

To configure Outlook Express to move spam e-mail messages to a special folder:

1. On the **Tools** menu, point to **Message Rules**, and then click **Mail**.
2. On the **Mail Rules** tab in the **Message Rules** dialog box, click **New**.
3. In the **New Mail Rule** dialog box, in the **Conditions** section, select the **Where the message body contains specific words** check box.
4. In the **Actions** section, select the **Delete it** check box, as shown in Figure 1.

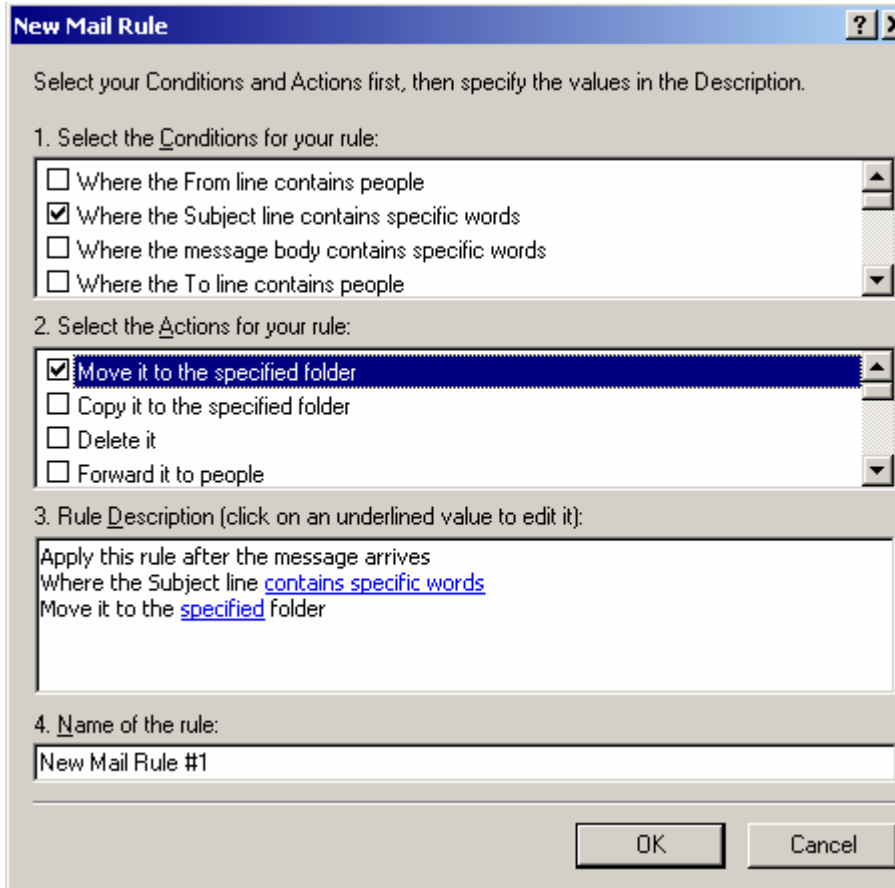


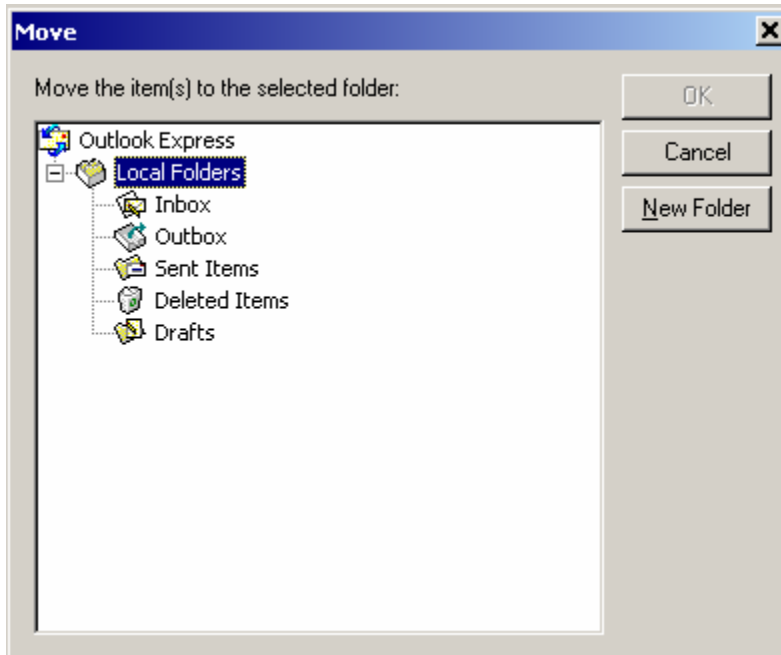
Figure 1

Figure 2

5. In the **Rule Description** section, click **contains specific words**.
6. In the **Type Specific Words** dialog box, under **Type specific words or a phrase, and click Add**, type words and phrases such as "Refinance Your Home Mortgage", "Pharmacy", "Free Prescription", "Limited Offer", and "It's Not A Diet". Click **Add** as each are added, and click **OK** when finished.

Note: Please enter \*\*\*\*\*SPAM\*\*\*\*\*

7. In the **Move it to the specified folder**, click **specified**
8. Next, Click on **New Folder**, see Figure 3



**Figure 2**

9. Select location of folder by clicking on Local Folders, and then select New Folder and name the folder spam, then click ok, click ok to close new folder dialog box
10. In the **Name of Rule** section, type a name for the rule and click **OK**. Click **OK** again to close the Message Rules dialog box.

From now on, or until you disable the rule, any e-mail messages that contain these words or phrases in the message body will automatically be deleted. They won't appear in your Inbox.

You can also create message rules when an undesirable message is in Inbox. Just select the message, and on the **Message** menu click **Create Rule from Message**. Doing this opens the New Mail Rule dialog box with some of the information already filled in.