Spam filtering setup: Outlook Express

1. Open up Outlook Express, go to Tools – Message Rules – Mail
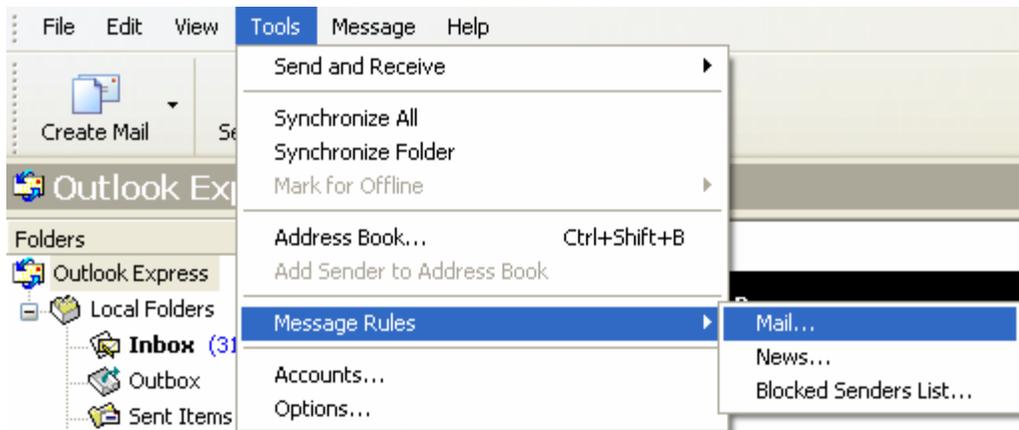
2. Tick the box beside **Where the subject line contains specific words**
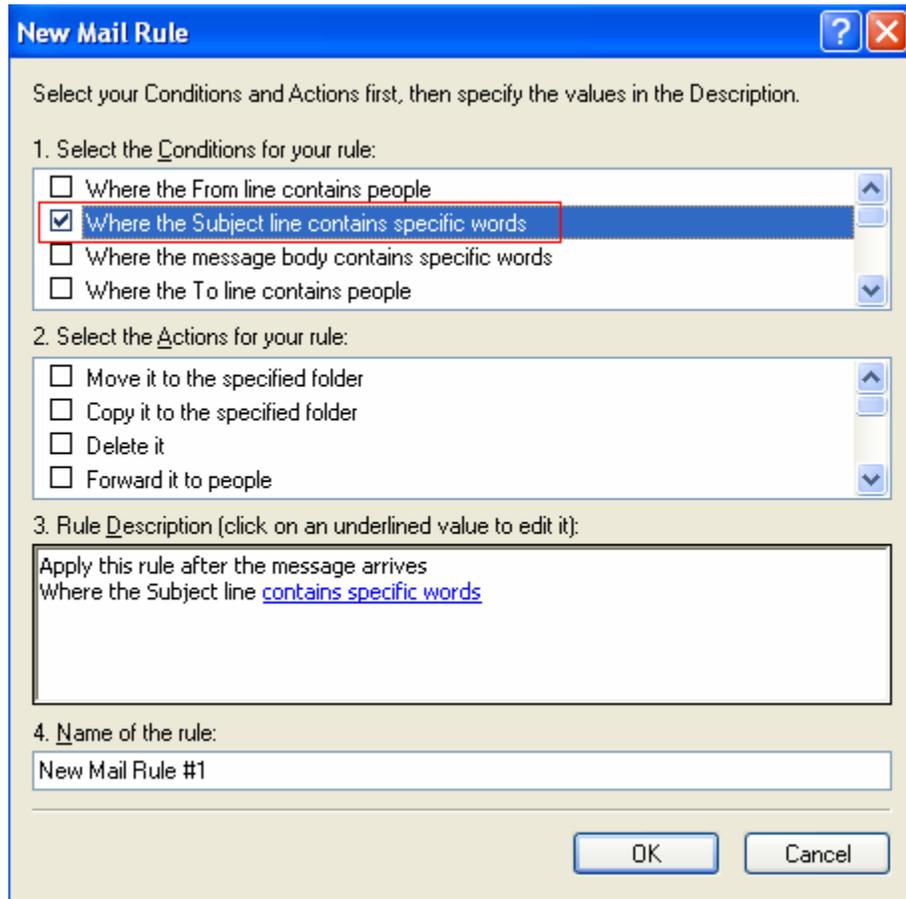
3. Choose the appropriate action, for example "Do not download it from the server".
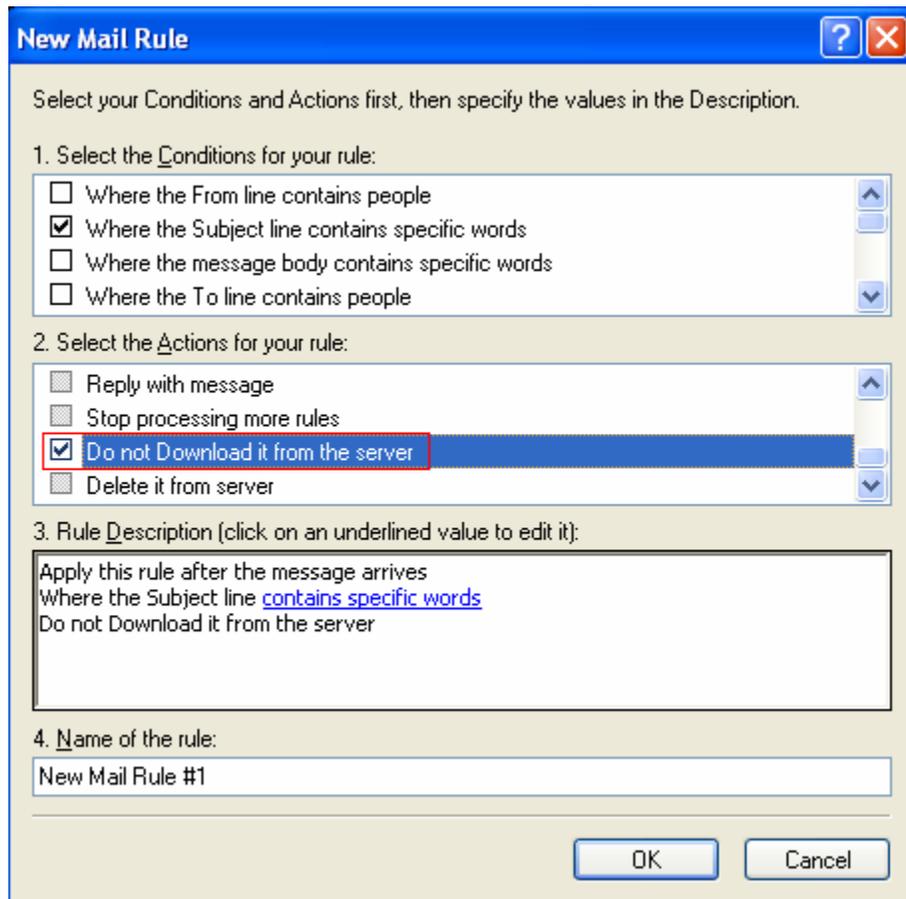
4. In "Rule Description" click the underlined value "contains specific words"

New Mail Rule

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

☐ Where the From line contains people
☑ Where the Subject line contains specific words
☐ Where the message body contains specific words
☐ Where the To line contains people

2. Select the Actions for your rule:

☐ Reply with message
☐ Stop processing more rules
☑ Do not Download it from the server
☐ Delete it from server

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives
Where the Subject line contains specific words
Do not Download it from the server

4. Name of the rule:

New Mail Rule #1

OK   Cancel

5. Type in the keyword you want to put in e.g. Viagra, then click Add.

Type Specific Words

Type specific words or a phrase, and click Add.

Viagra   Add

Words:

Where the Subject line contains

Remove

Options...

OK   Cancel
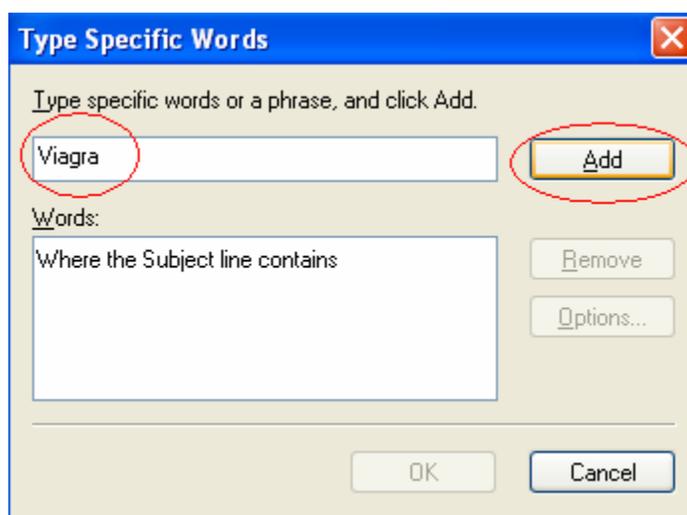
6. Repeat as required to add more keywords.
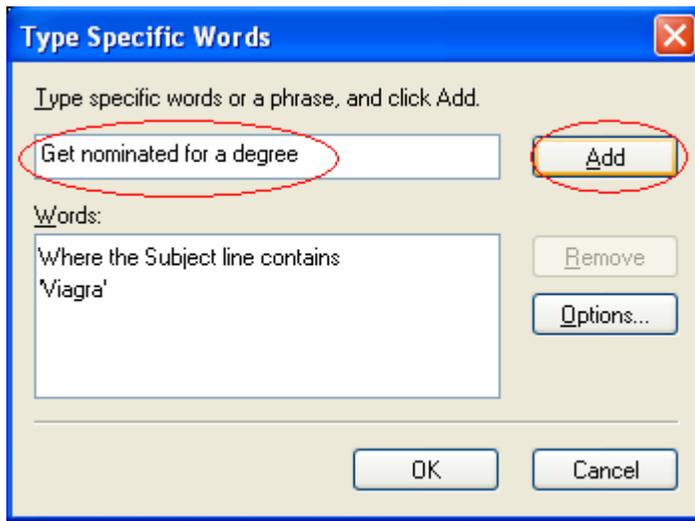
7. Click OK when done.
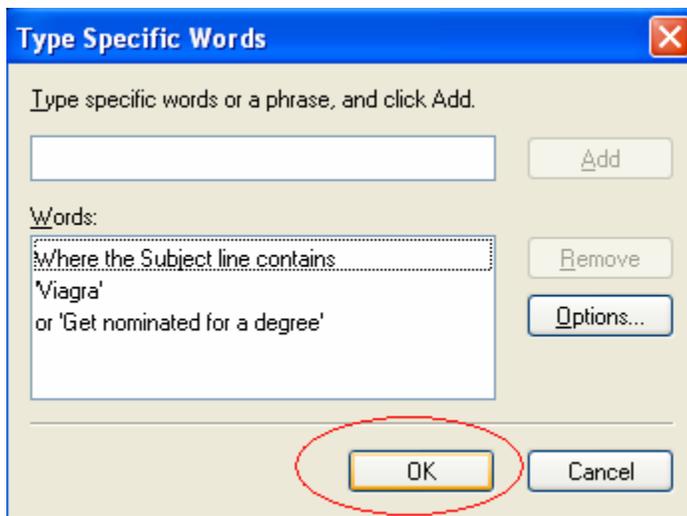
8. In **Name of the rule**, give it an appropriate name e.g. "Junk E-mail".

   Click OK when done.