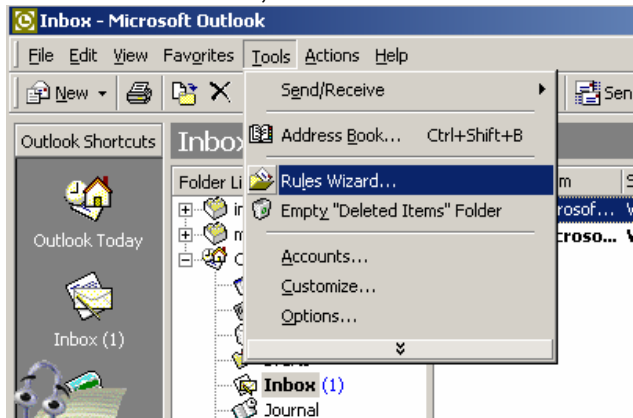
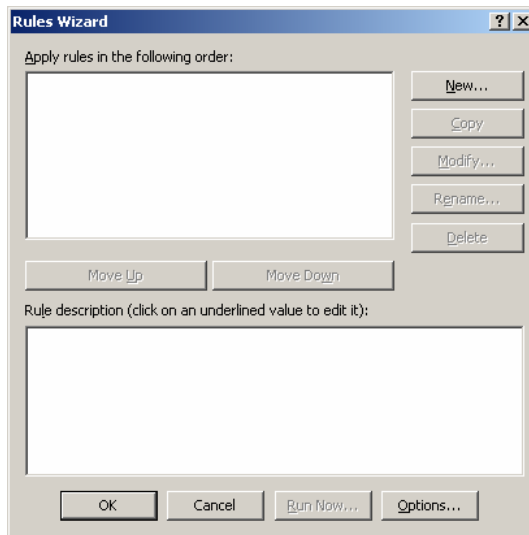


# Spam Filtering with Microsoft Outlook

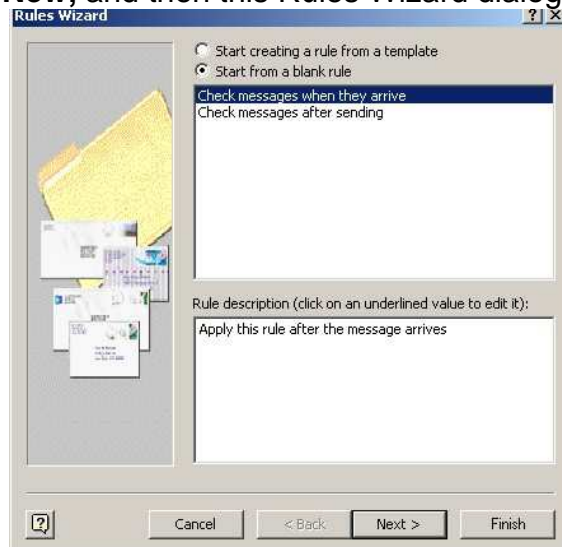
1. From Microsoft Outlook, click on **Tools** from the menu



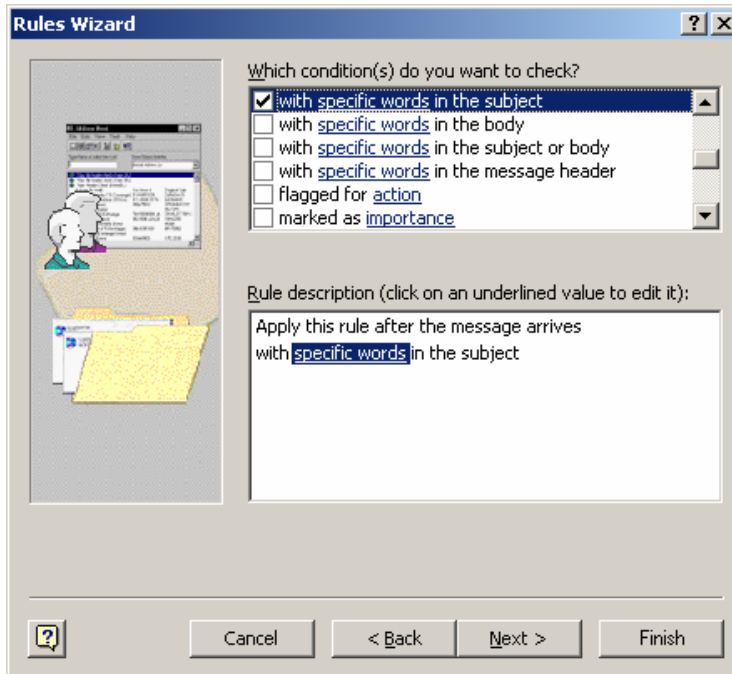
2. Click on **Rules Wizard**. You will see the Rules Wizard dialog box.



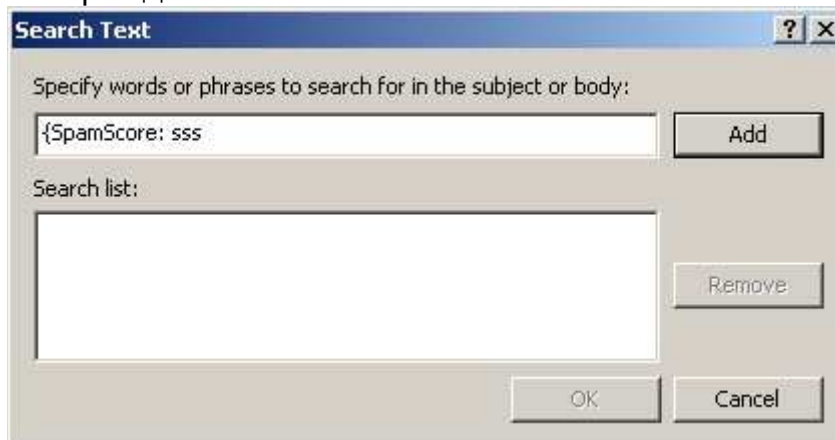
3. Click **New**, and then this Rules Wizard dialog box appears.



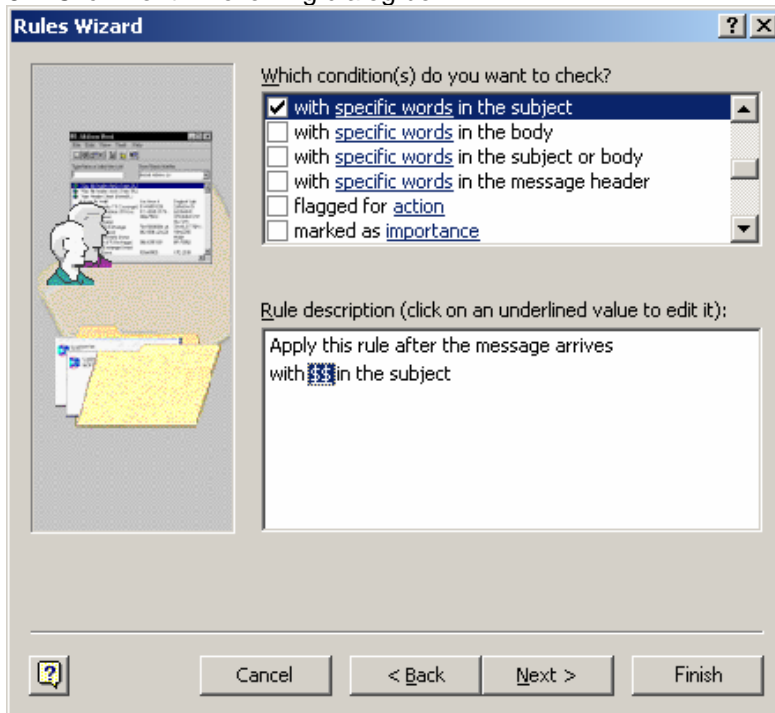
4. Click Start from a blank rule on top then Choose “Check message when they arrive” and Click **Next**, choose “with specific words in the subject”.



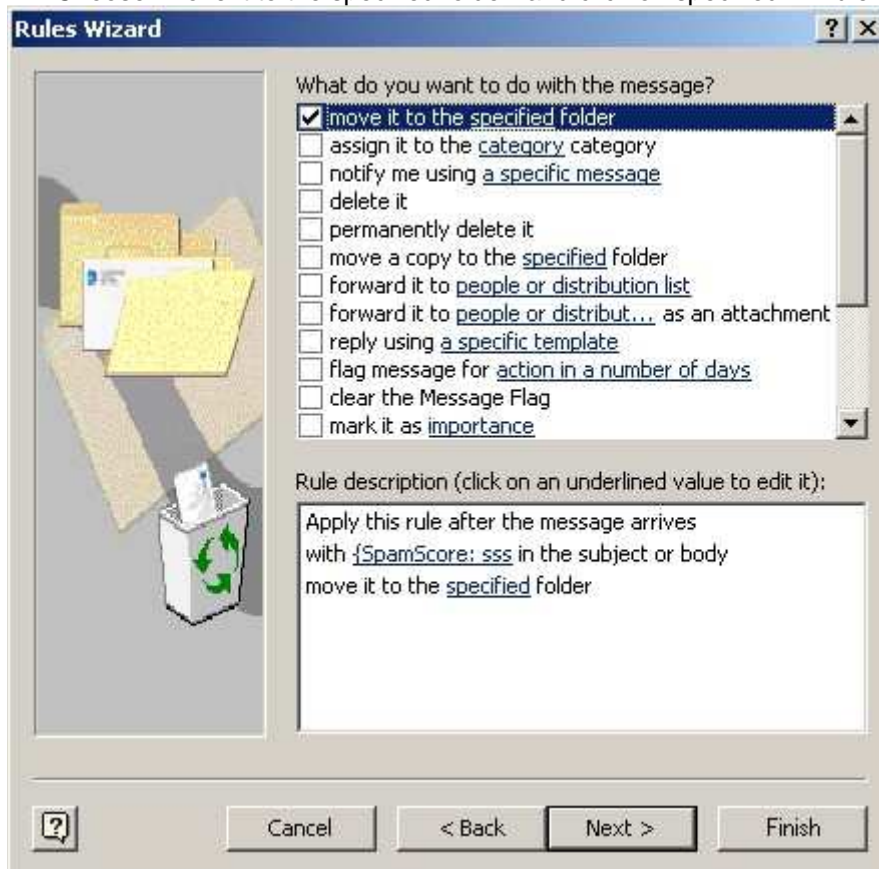
5. Click on **Specific words** in Rule description box. You will see **Search Text** dialog box. Input \$\$ in add **new field** and click **Add** then **OK**.



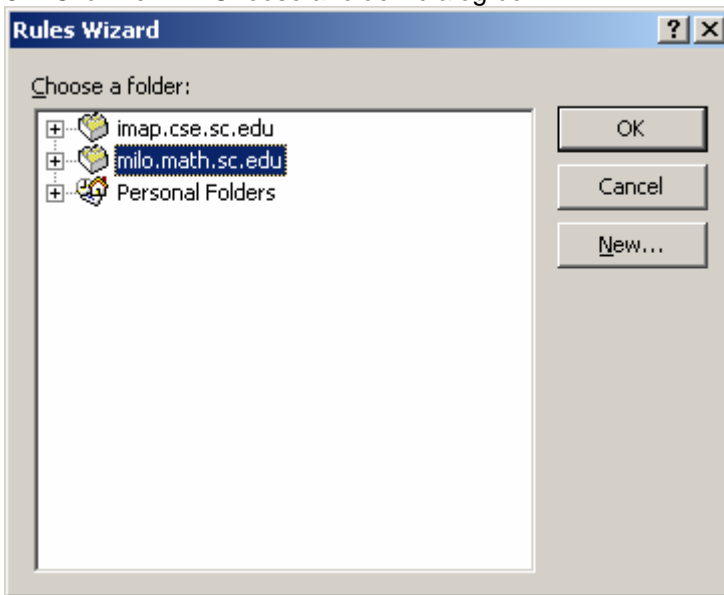
6. Click **Next** in following dialog box.



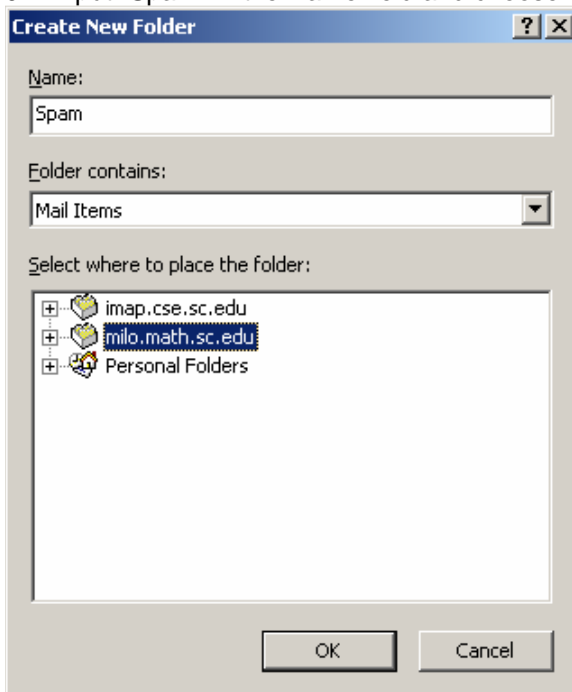
7. Choose “Move it to the specified folder” and click on specified in Rule description box.



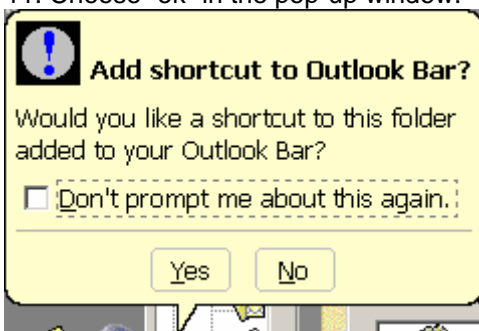
8. Click new in “Choose a folder” dialog box.



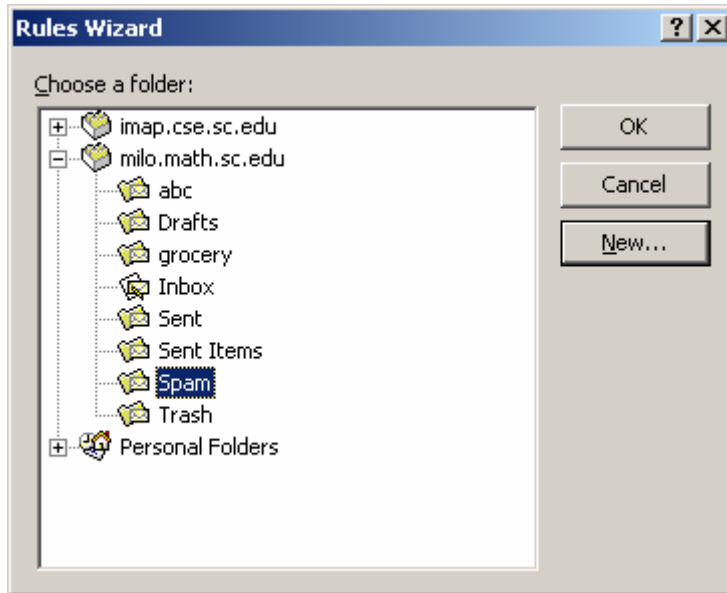
9. Input “Spam” in the Name field and choose “milo.math.sc.edu”, click **ok**.



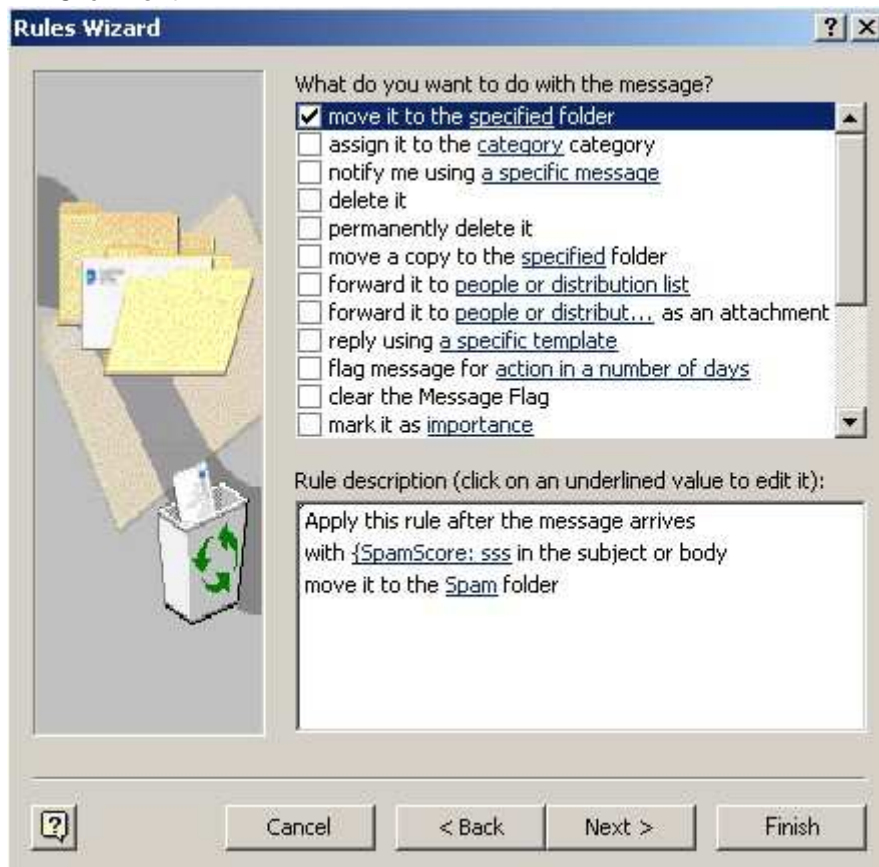
11. Choose “ok” in the pop-up window.



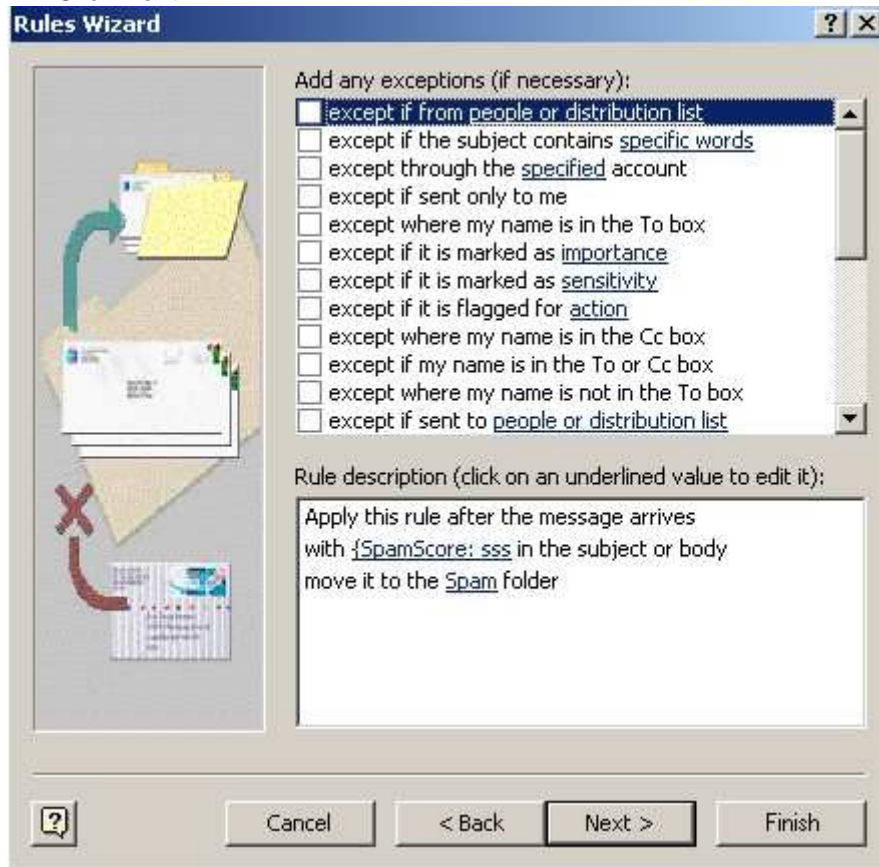
10. Choose **OK**.



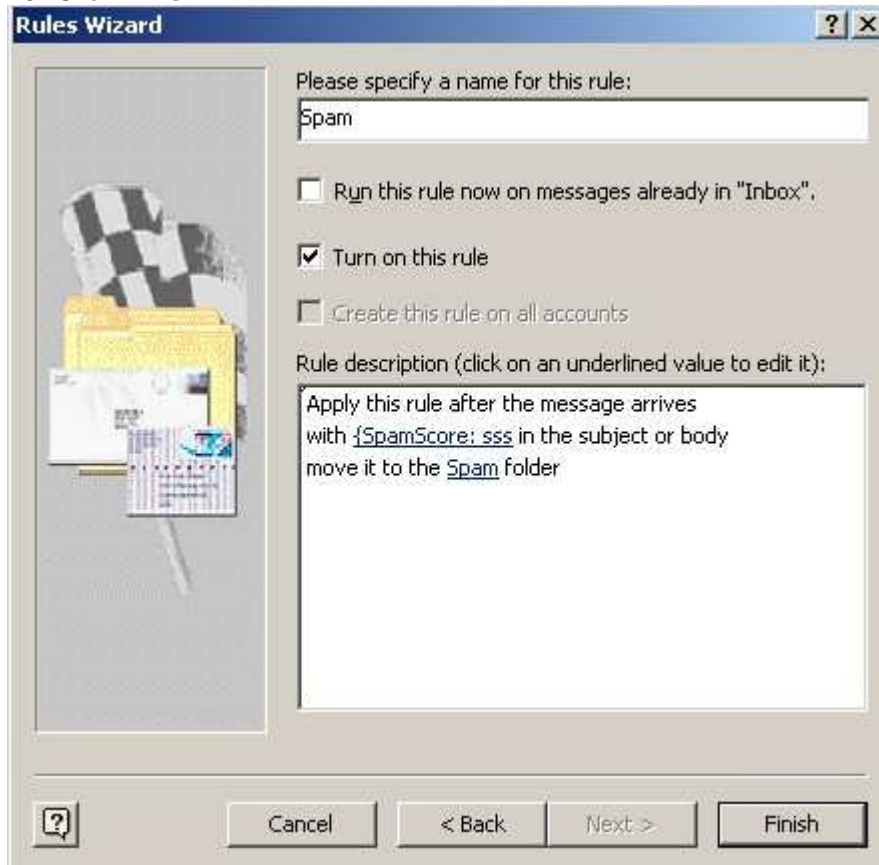
11. Click **Next**.



12. Click **Next**.



13. Click **Finish**.



14. Click **OK**.

