



## Filtering Unwanted Email (Spam) in Outlook 2002

Virginia Tech has installed a junk mail filter on the incoming mail servers. This filter tags any emails that it deems junk with a line in the header of the email. This allows your email client to pick out that mail and move it to an appropriate location.

Since this junk mail filter is not 100% accurate, we suggest that you create a folder to store any filtered junk mail. This will allow you to go through that folder to see if any legitimate email has marked by mistake. Also, not all junk mail will be caught using this filter.

1. From the **File** menu, select **New**, and then select **Folder**.
2. In the **Name** text box, type a name for the folder.
3. From the **Folder Contains** drop-down list, select **Mail and Post Items**.
4. Select where you would like to place the folder and click **OK**.
5. If you wish to add a shortcut to the new folder on your Outlook Bar, click the **Yes** button.
6. From the **Tools** menu, select **Rules Wizard**.
7. Click the **New** button.
8. Select the **Start From a Blank Rule** option.
9. Select the **Check Messages When They Arrive** option and then click **Next**.
10. In the **Which Condition(s) Do You Want to Check** list, place a check in the **With Specific Words in the Message Header** check box.
11. In the Rule Description box, click the **Specific Words** link.
12. In the **Specify a Word or Phrase to Search for in the Message Header** text box, type:  
**X-Junkmail:** (lowercase 'm')
13. Click the **Add** button.
14. In the **Specify a Word or Phrase to Search for in the Message Header** text box, type:  
**X-JunkMail:** (uppercase 'M')
15. Click the **Add** button.
16. Click **OK** and then click **Next**.
17. In the **What Do You Want to Do With This Message** list, place a check in the **Move It to the Specified Folder** check box.
18. In the Rule Description box, click the **Specified** link.
19. From the **Choose a Folder** list, select the folder you created.
20. Click **OK** and then click **Finish**.
21. From the **Apply Rules in the Following Order** list, select the rule you just created.
22. Click the **Move Down** button until the rule is at the bottom of the list and then click **OK**.

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