Outlook 2013 Spam setup guide

1. Click on **'Rules'** and **'Create Rule'**
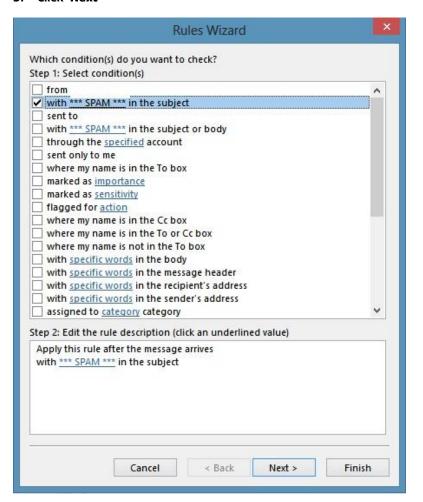
2. Type *****SPAM***** in the Subject line, then click **'Advanced Options'**

3. Click **'Next'**

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

5. Click **'Finish'**