



## To Filter Spam E-mails using Outlook

1. On the **Tools** menu, click on **Rules Wizard**.
  2. Click on the **New** button.
  3. Which type of rule do you want to create?: **Move messages based on content**.
  4. Rule Description: click on specific words.
  5. Type [SPAM *Note: must be typed exactly as shown, All Caps, Square Bracket, No Spaces.*
  6. Click on the **ADD** button then **OK**.
  7. Next click on specified folder.
  8. Click on the **New** button. Name the folder you want the Spam e-mail to go (i.e. Spam). Click **OK**.
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## To Filter Spam E-mails using Outlook Express

1. On the **Tools** menu, point to **Message Rules**, and then click **Mail**.
  2. If this is the first rule you are creating, proceed to step 3. Otherwise, on the Mail Rules tab, click **New**.
  3. Select the Conditions for your rule: Where the subject line contains specific words.
  4. Select the Actions for your rule: Move it to the specified folder.
  5. Rule Description: Click on contains specific words.
  6. Type [SPAM *Note: must be typed exactly as shown, All Caps, Square Bracket, No Spaces.*
  7. Click on the **ADD** button then **OK**.
  8. Next click on specified folder.
  9. Click on **New Folder**. Name the folder you want the Spam e-mail to go (i.e. Spam). Click **OK**.
  10. In the **Name of the rule** box, select the default name, type a new name for your rule, and click **OK**.
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## To Filter Spam E-mails using Netscape Messenger

1. On the **Edit** menu, click on **Message Filters**.
  2. Filters for: **Inbox**.
  3. Click on the **New** button.
  4. Filter Name: **Spam**.
  5. Click in the circle for **Match any of the following**.
  6. The subject of the message contains: Type [SPAM *Note: must be typed exactly as shown, All Caps, Square Bracket, No Spaces.*
  7. Then move to folder, click on **New Folder**. Name the folder you want the Spam e-mail to go (i.e. Spam).
  8. Click **OK**.
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*Note: There are no 100% guaranteed accurate junk e-mail SPAM filtering solutions, but we're trying!*

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