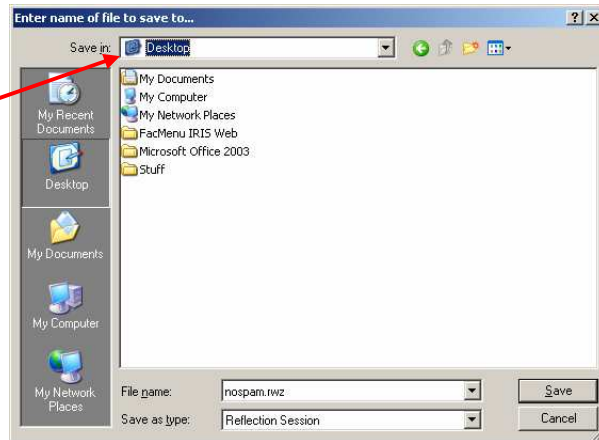


How to Setup Rule-Based Spam Filtering Using Outlook 2003

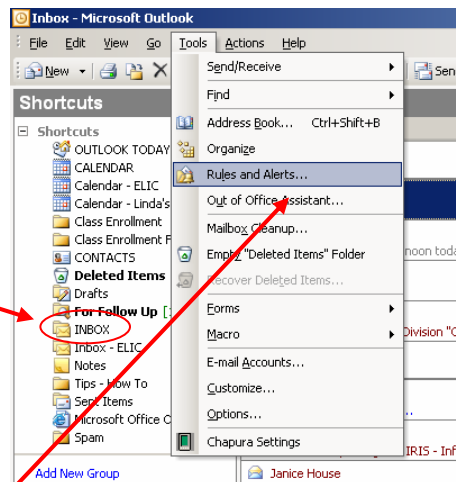
1. Select the following link:

<http://academic.cuesta.edu/compser/nospam.rwz>

2. When prompted, **save** the file, nospam.rwz, to the Desktop.

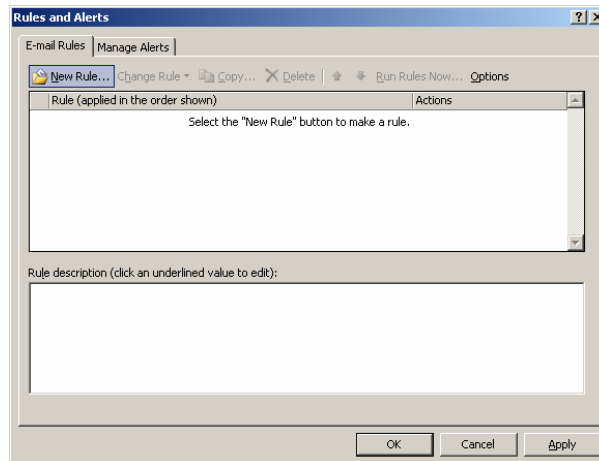


3. In Microsoft Outlook 2003, select your **Inbox**.

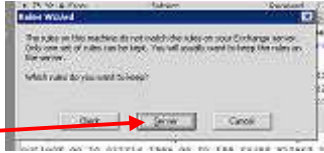


4. From the menu bar, select **Tools > Rules and Alerts**.

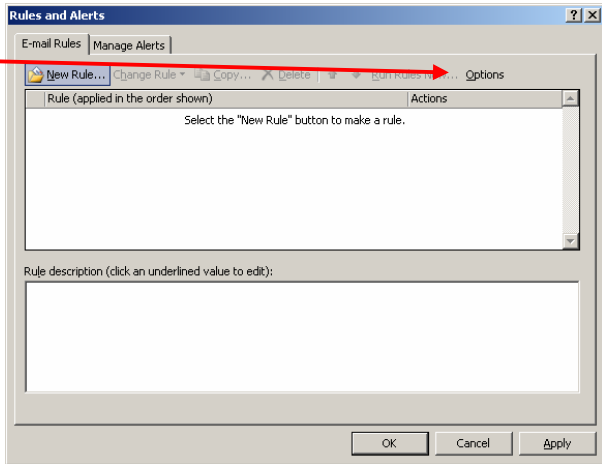
The Rules and Alerts dialog box will appear.



NOTE: If using Citrix or logging into a new computer for first time, a dialog asking which rules you want to keep may appear. Regarding the spam rule, always select “**Server**”.

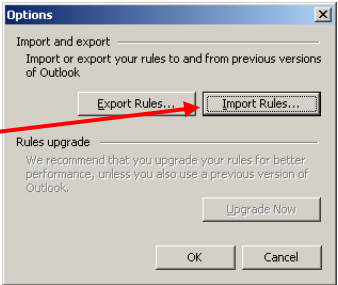


- 5. Select **Options** button on the Rules and Alerts dialog box.



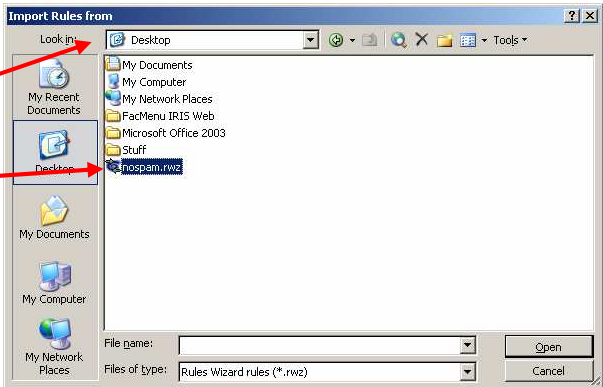
The Options dialog box will appear.

- 6. Click the **Import Rules...** button.



The “Import Rules from” dialog will appear.

- 7. Browse to the **Desktop** and **double-click** on the file, “**nospam.rwz**”.



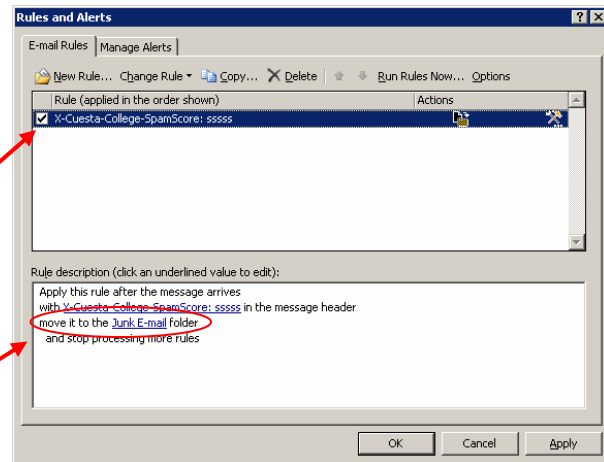
The “Import Rules from” dialog box will close, revealing the Options dialog.

8. Click the “OK” button on the Options dialog box.



The Options dialog box will close, revealing the Rules and Alerts dialog box. The spam filter rule will be displayed.

9. Verify that the check box next to the rule is selected so that it will be applied.



10. Verify that the blue text* in the rule description (that appears between “move it to the...” and “...folder”) reads “Junk E-mail”.

Rather than sending spam directly to your Deleted Items folder, Computer Services recommends that you have spam moved to the “Junk E-mail” folder so that you will be able to periodically check to make sure legitimate email is not being incorrectly marked as spam.

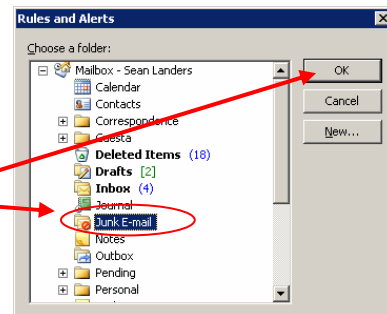
IMPORTANT!

If the blue text does *not* read “Junk E-mail”, change it as follows:

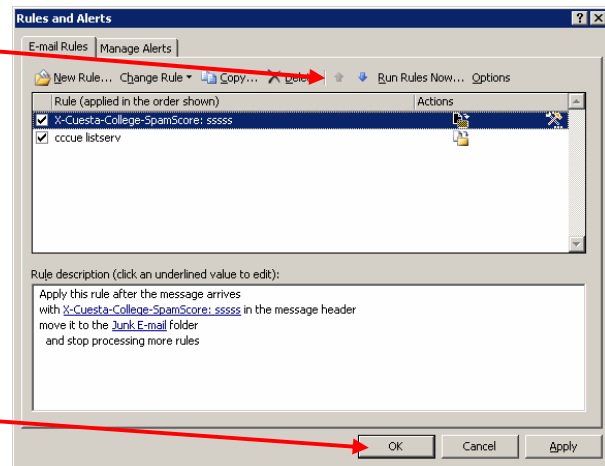
- a. Click once on the blue text* in the Rule description (that appears between “move it to the...” and “...folder”)
The Rules and Alerts window displaying a folder list will appear.

- b. Click once on the **Junk E-mail** folder, then click the **OK** button.
*The Rules and Alerts dialog box will appear and the third line in the rule description will read: “...move it to the **Junk E-mail** folder...”.*

- c. Verify that the third line in the rule description reads: “...move it to the Junk E-mail folder...”.



11. If you have more than one rule running, use the **Move Up** button to make sure that your new spam rule (X-Cuesta-College-SpamScore: sssss) is at the top of the list.



12. Once completed, click the **OK** button.

NOTE: At your convenience, you may delete the downloaded file, nospam.rwz, from your Desktop.