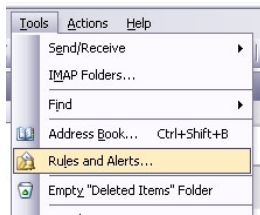


Filtering Spam using the campus spam headers with OUTLOOK 2003

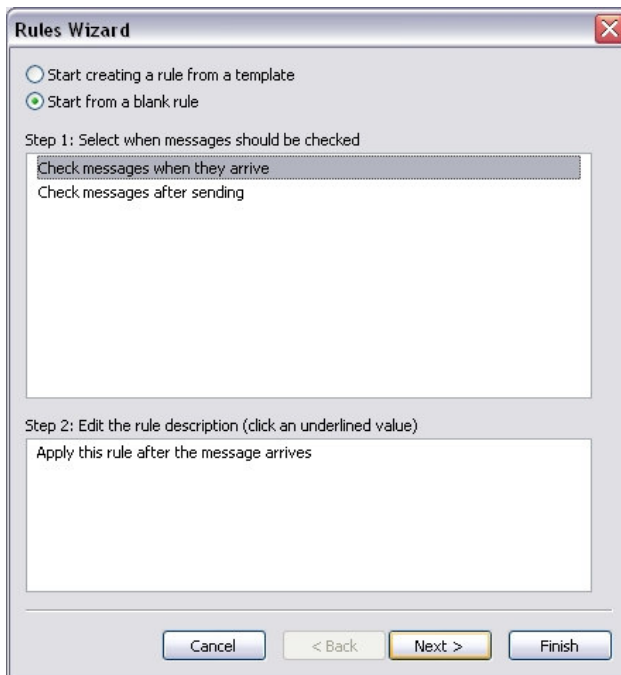
01] Open the Outlook **Rules And Alerts...** window. Choose **Tools** from the menu bar, then choose **Rules and Alerts...**



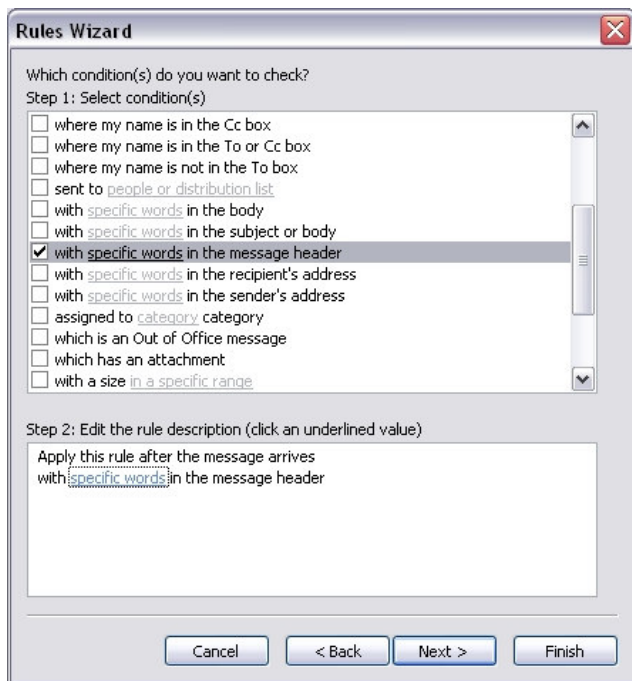
02] Click on **New Rule...** This will start the process of building a Outlook rule.



03] Select **Start from a blank rule**. Make sure that **Check messages when they arrive** is highlighted. Press the **Next** button..



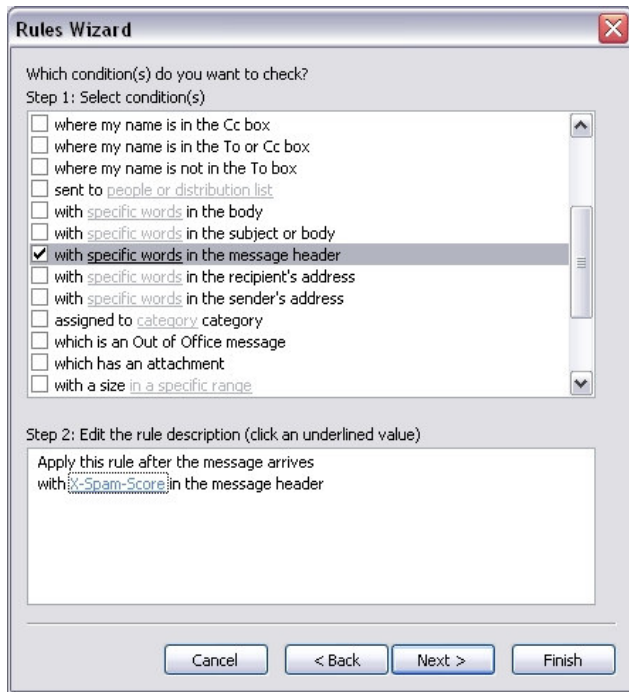
04] Select the **with specific words in the message header** rule. This will add the rule to the **Step 2:** (referred to as the Rule Area). Click on the **specific words** link in the Rule Area.



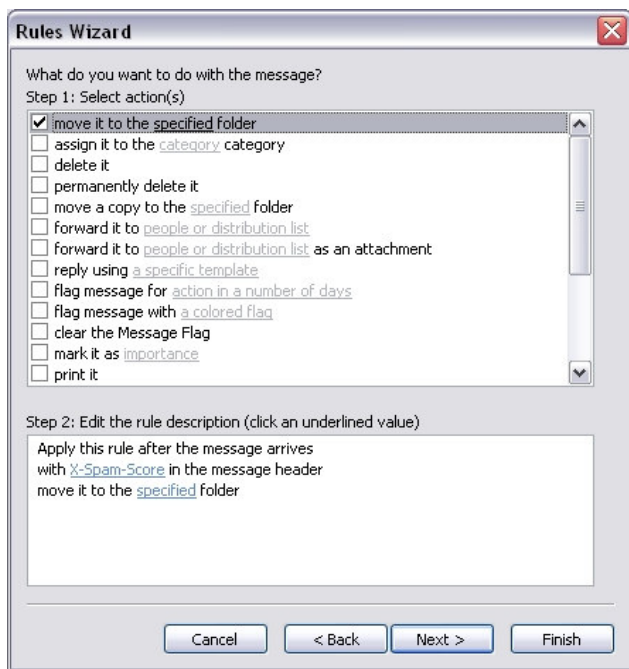
05] Type in **X-Spam-Score** and hit the **Add** button. This will place the **X-Spam-Score** in the Search List. Press the **OK** button to continue.



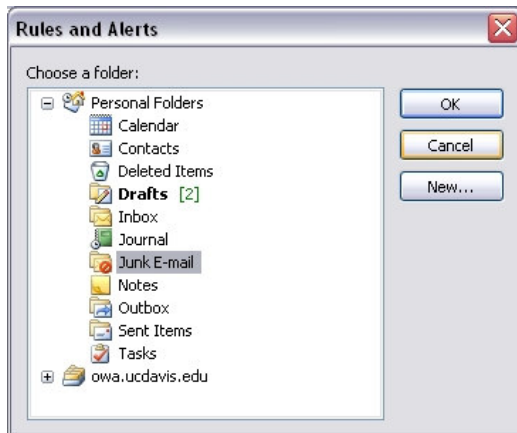
06] You should now see **X-Spam-Score** in the Rule Area. Press the **Next** button.



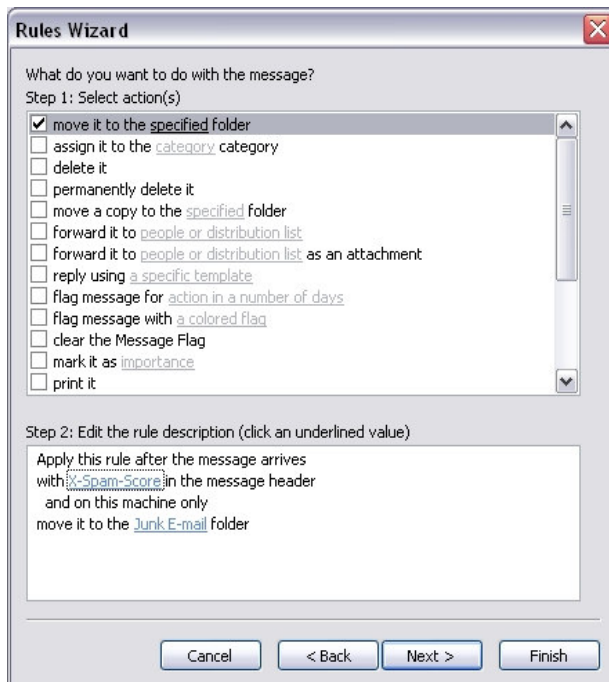
07] Click on **move it to the specified folder**. Click on **specified** in the Rule Area to assign a value.



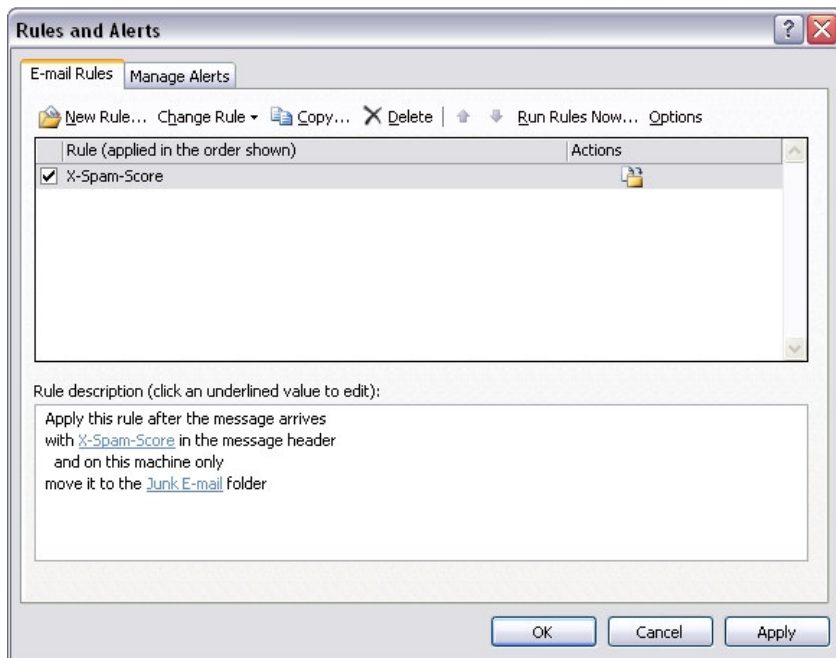
08] Select the folder you want to filter messages to. In this case, choose **Junk E-Mail** and hit the **OK** button.



09] You will now see the **Junk E-Mail** added to the Rule Area. Click the **Finish** button.



10] You have created a spam filtering rule. All messages marked as spam by the campus mail filters should now be filtered to your **Junk E-Mail** folder. This rule can be a server-side rule, which will take effect even when you do not have Outlook open.



FINI