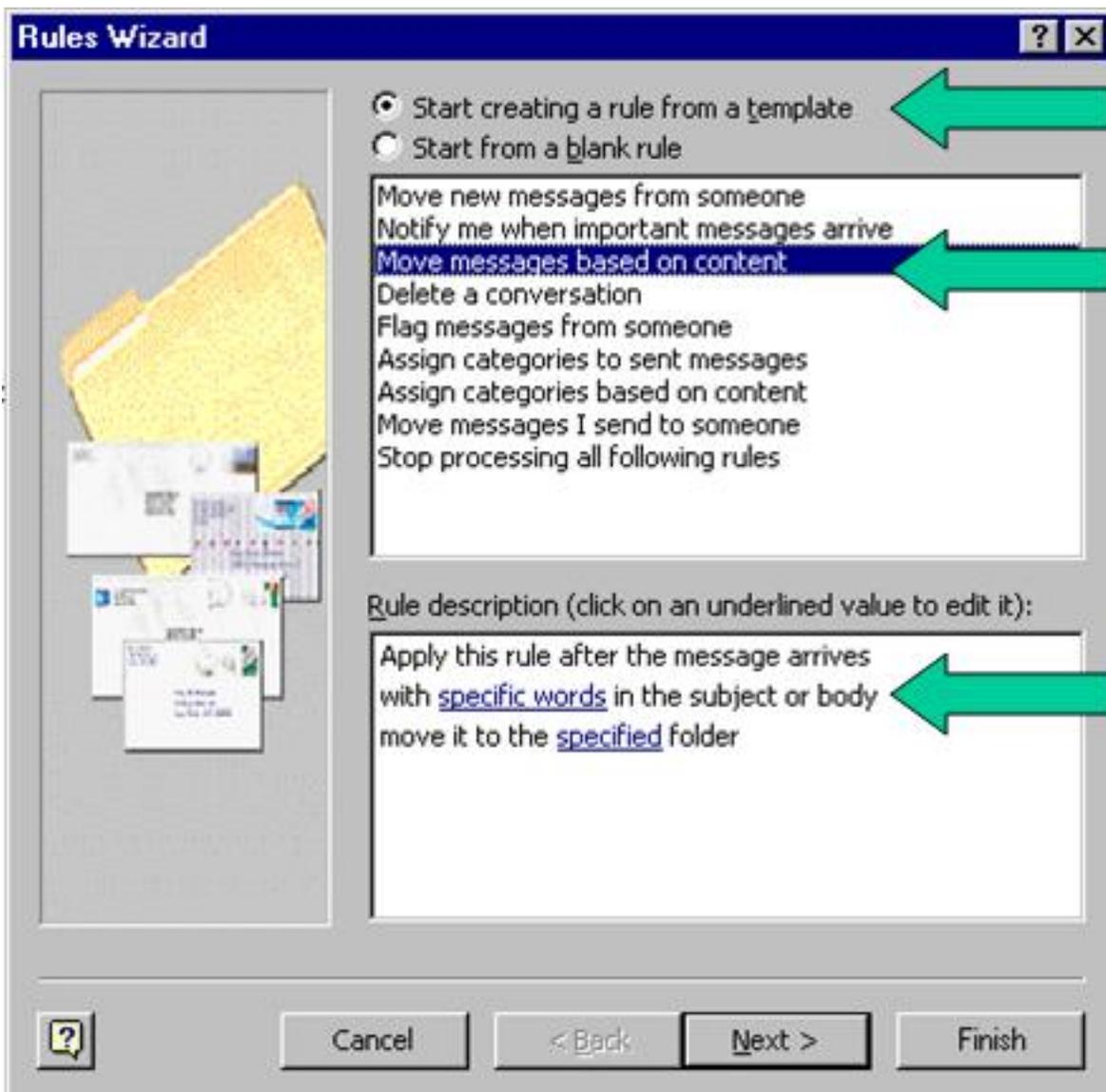


Figure 14 Selecting the Specified Folder

9. To create a new subfolder under the Microsoft email folders, Highlight the folder to as shown in Figure 15, and click the "New" button.

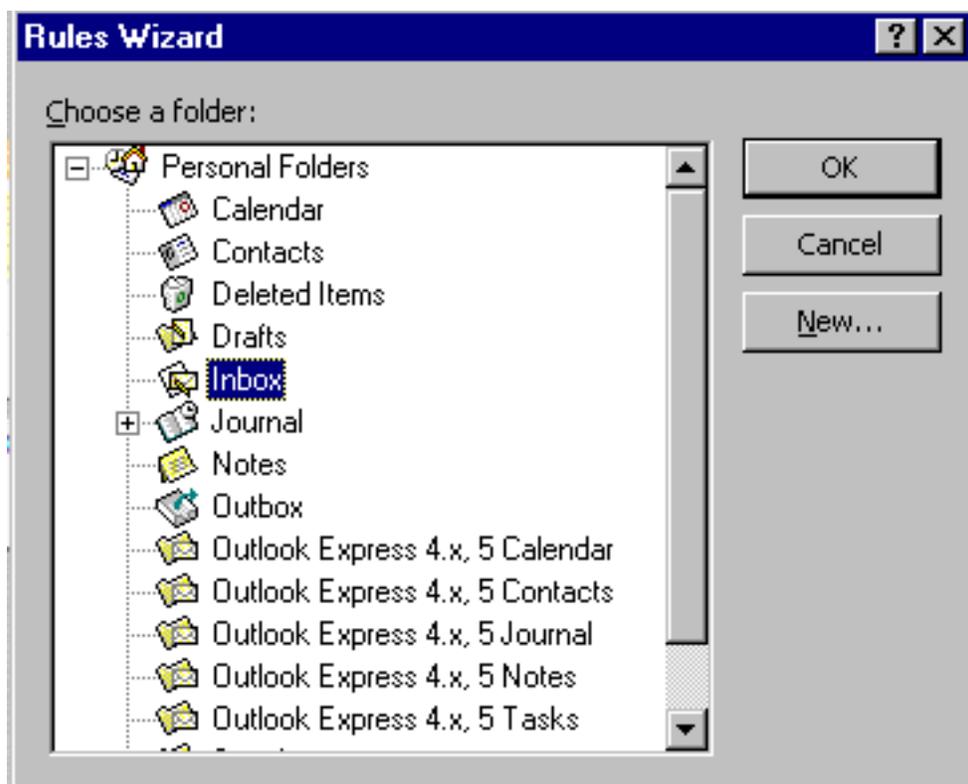


Figure 15 Creating New Subfolder

10. Enter the name of the new subfolder and click the "OK" button as shown in Figure 16.

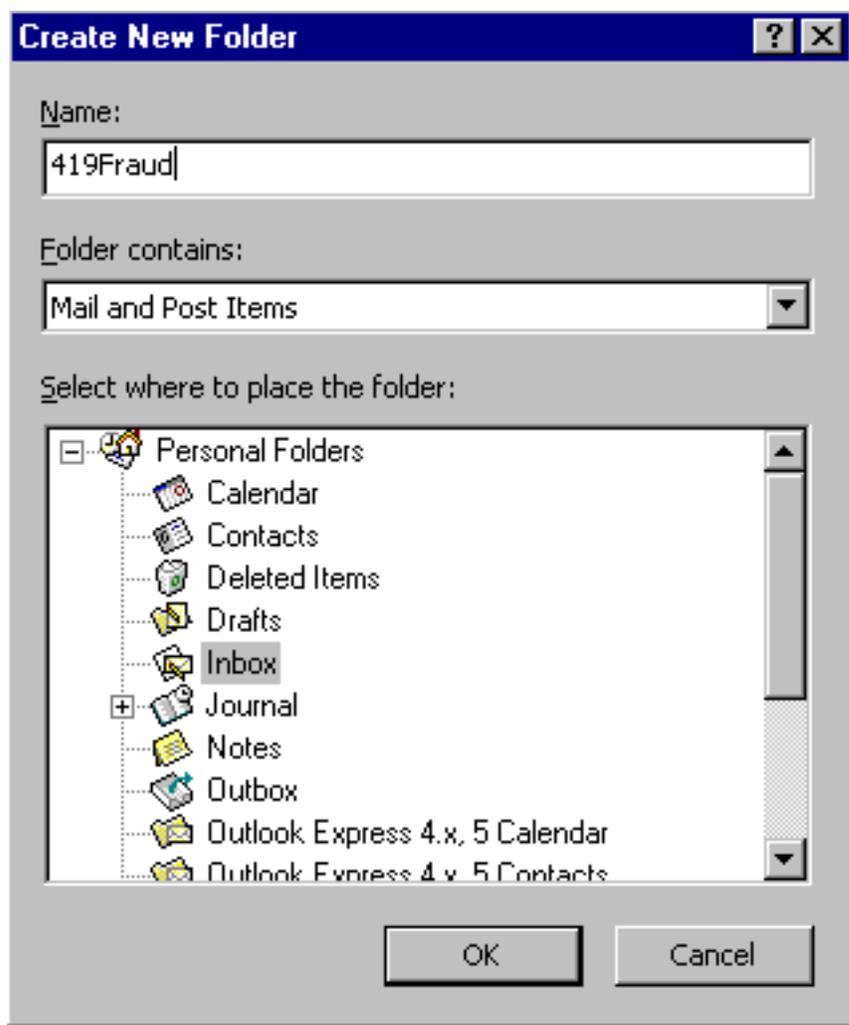


Figure 16 Subfolder Name

11. Select "Yes" to add the subfolder to the shortcut bar or "No". When "No" is selected the folder appears under the "Folder List view" only as shown in Figure 17.



Figure 17 Adding Shortcut to the Outlook Bar

12. The new subfolder is created, click the "OK" button to complete.

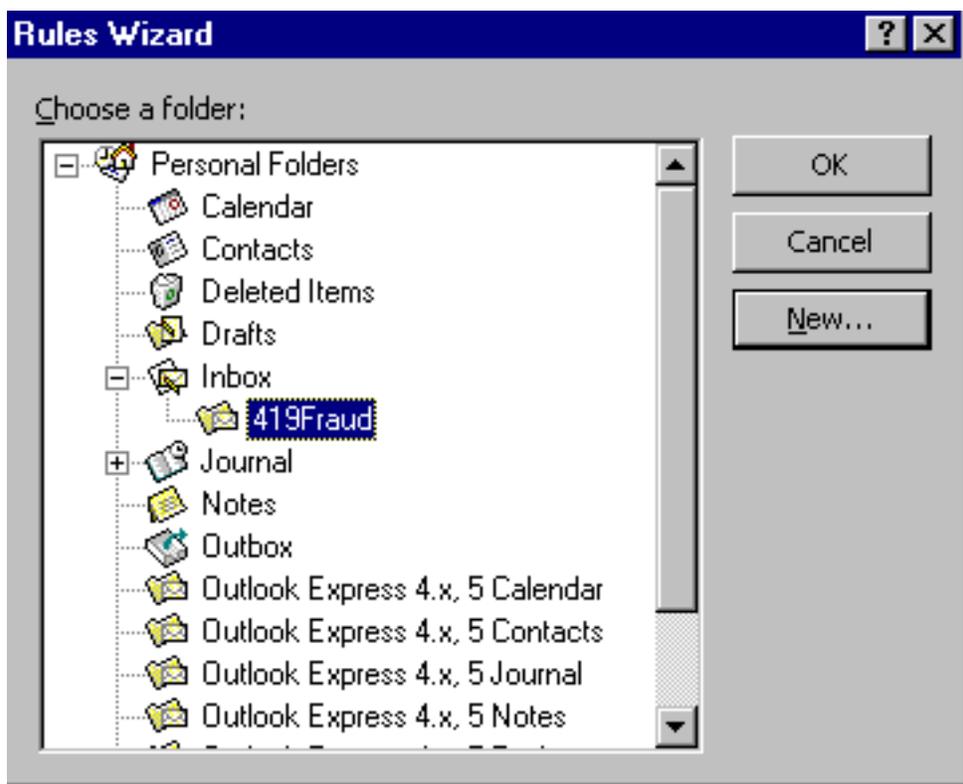


Figure 18 Subfolder Completed

13. Click the "Next" button to continue.
14. Click in the check box for the specific condition or conditions you want checked. The option "with specific words in the subject or body" as shown below will check the subject of the incoming email and the body of the message for the specified words as shown in the Rule description. as shown in Figure 19.
15. Click the "Next" button to continue.

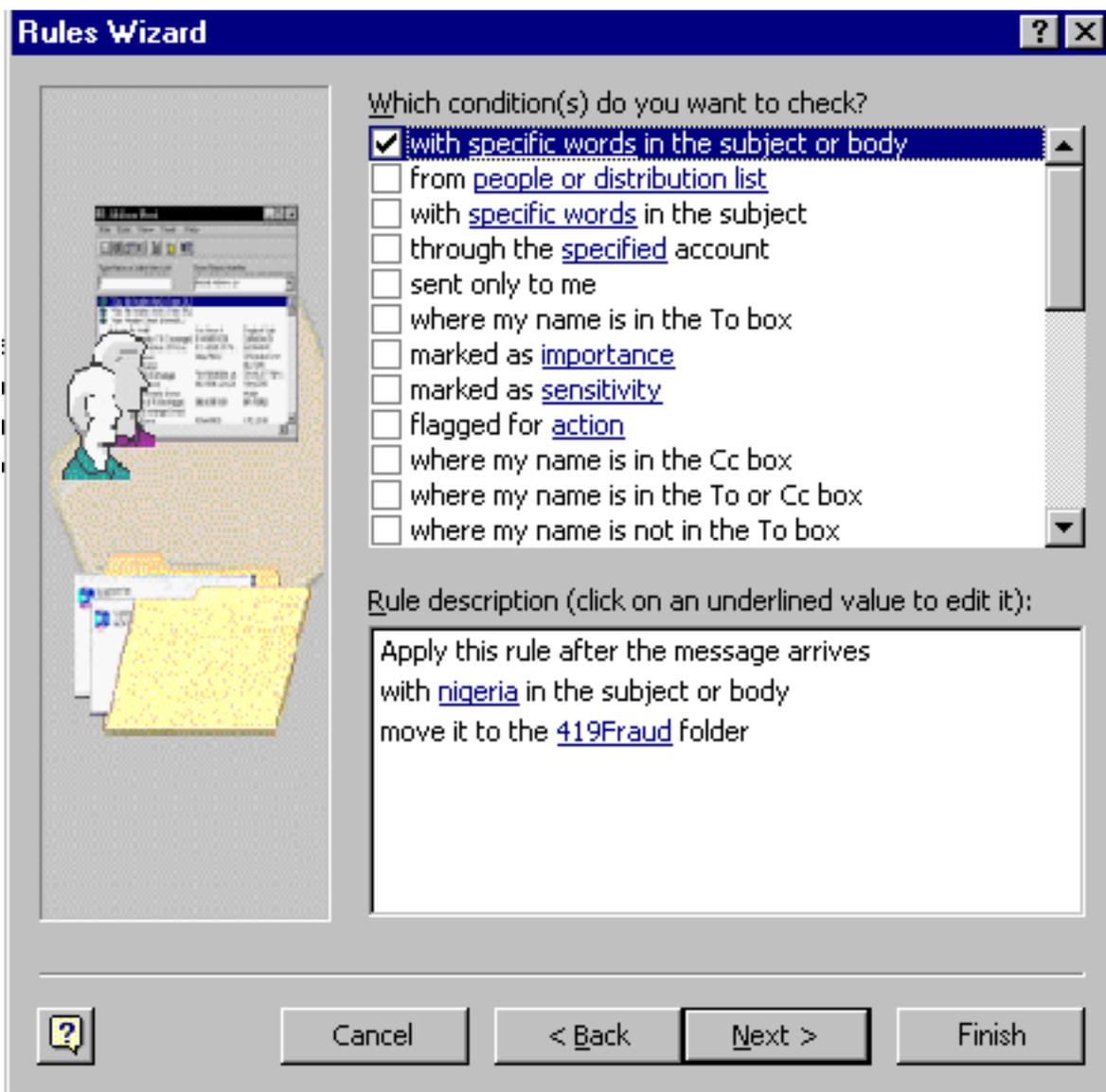


Figure 19 Selecting Conditions

16. Click the check box in the "move it to the specified folder" and click the "Next" button to continue as shown in Figure 20.

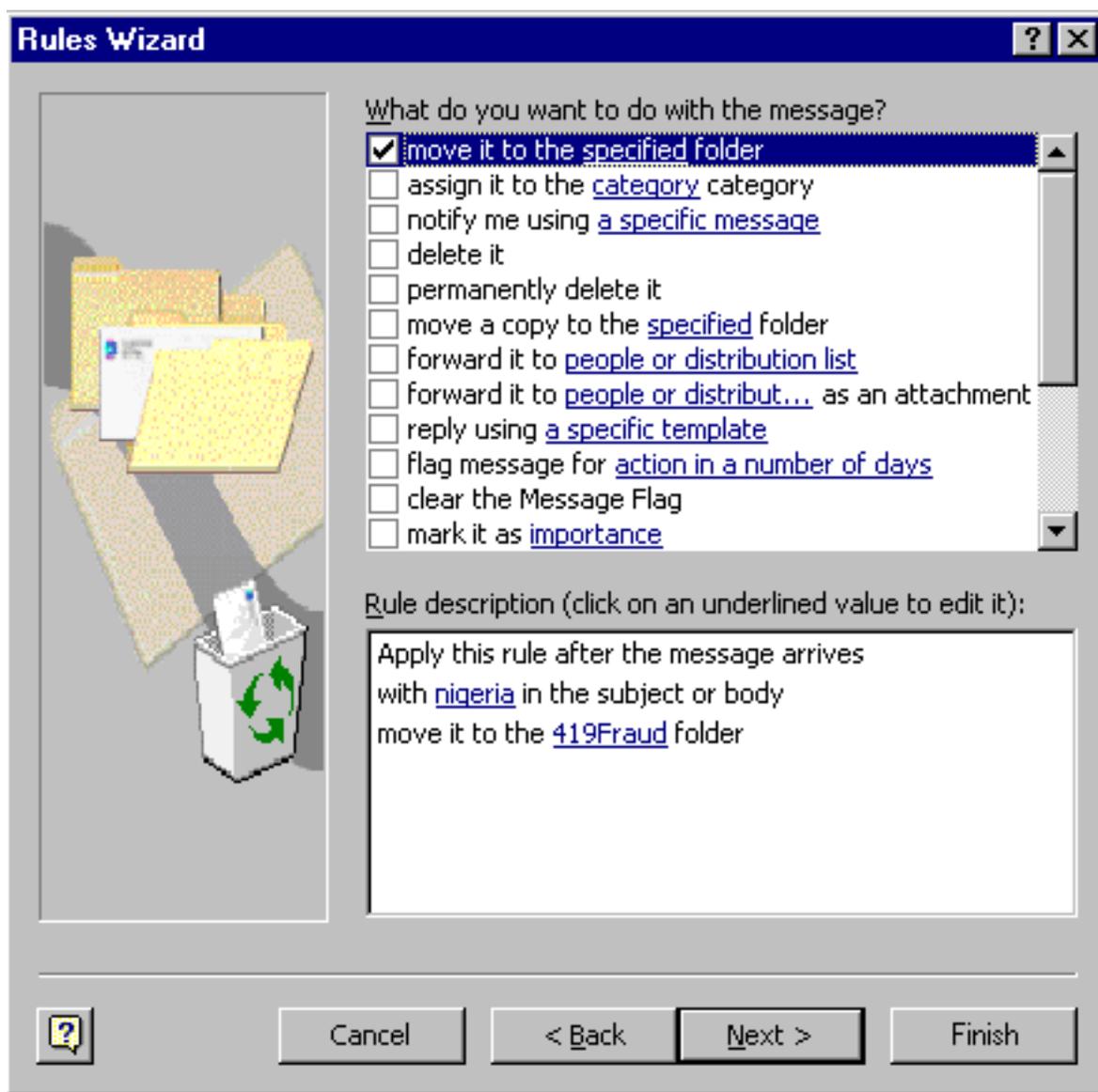


Figure 20 Move to Specified Folder

17. Click the check box for the specified type of exception from the list. An exception specifies which messages will not be affected by the rule. You can select, one, many, or no exceptions. A rule is not applied to a message if any one of the exceptions you specify is met. For example, you can delete all messages with the word "jokes" in the Subject line, except those from your cousin (whose jokes you like). additional information regarding rules maybe found at microsoft.com.
18. Click the "Next" button to continue.
19. Enter the name of the Rule and select "Turn on this rule". If you have emails already in your inbox to be checked.
20. Click the "Finish" button to complete creating the Rule as shown in Figure 21.

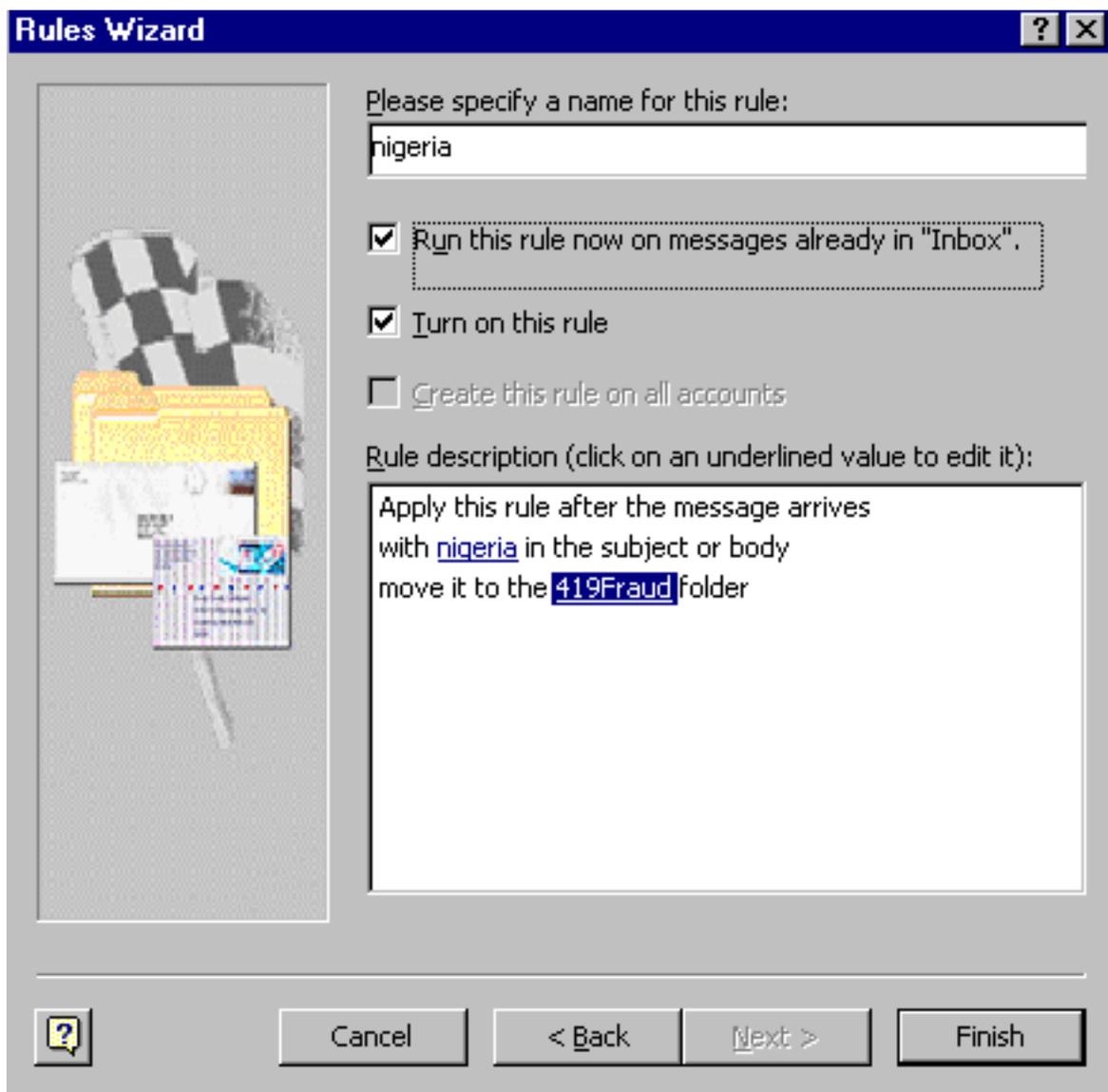


Figure 21 Rule Name and Options

21. You are returned to the "Rules Wizard" main menu, click the "OK" button to leave the menu or click the "Run Now" button to run the rule now.

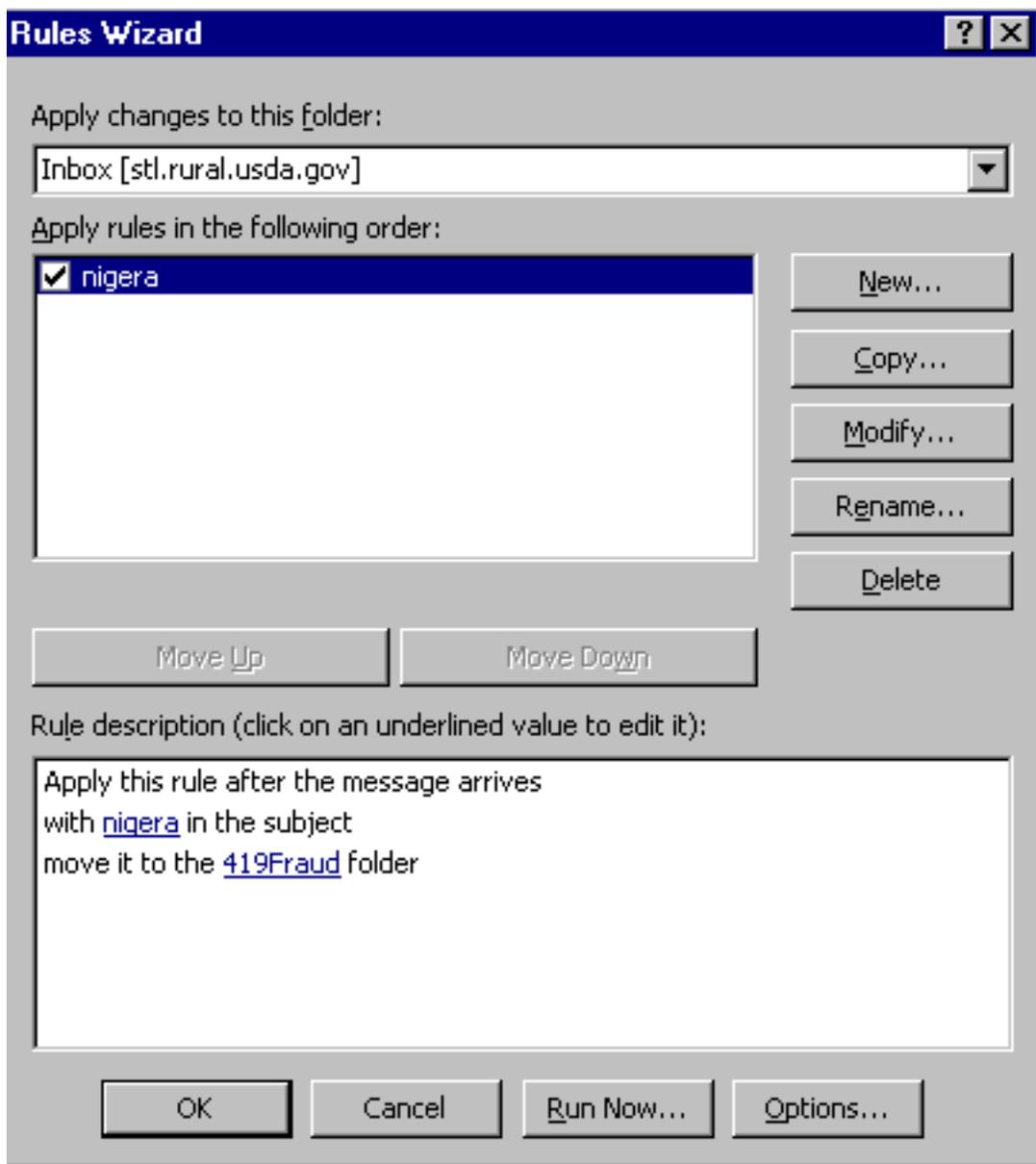


Figure 22 New Rule Complete