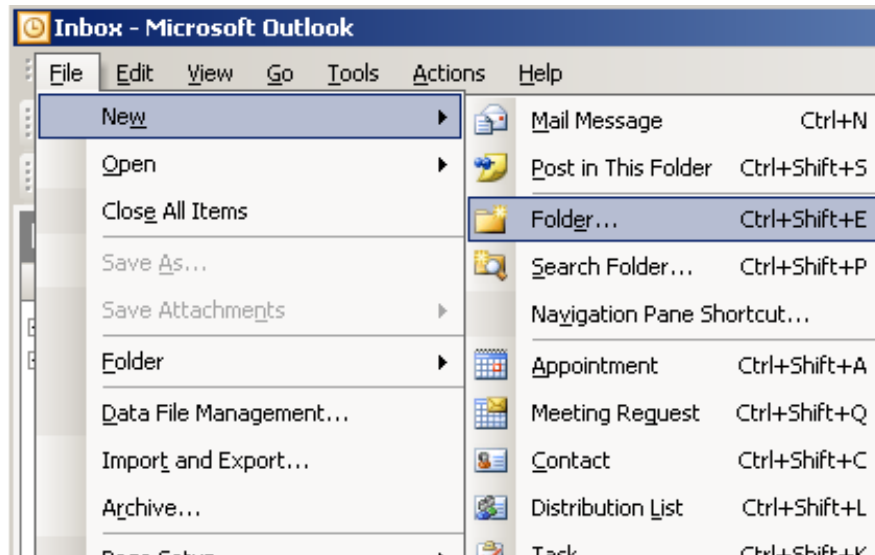
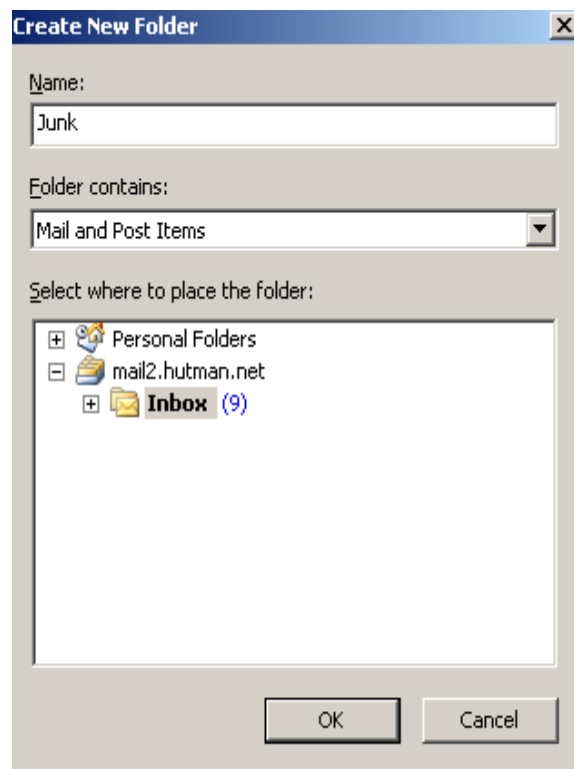


## Spam Filter Setup for Outlook

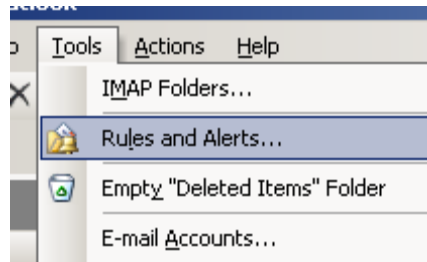
To start using the new Spam Filtering in Outlooks, start by creating a new spam folder if you do not already have one by clicking “File -> New -> Folder” when you are viewing your inbox.



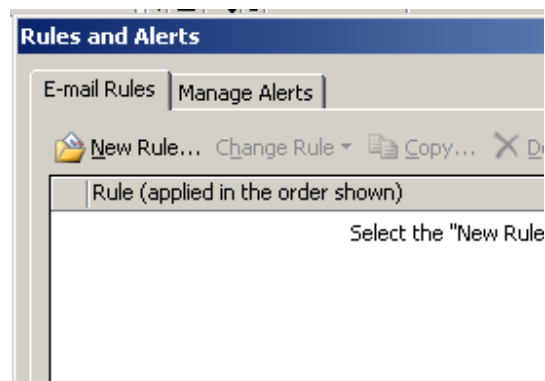
Give the folder a name – we prefer “Junk” as this matches the default webmail spam setting.



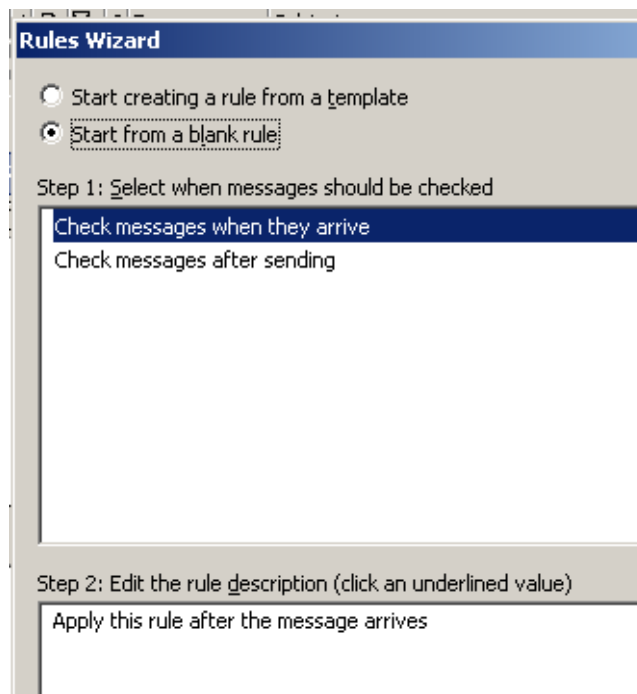
Now we will set up a rule to re-direct the messages that are tagged as possibly being spam to the folder we just created by choosing “Tools -> Rules and Alerts” from the menu bar.



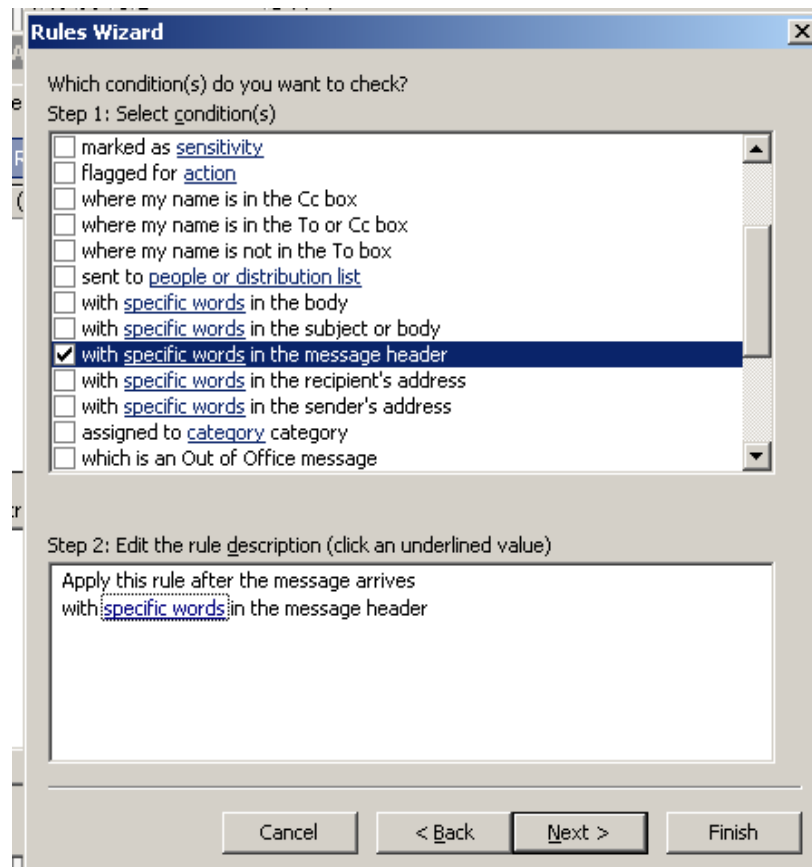
A window will pop up where you can create a new rule. Click the “New Rule” button to start the rule wizard.



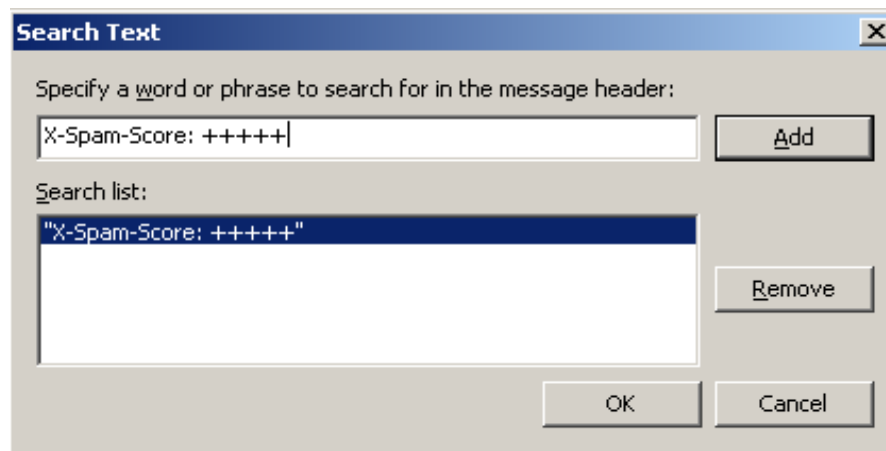
Choose the “Start from a blank rule” option and click “Next”.



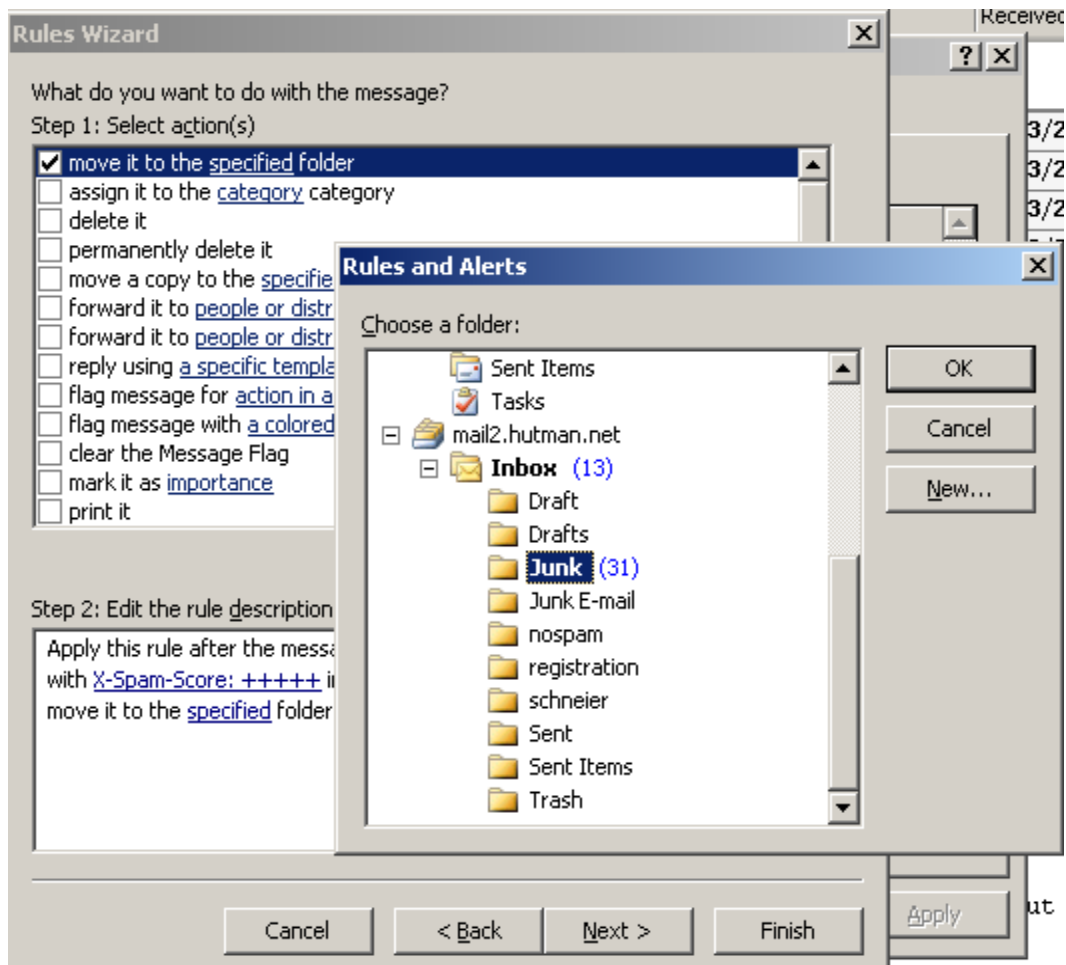
Check the box that says “with specific words in the message header” and then click the underlined text where it says “specific words” in the lower portion of the window.



Add the text “X-Spam-Score: +++++” and click the “Add” button. Once the text is in the list, click “OK”



Click Next and choose “move it to the specified folder” in the top section. Then click the word “specified” below and choose your junk folder from the popup menu. Click OK when you have selected the folder and then click “Finish”.



Messages that are identified as spam will now be moved into your “Junk” folder. Please be aware that any spam filter is not fool proof so you will want to check your Junk folder for misclassified messages before you empty it out.