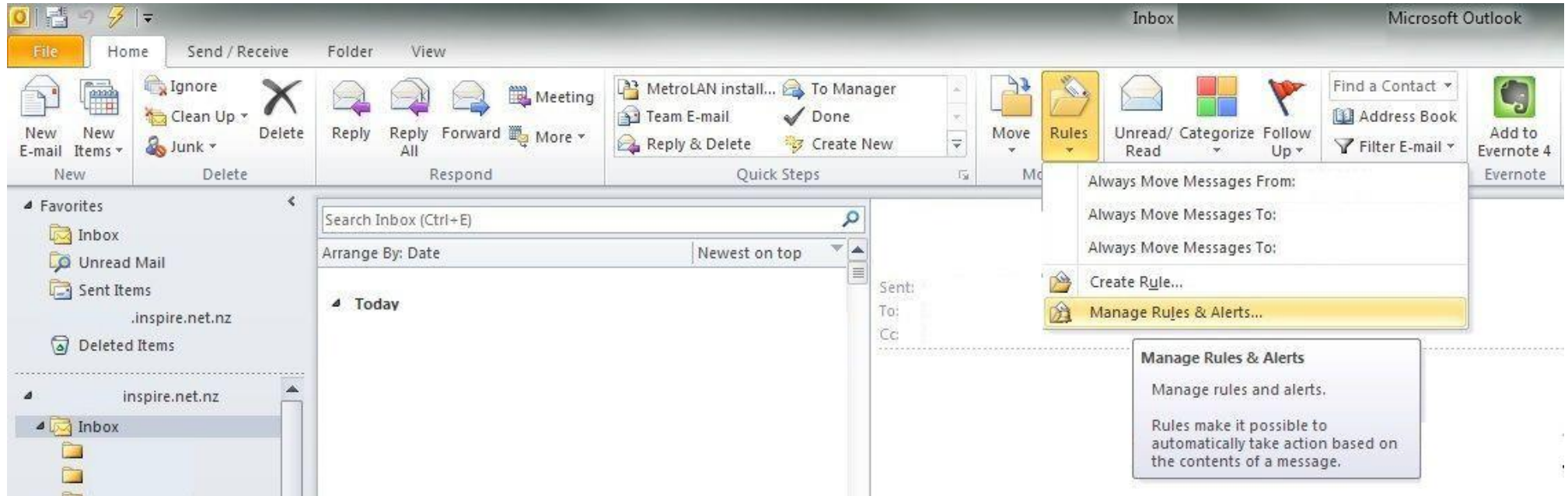# Outlook 2010 Spam setup guide

1. Click on **'Rules'** then **'Manage Rules & Alerts'**

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2. Select **'Move message with specific words in the subject to a folder'**, specify *****SPAM***;**

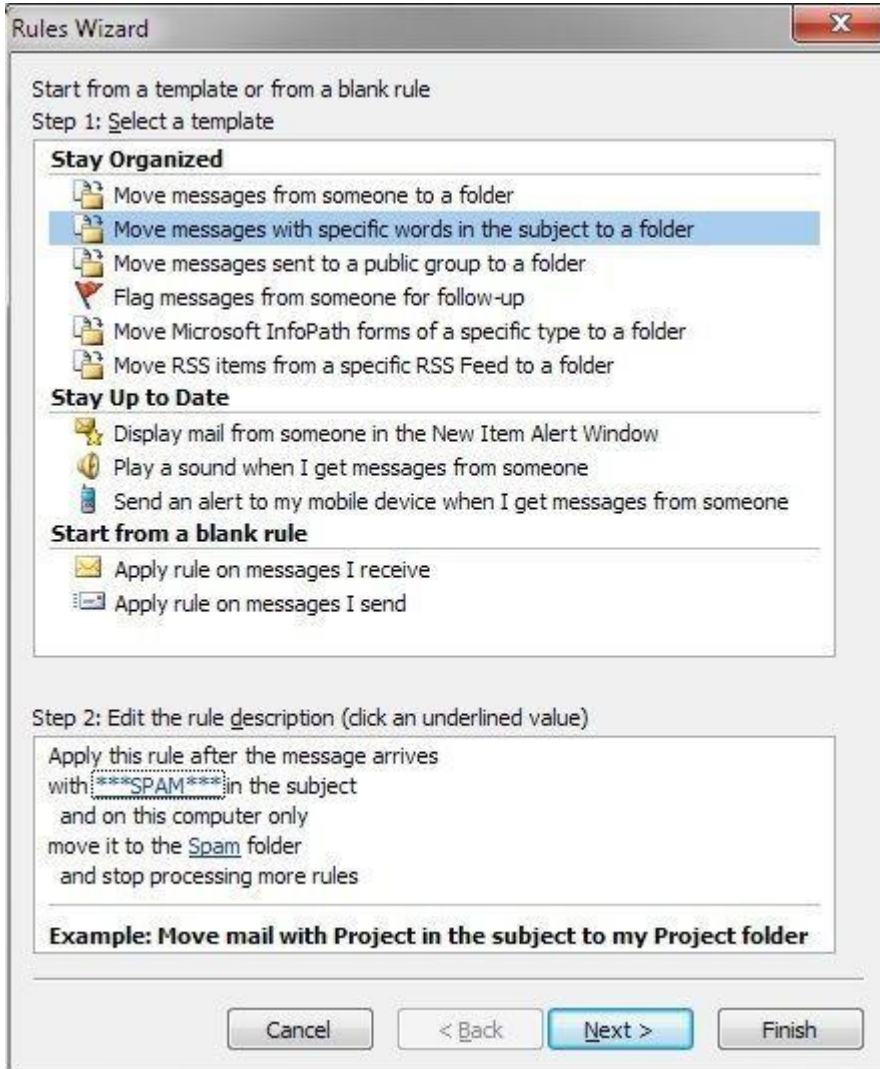   select a folder to move the spam into then click **'Finish'**.

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3. Click 'Ok' to finish.