

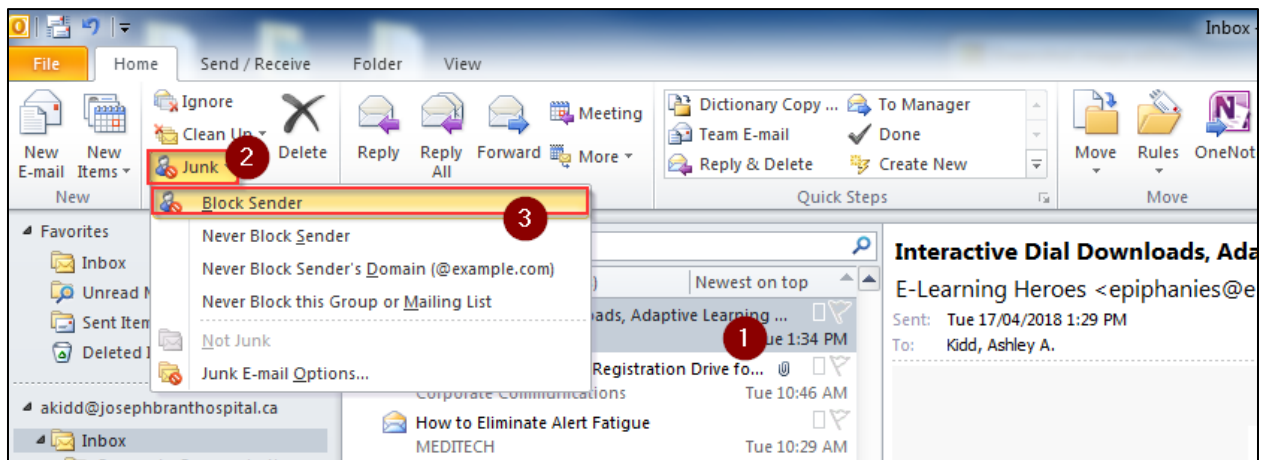
Outlook Filtering

Spam Filtering

By default, the Junk Email Filter is turned on and the protection level is set to Low. **Note: The Outlook Junk Email Filter doesn't stop delivery of junk email messages, but moves suspected spam to the Junk E-mail folder. You can adjust the Junk Email Filter settings in the Junk E-mail Options dialog box. Follow these steps to add unwanted messages to your Junk Email Filter.

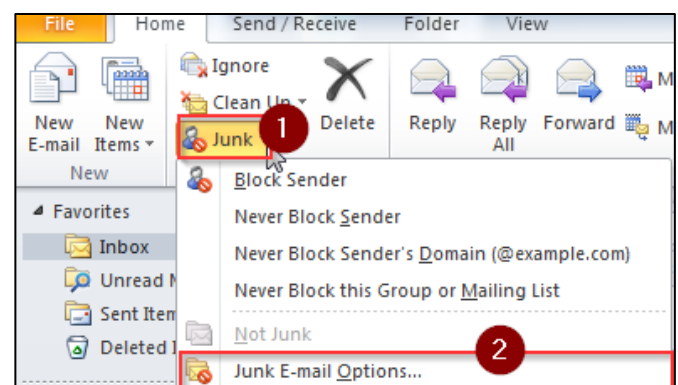
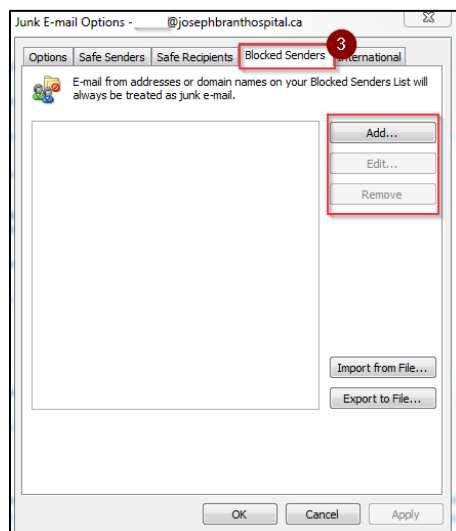
Add a sender to your blocked senders list:

1. Open Outlook and Highlight the message that you would like to block.
2. In the top menu click on "Junk"
3. Select "Block Sender"
4. A warning confirmation message will appear.



Review your blocked senders list:

1. Open outlook and in the top menu click on "Junk"
2. Select Junk E-mail Options
3. Navigate to the "Blocked Senders Tab"
4. Here you can add, edit or remove senders



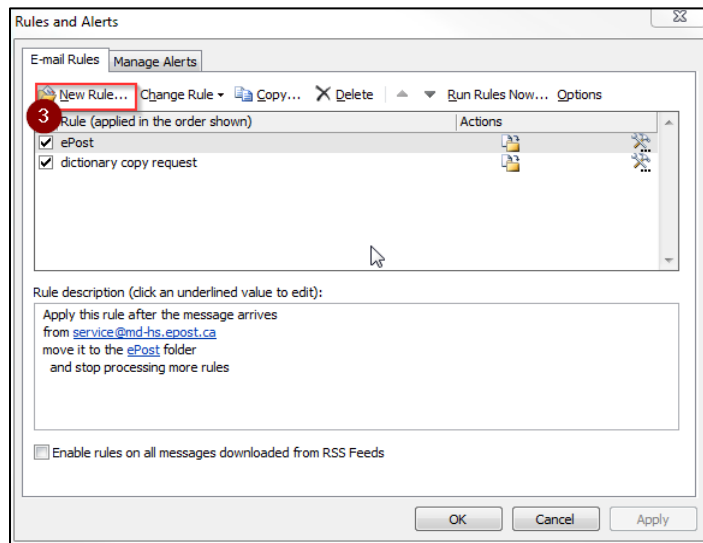
Advanced Filtering: Using rules to manage email messages

By using rules, you can reduce manual and repetitive actions needed to manage your email messages. When you turn on rules, they run continuously and automatically.

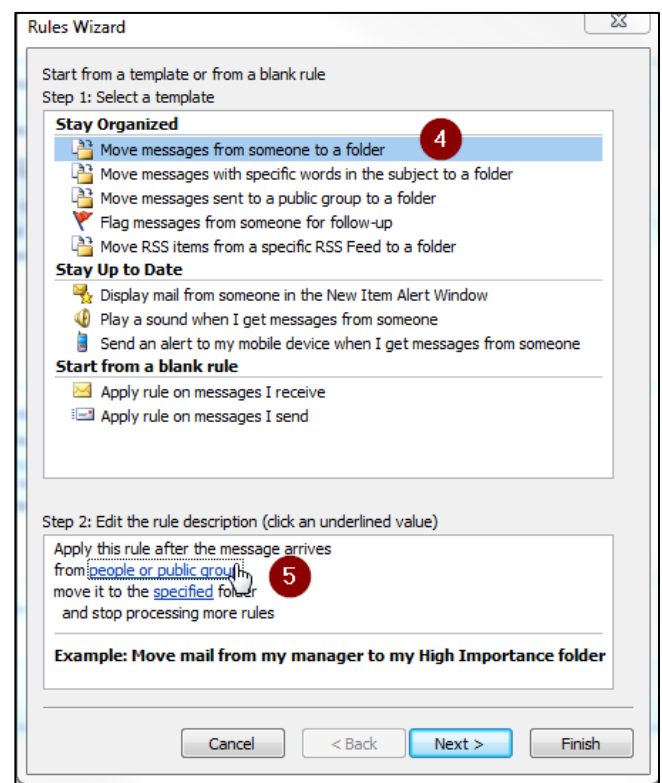
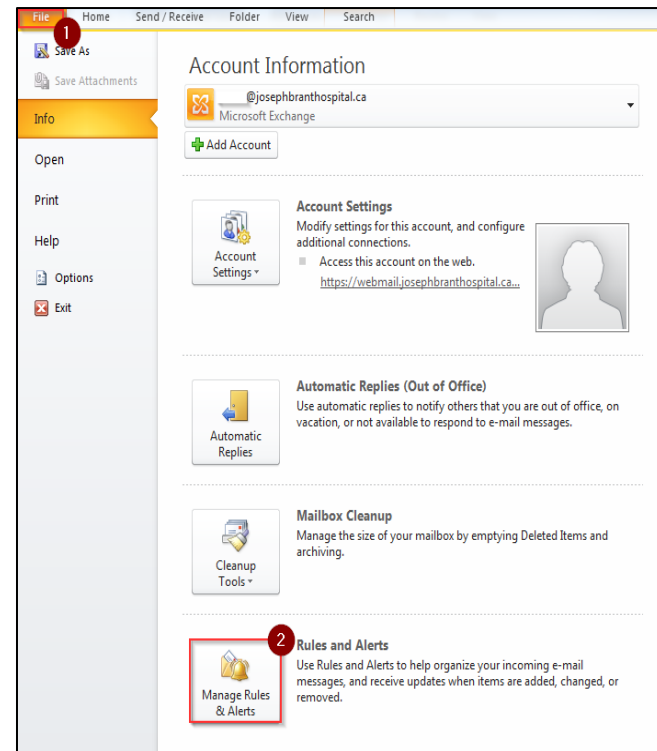
Rules generally fall into one of two categories—organization or notification. You can use the Rules Wizard to help you design rules to manage your messages. Follow these steps to set up a rule.

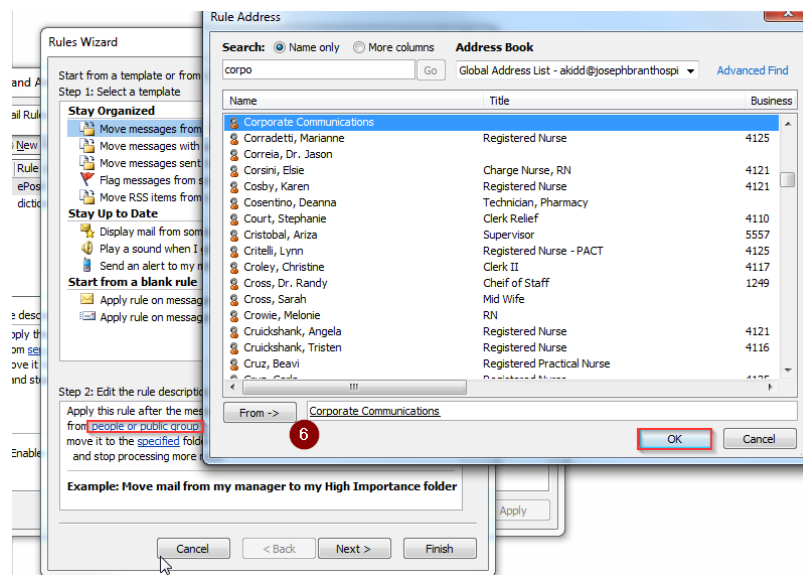
Make emails go directly into its own folder:

1. Open Outlook and go to “File”
2. Select “Rules and Alerts”
3. In the email rule Tab, click “New Rule”

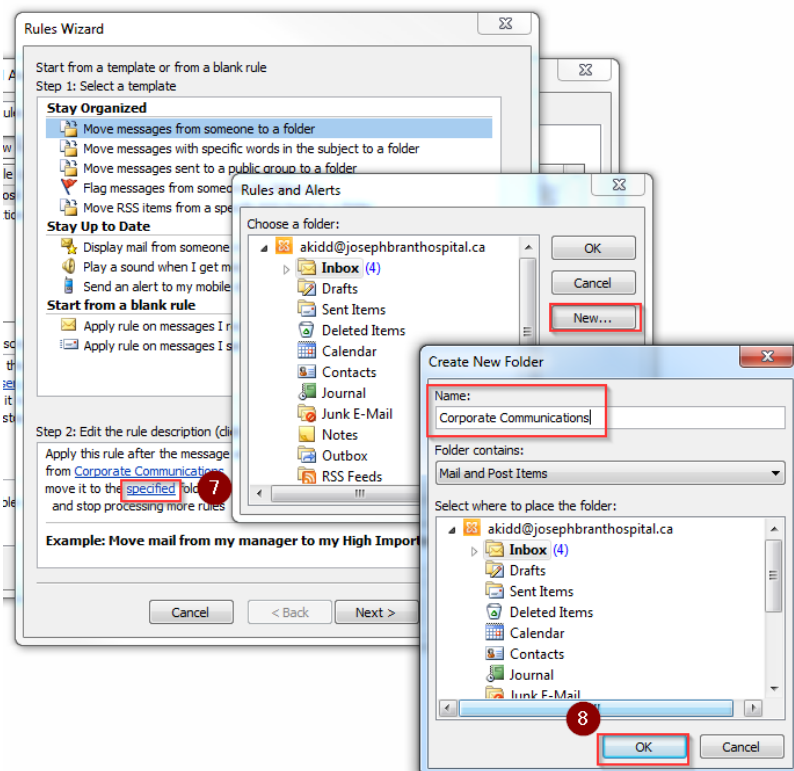


4. Select the template “Move messages from someone to a folder”
5. In the bottom “Step 2” Section you need to specify the desired “people” and “Specified” folder. For example I want all Corporate Communications to go to its own Corporate Communications folder.
6. Clicking on the “People” Hyperlink opens the address book to select a person/group. Find the address you wish to filter and then press “From”.
Note you can add multiple addresses to this line Once you have the contacts you wish to filter in the “From” line, press OK.





7. Now you need to specify the folder. Click on the “Specified” Hyperlink. You may want to create a new folder, to do this select “New...”
8. Make a name for this new folder and press “OK”.



9. Now you can press finish, you will see your rule on the main “Email Rules page”
10. Press “Apply” to activate your rule.

