

Outlook 2013 Spam setup guide



1. Click on 'Rules' and 'Create Rule'

The screenshot displays the Outlook 2013 ribbon interface. The 'HOME' tab is active, showing various email actions like 'New Email', 'Reply', and 'Forward'. The 'Rules' button in the 'Move' group is highlighted, and its dropdown menu is open, showing options like 'Create Rule...' and 'Manage Rules & Alerts...'. The 'Inbox' folder is selected in the left-hand pane, and the main email list area shows a search bar and a list of items under the 'Today' group.

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2. Type *****SPAM***** in the Subject line, then click 'Advanced Options'

Create Rule

When I get e-mail with all of the selected conditions

- From []
- Subject contains
- Sent to []

Do the following

- Display in the New Item Alert window
- Play a selected sound:
- Move the item to folder:

3. Click 'Next'

Rules Wizard

Which condition(s) do you want to check?
Step 1: Select condition(s)

- from
- with *** SPAM *** in the subject
- sent to
- with *** SPAM *** in the subject or body
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- with specific words in the body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

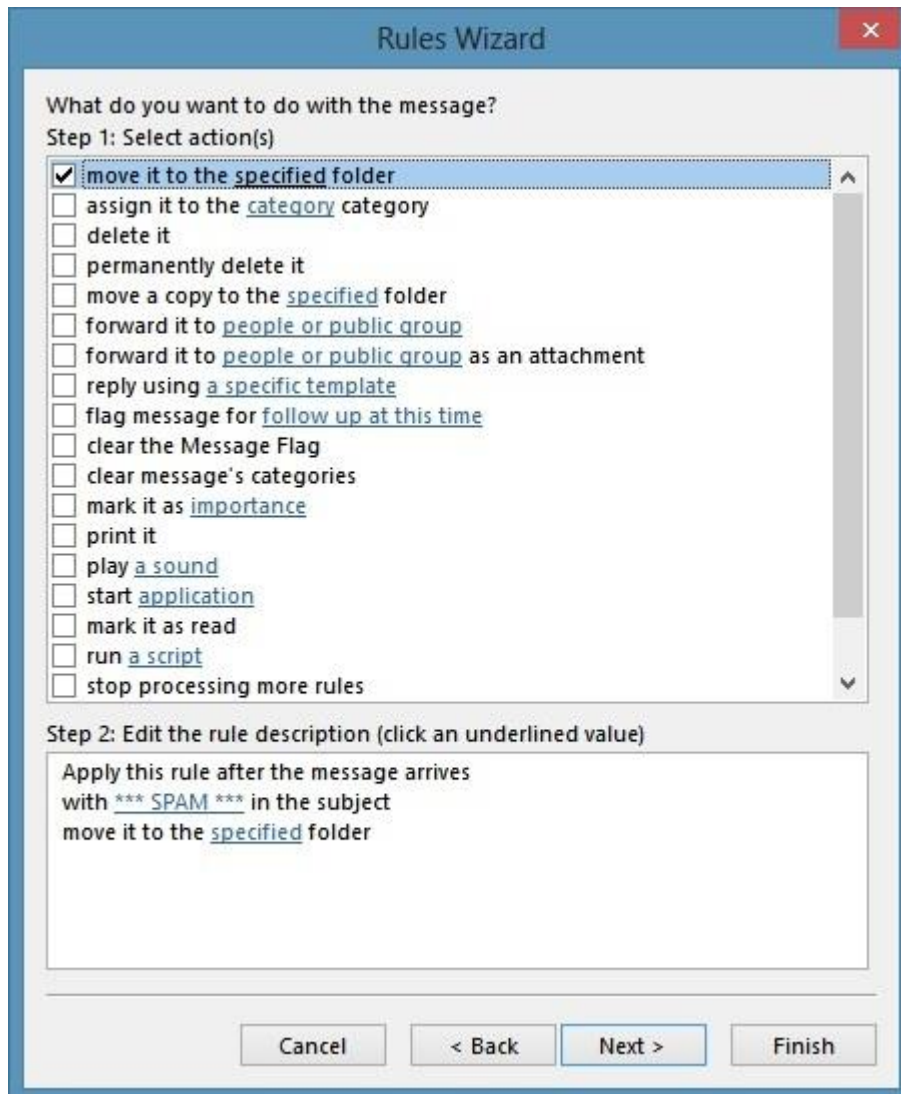
Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
with *** SPAM *** in the subject

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4. Click on 'Move to specified folder' and select the 'Junk Email' folder in the Rule Description.



5. Click 'Finish'