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.

Create Rule
When I get e-mail with all of the selected conditions
From TaylorMade Golf
Subject contains TaylorMade
Sent to me only
Do the following
Display in the New Item Alert window
Play a selected sound: Windows Notify.wav
Move the item to folder: Junk E-mail Select Folder
OK Cancel Advanced Options

3. 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.

Rules Wizard	×	
Which condition(s) do you want to check? Step 1: Select condition(s) from TaylorMade Golf with TaylorMade Brewmed Appivercery Sele in the orbitect	*	
sent to <u>Bryant</u> . Natalie with <u>raylorMade PreOwned Anniversary Sale</u> in the subject or body through the <u>specified</u> account sent only to me where my name is in the To box marked as <u>sensitivity</u>	Е	
 ☐ flagged for <u>action</u> ☐ 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 ✓ with <u>specific words</u> in the body 		
 with specific words in the message header with specific words in the recipient's address with specific words in the sender's address assigned to <u>category</u> category 	Ŧ	Search Text Specify words or phrases to search for in the body:
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with <u>specific words</u> in the body		Add Search list: "golf"
		Remove
Cancel < Back Next >	Finish	OK Cancel

4. 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.

Rules Wizard	x	Rules Wizard
What do you want to do with the message? Step 1: Select action(s) Imove it to the specified folder assign it to the category category delete it permanently delete it move a copy to the specified folder forward it to people or public group forward it to people or public group have server reply using a specific message redirect it to people or public group delete it geople or public group have server reply using a specific message redirect it to people or public group clear the Message Flag clear the Message Flag clear the Message Flag clear the Message for follow up at this time play a sound start application mark it as importance print it play a sound start application mark it as read Step 2: Edit the rule description (dick an underlined value) Apply this rule after the message arrives with golf in the body move it to the <u>specified</u> folder		Are there any exceptions? Step 1: Select exception(s) (if necessary) except if from people or public group except tif be subject contains specific words except through the specified account except if sent only to me except if it is marked as sensitivity except if it is marked as generity except if it is only the To or Cc box except if the subject or body contains specific words except if the subject or body contains specific words except with specific words in the recipient's address except with specific words in the sender's address except if assigned to category category * Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives
Cancel < Back Next > Fin	ish	Cancel < Back Next > Finish

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.

Rules Wizard	x
Finish rule setup.	
Step 1: Specify a name for this rule	
golf	
Step 2: Setup rule options	
Run this rule now on messages already in "Inbox"	
☑ Turn on this rule	
Create this rule on all accounts	
Step 3: Review rule description (click an underlined value to edit)	
Apply this rule after the message arrives	
with <u>golf</u> in the body move it to the Junk E-mail folder	
Cancel < Back Next > Fin	iish

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