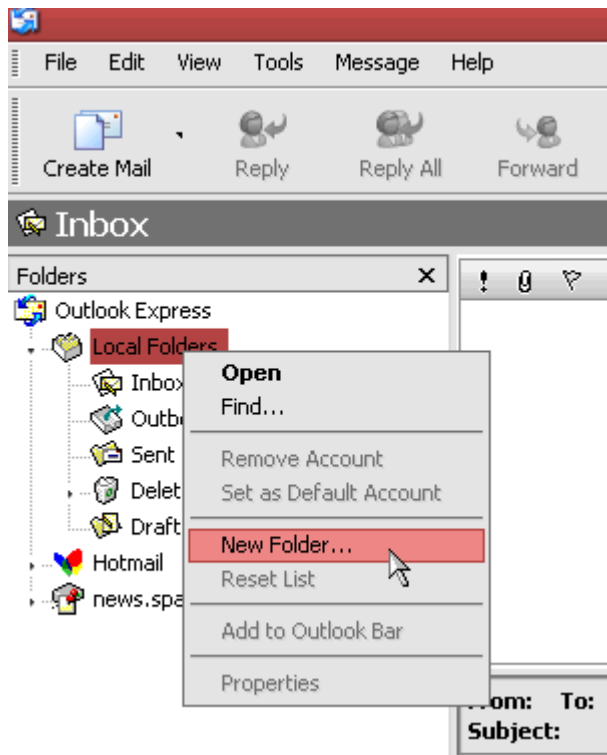


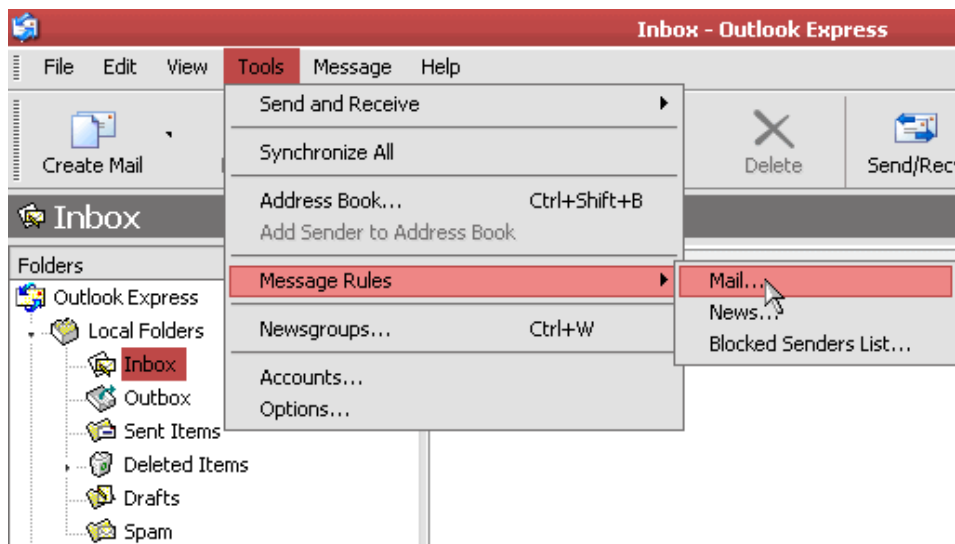
## Mail Scanning Service - Email Clients

**Outlook Express** - (Setup for Outlook is described below – page 4)

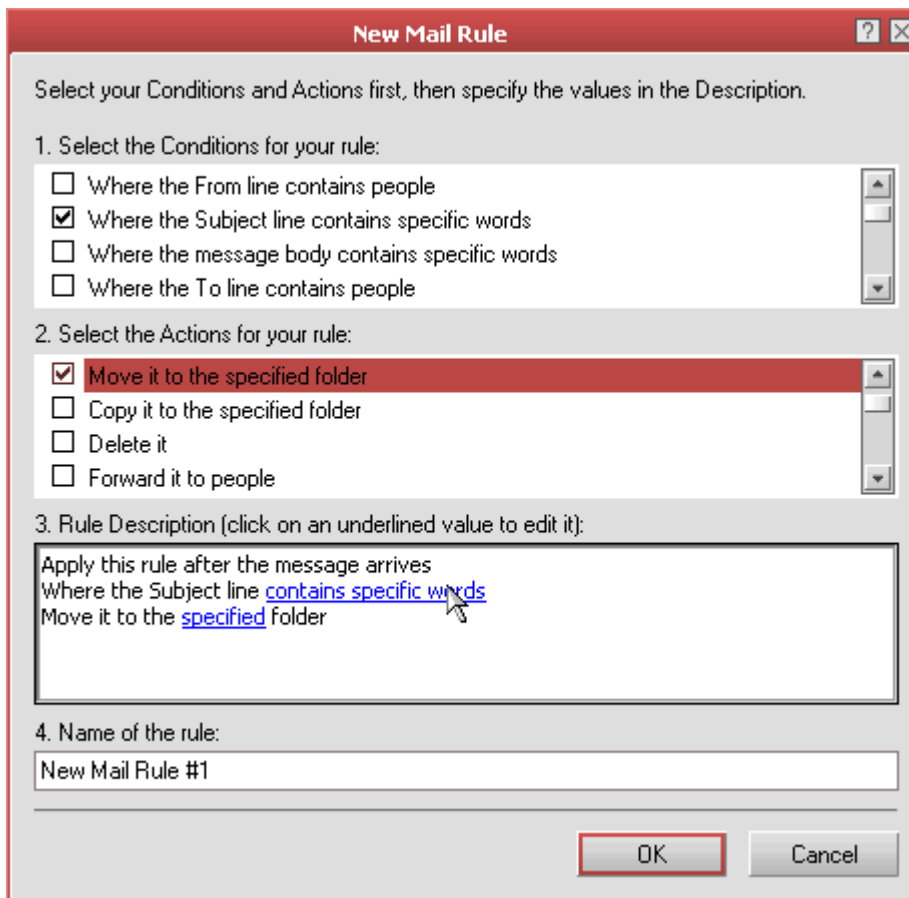
1. In Outlook Express, create a **new folder** at the top level called **Spam**. This is where the email marked as spam will be stored.



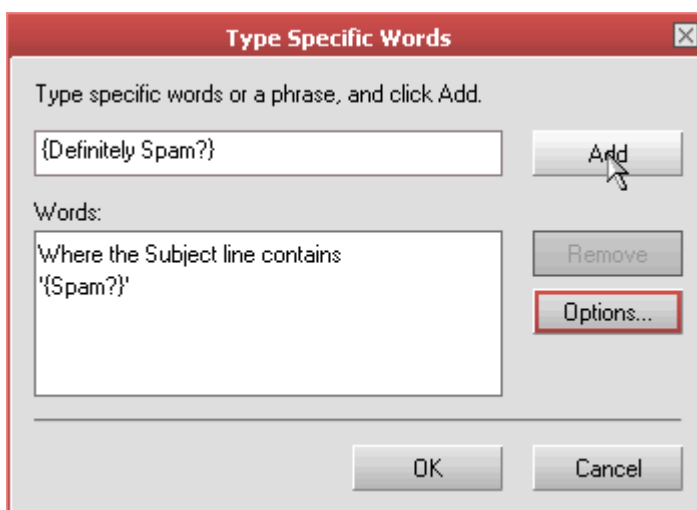
2. Then create a new rule by clicking **Tools** in the main menu, then **Message Rules**, then **Mail...**



3. Now **1. Select the Conditions for your rule** and check the box next to **Where the Subject line contains specific words**, then **2. Select the Actions for your rule** and check the box next to **Move it to the specified folder**, then **3. Rule Description** and click the **contains specific words** link.

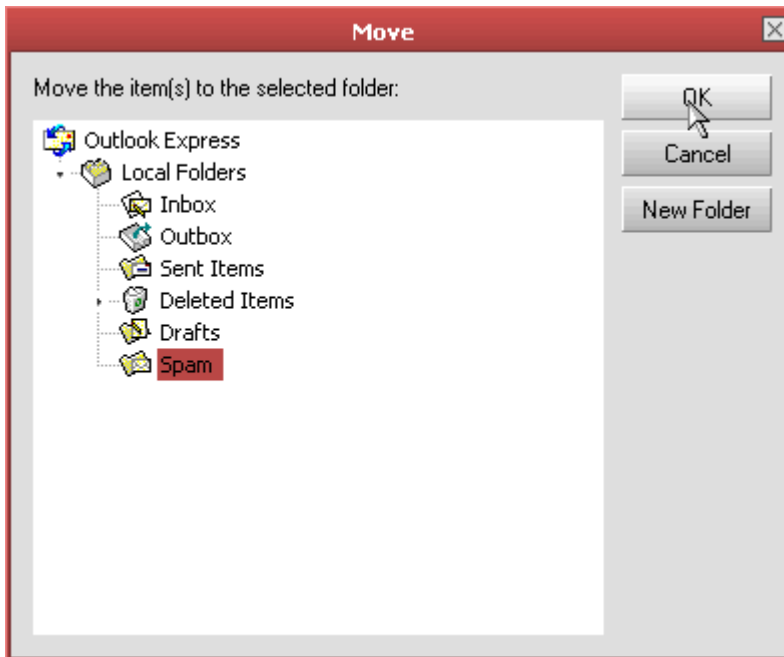


4. Add two options, one for {Spam?} and one for {Definitely Spam?}

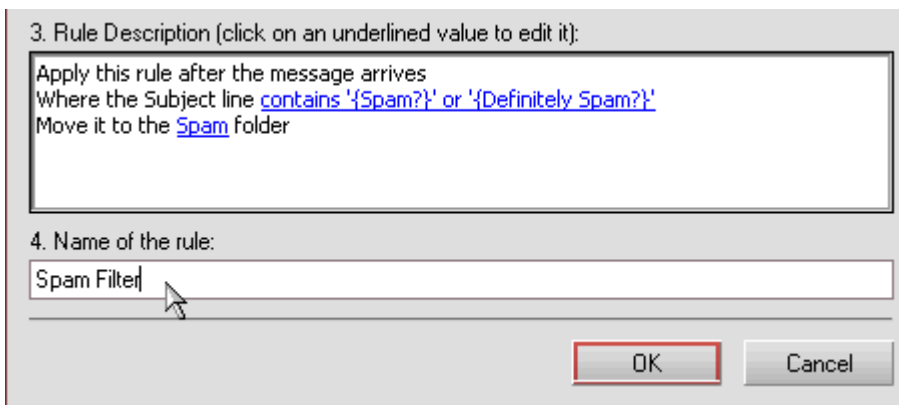


5. In **3. Rule Description** click on the **specified** folder link and select the **Spam** folder that you

created.



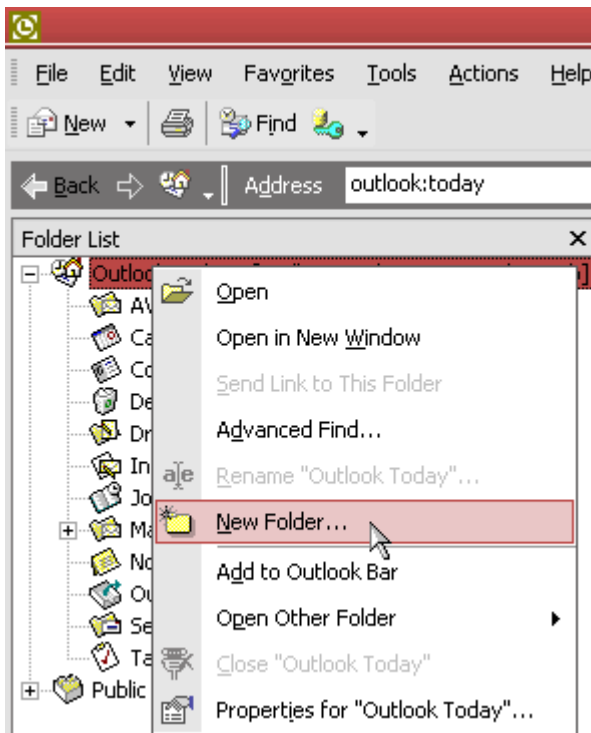
6. In **4. Name of the rule** enter an appropriate name, such as **Spam Filter**, then click **OK**.



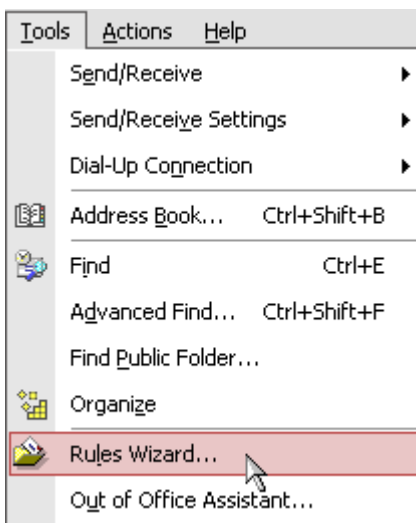
**That's it!**

## Outlook 2002/XP

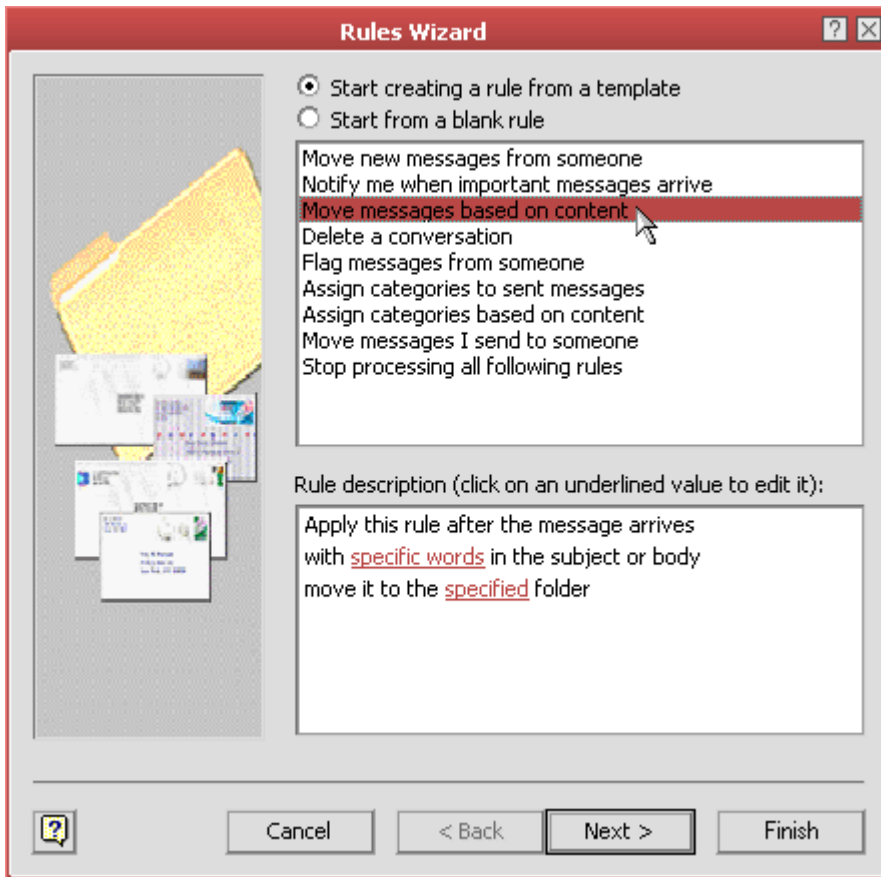
1. In Outlook 2002/XP, create a **new folder** at the top level called **Spam**. This is where the email marked as spam will be stored.



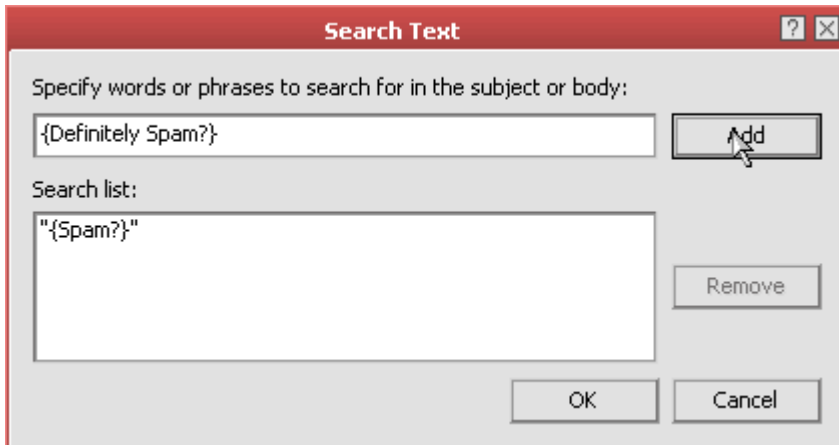
2. Then create a new rule by clicking **Tools** in the main menu, then **Rule Wizard**, then **New...**



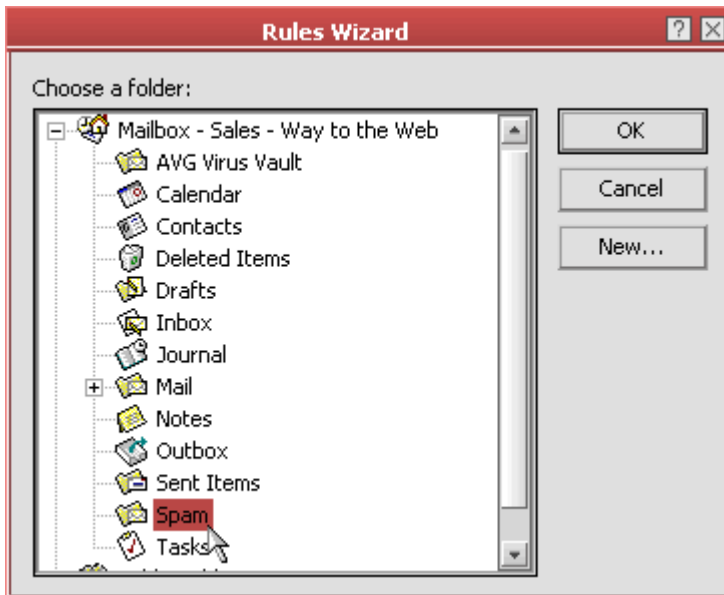
3. Select **Start creating a rule from a template** and select **Move message based on content**, then under **Rule Description** and click the **specific words** link.



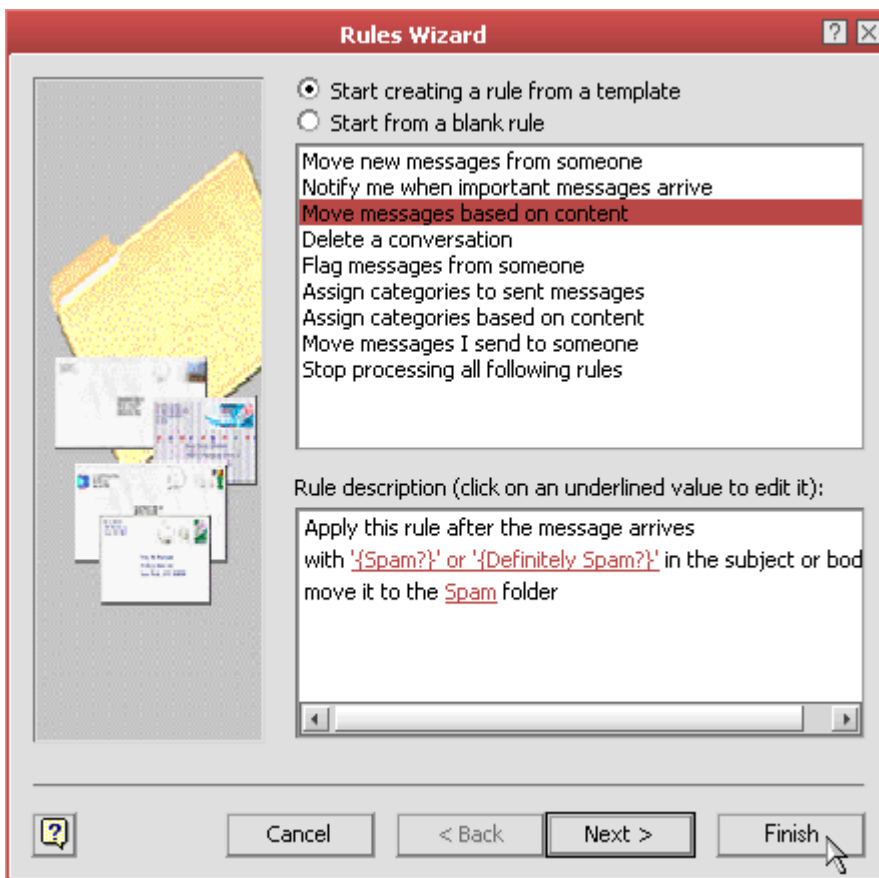
4. Add two options, one for {Spam?} and one for {Definitely Spam?}



5. Under **Rule Description** click on the **specified** folder link and select the **Spam** folder that you created.



6. Then click **Finish**. You could also modify this rule to only check the Subject field rather than the Subject and Body.



**That's it!**