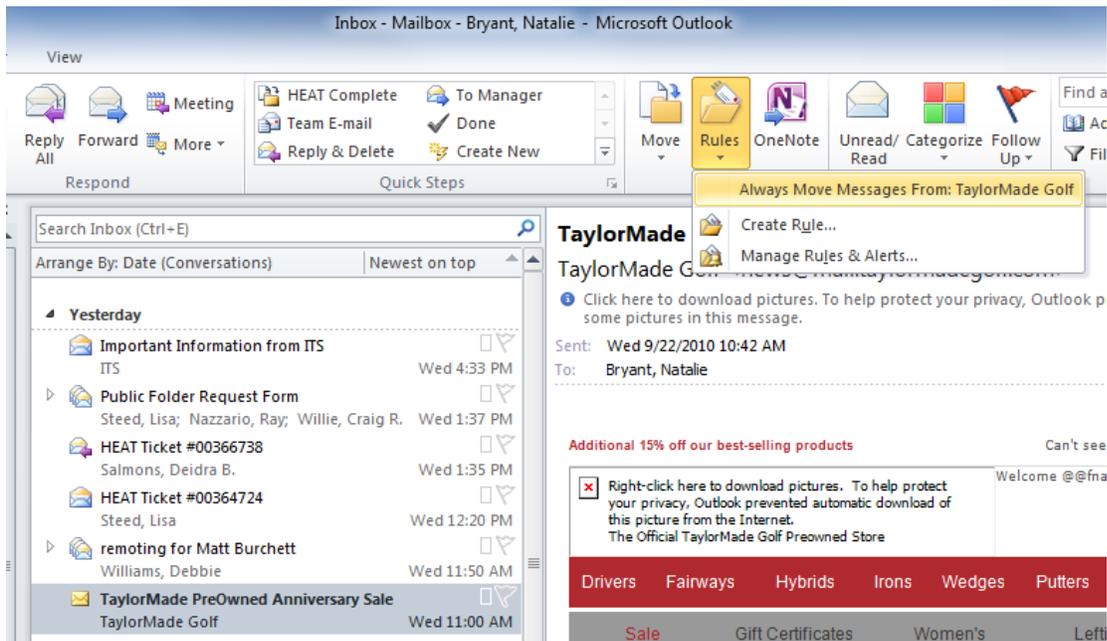


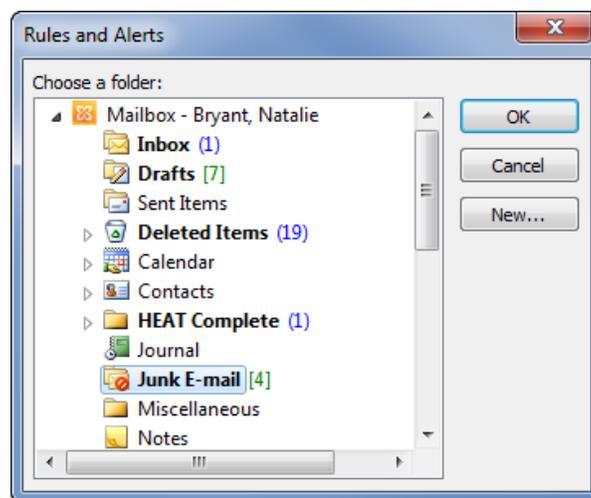
# Junk E-mail Rules - Outlook 2010

If you continue to get e-mails from a certain address that you'd like to specify as Junk Mail, please follow these instructions:

1. Choose an e-mail message from the Inbox that you wish to create a rule for, click on the Rules button on the toolbar, and then choose "Always Move Message From: ..."



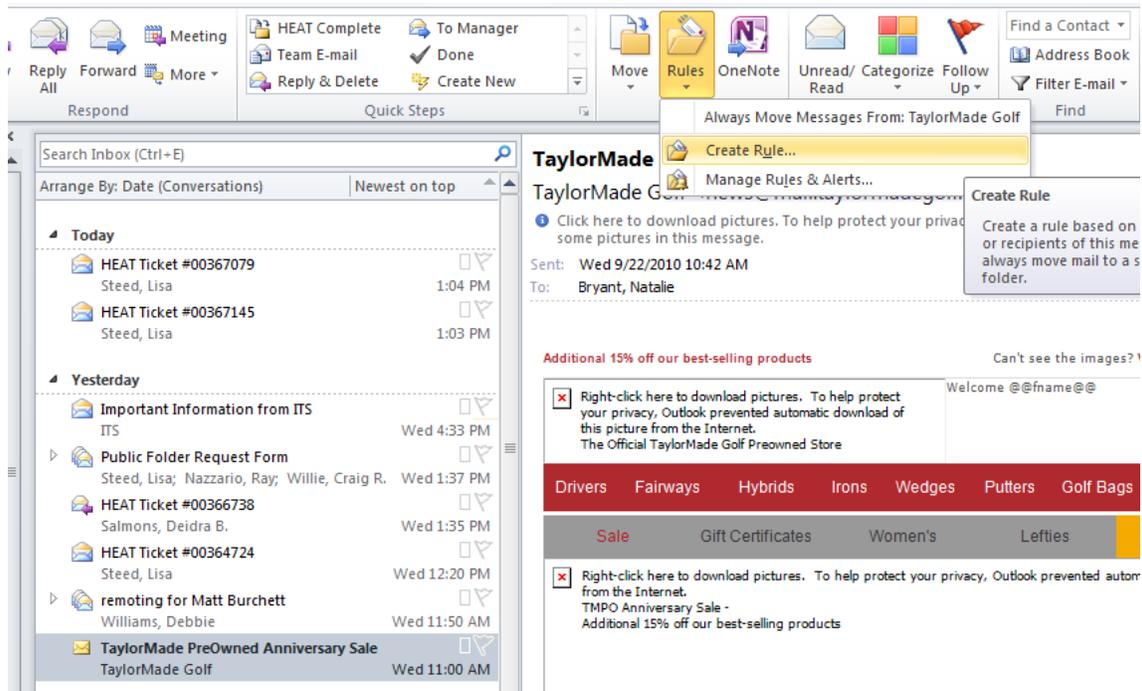
2. Now you will choose which folder you want to move these messages into. Most likely you will want to move them to the Junk Mail folder. Select the folder and then click OK.



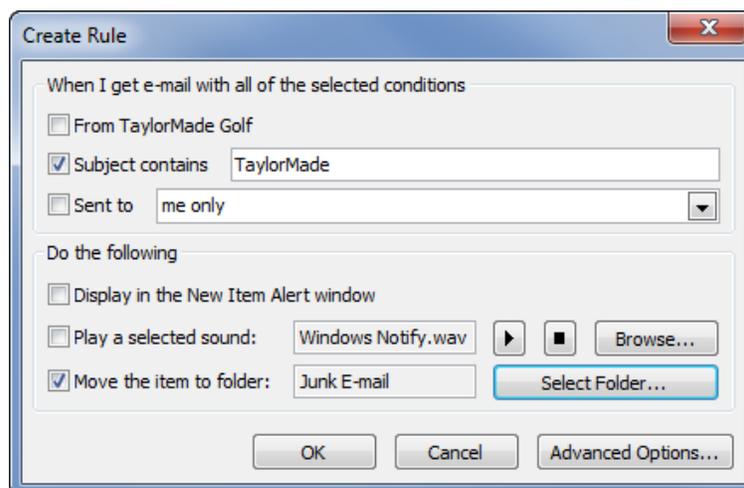
3. All future messages sent from that address will be automatically sent to the Junk Mail folder rather than your inbox.

If you want to send messages to the Junk Mail folder according to certain words in the subject or certain words in the body of the e-mail, then follow these steps:

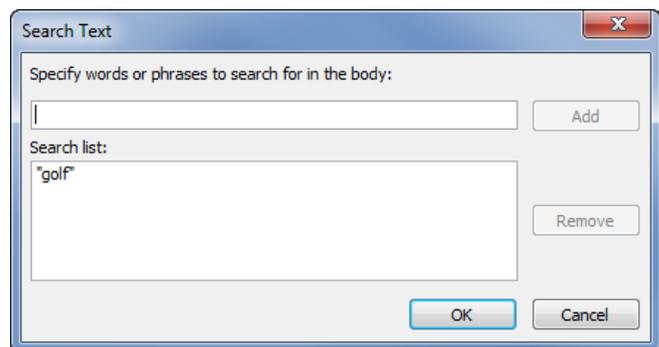
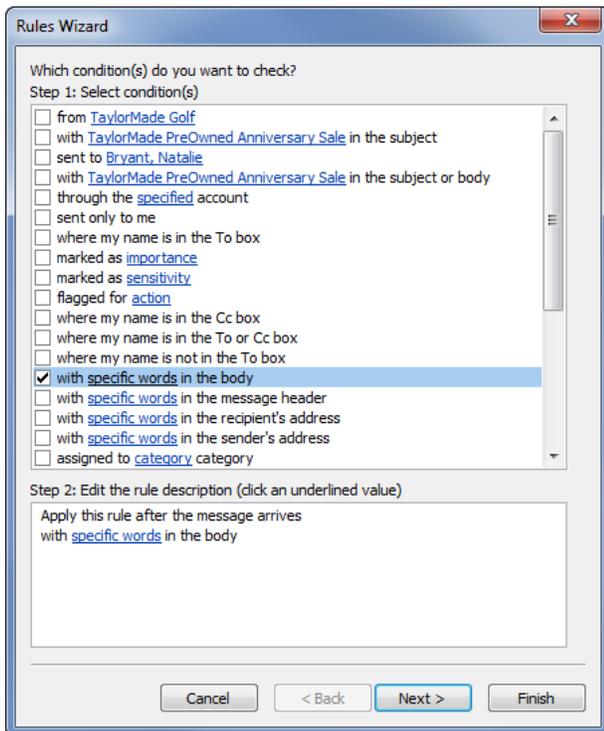
1. Choose an e-mail message from the Inbox that you wish to create a rule for. Click on the Rules button on the toolbar and then choose "Create Rule".



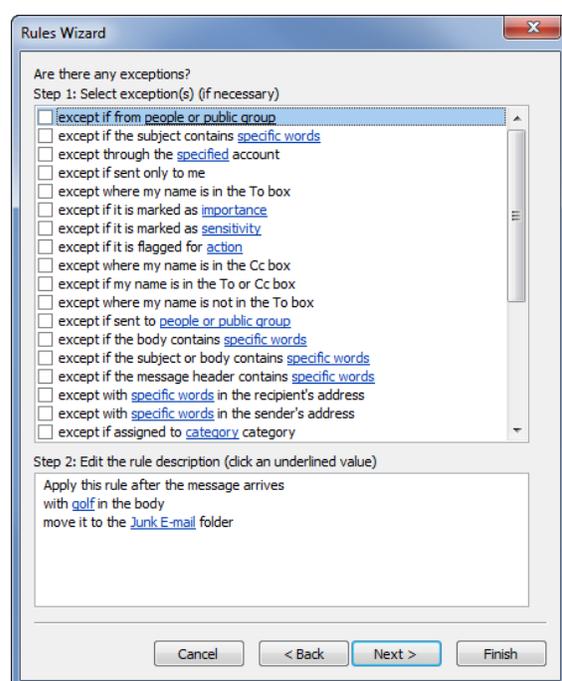
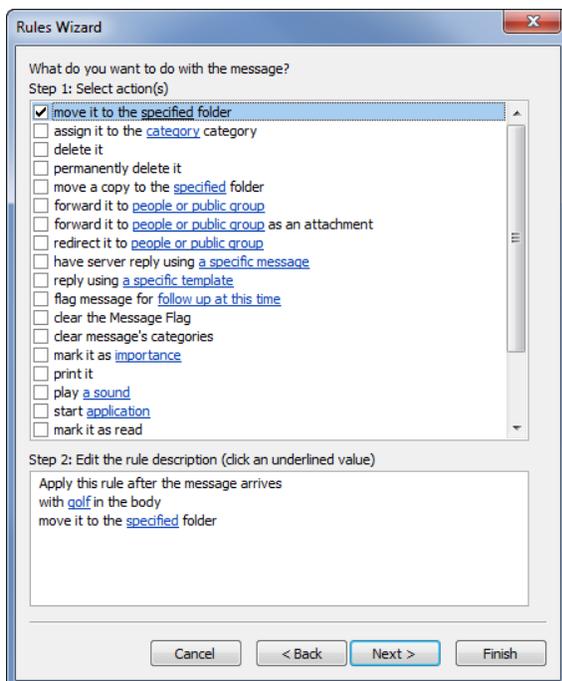
2. Check the box next to "Subject contains" and type in what words in the subject you'd like for Outlook to look for. Then, check the box next to "Move the item to folder:" and click on "Select Folder" to choose the Junk Mail folder.



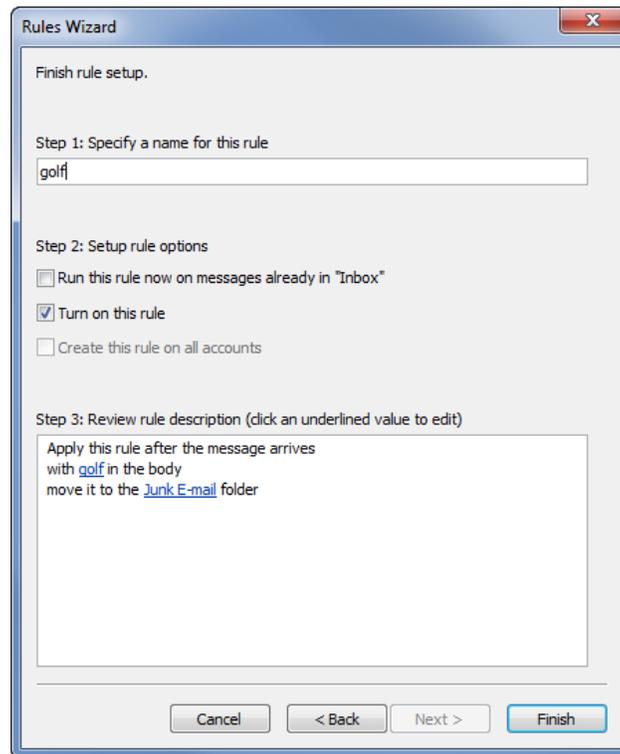
- If you'd rather specify certain words in the body of the e-mail, then click on the "Advanced Options" button and choose "with specific words in the body". Then, click on the "specific words" link at the bottom part of the window to type in the words or phrases you want Outlook to look for in the body of the e-mails. Click on Add, then OK, then Next.



- Now choose what you want to do with the message if it meets your conditions. Click on "move it to the specified folder" and click on the "specified" link at the bottom part of the window. Choose the Junk Mail folder and click OK. Then, click Next. Now you can specify any exceptions and click Next.



5. Give your rule a name, and you can also choose to “Run this rule now on messages already in ‘Inbox’” if you’d like. Click on Finish.



If you have any questions, please contact the Help Desk at 710-4357.