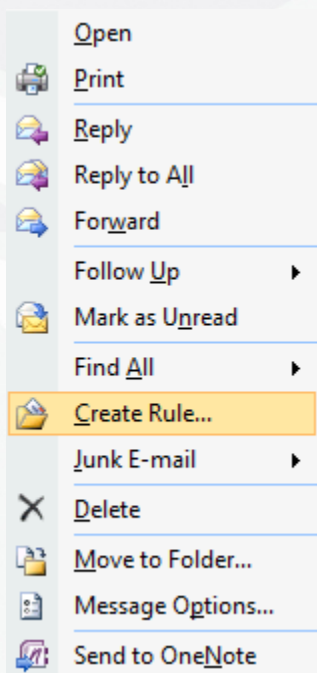
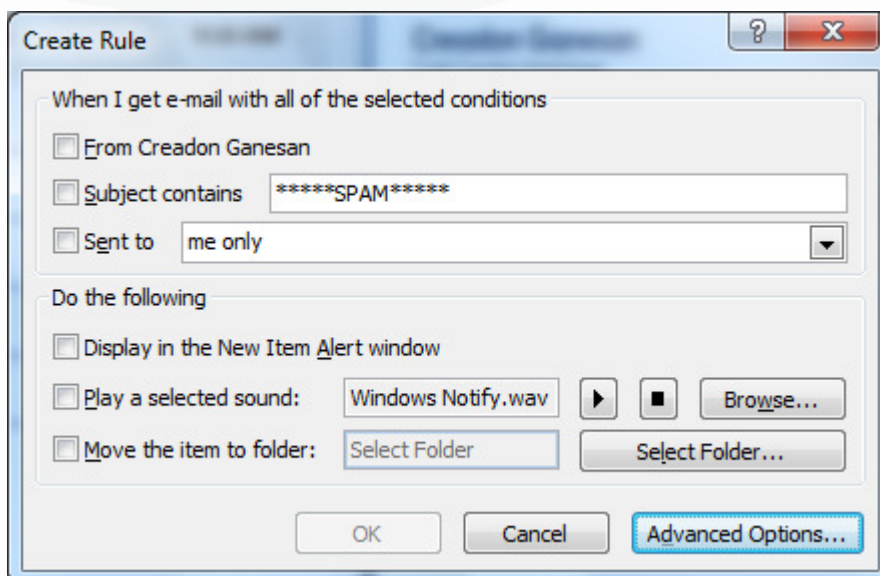


How to set up Spam Filters on Microsoft office 2007

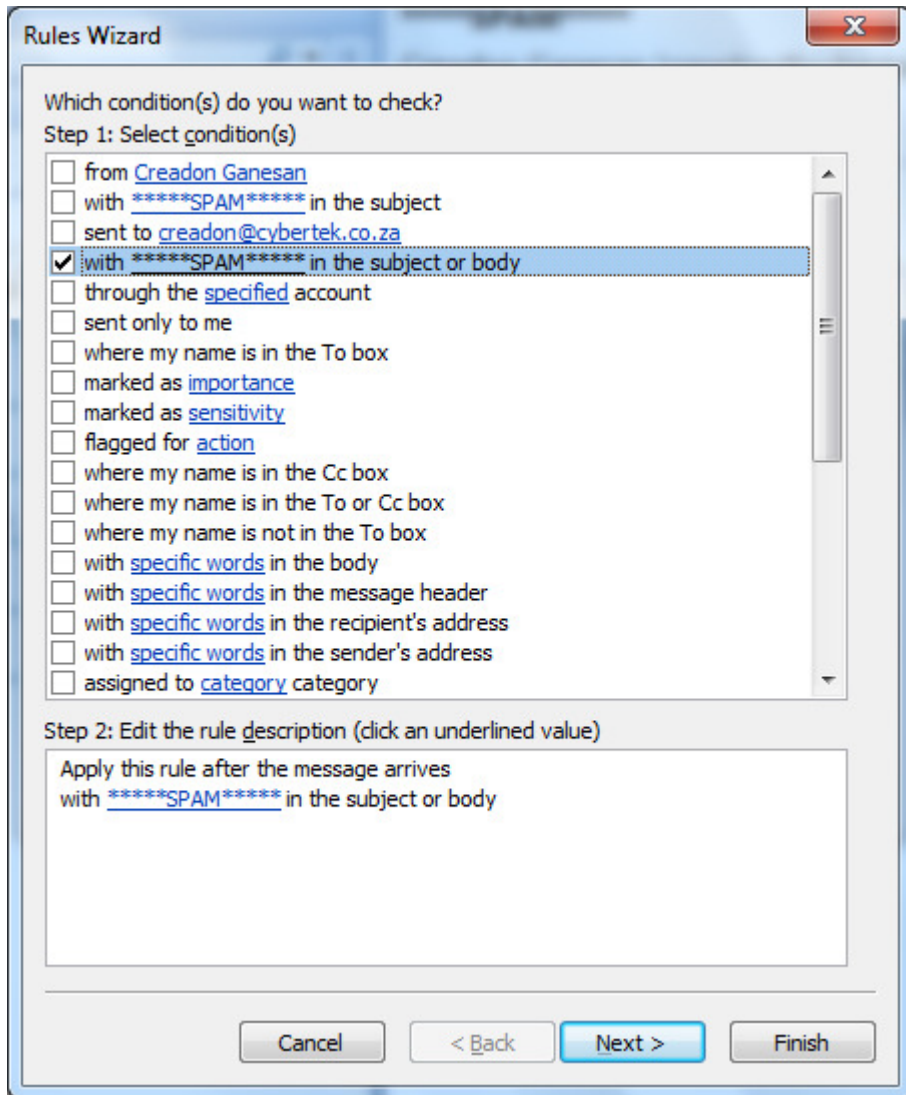
1. Click on inbox
2. Select message with spam
3. Right click, select create rule



Select Advanced Options

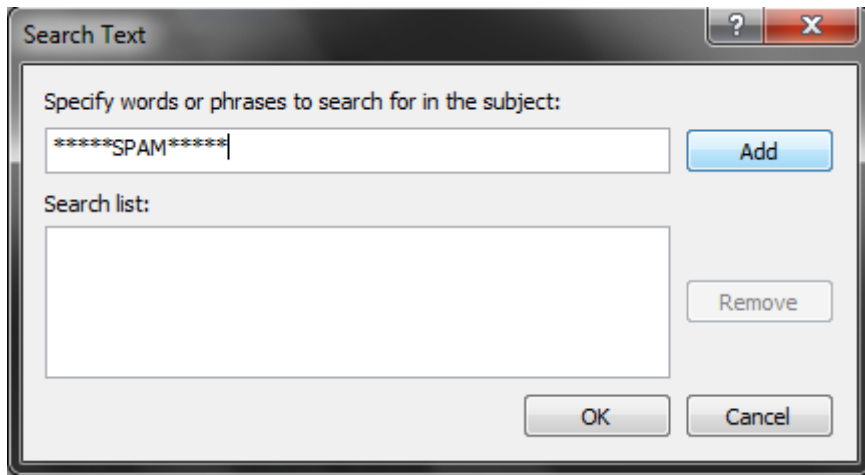


Step 1: In the wizard, select condition with *****SPAM***** in the subject or body.

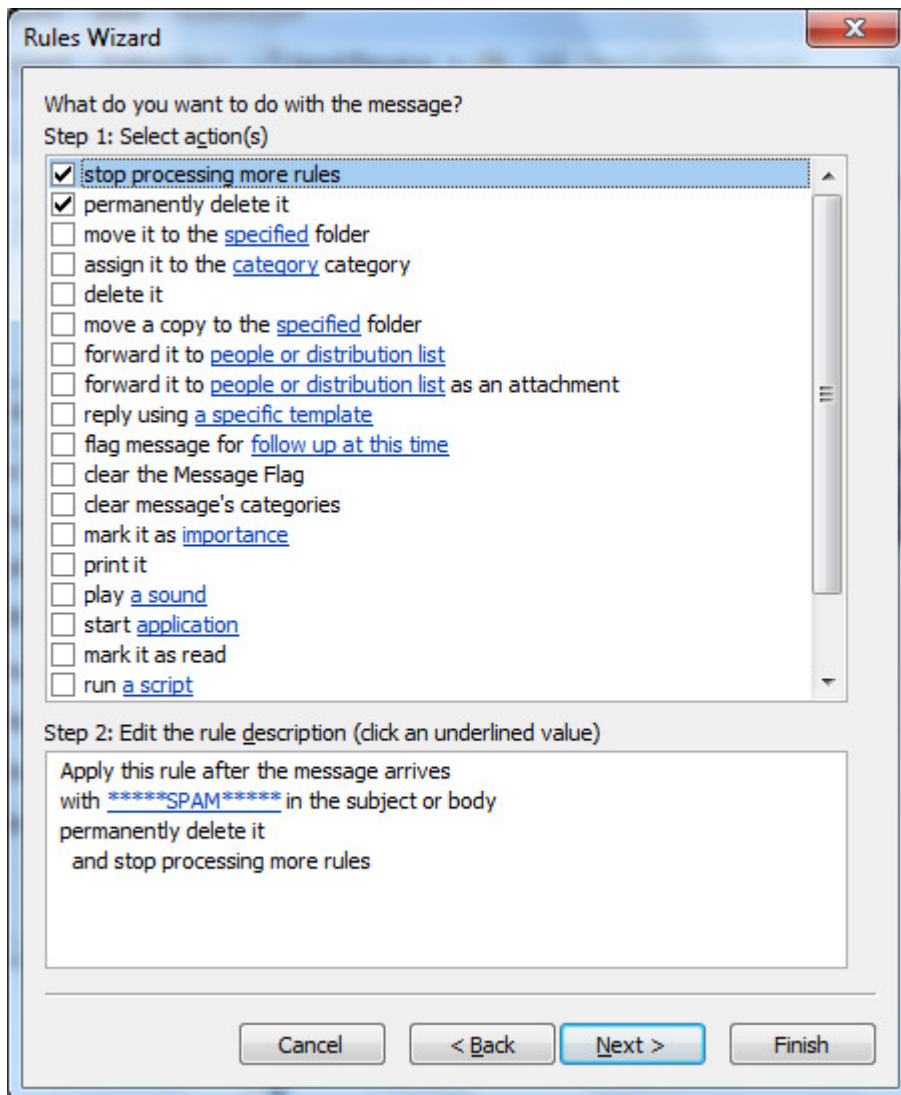


Step 2: Click on the highlighted message. "Apply this rule after the message arrives with *****SPAM***** in the subject or body"

Type ***SPAM***** and then click add. Click ok and select next**



Select permanently delete it and click next.



At the “Are there any exceptions screen” click next.

Click finish to create rule.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

*****SPAM*****

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 *****SPAM***** in the subject or body
permanently delete it
and stop processing more rules

Cancel < Back Next > Finish