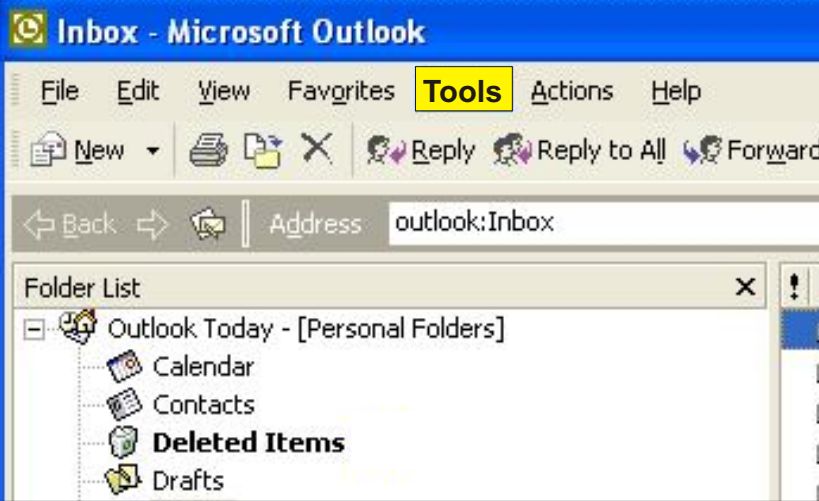


Step 1....tools

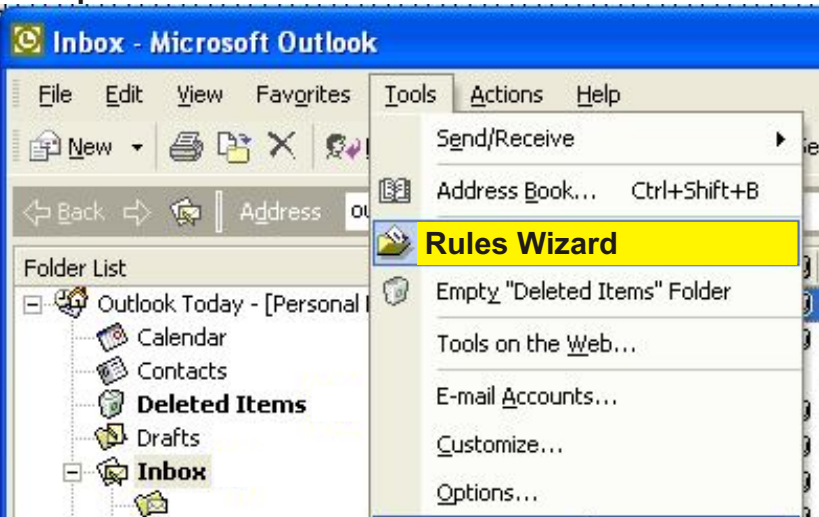
This document outlines the procedure for adding a filter rule to Microsoft Outlook to assist in removing "spam".



Open Microsoft Outlook and select "Tools" from the menu.

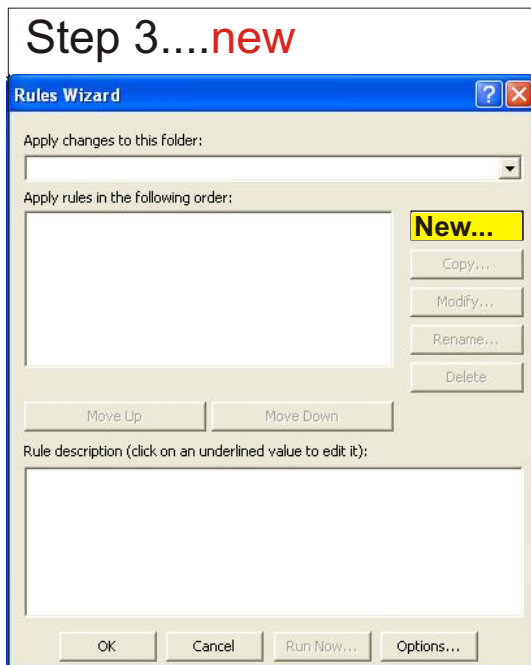
Step 2....Rules Wizard

Click on "Rules Wizard" and a new window will open.



Step 3....new

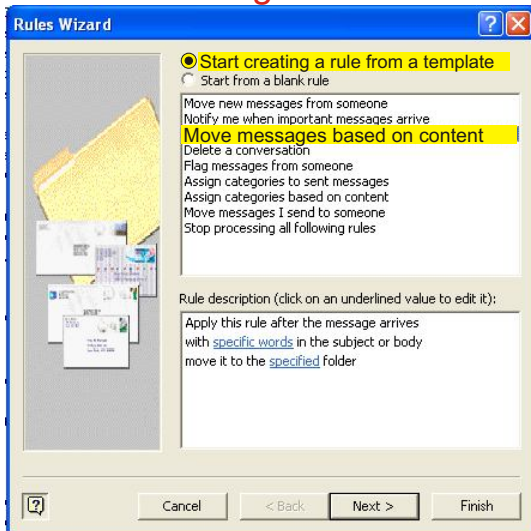
To create the Rule, click on "New" and another window will open.



Step 4....

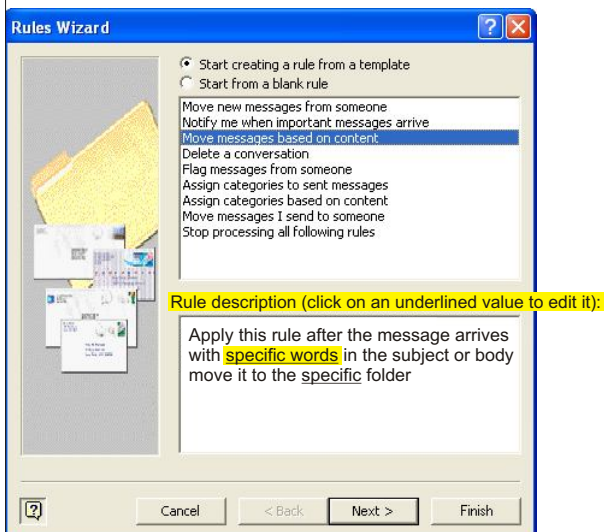
.... Start creating a rule from a template

.... Move messages based on content



Click on "Move messages based on content" in the top panel.

Step 5....specific words

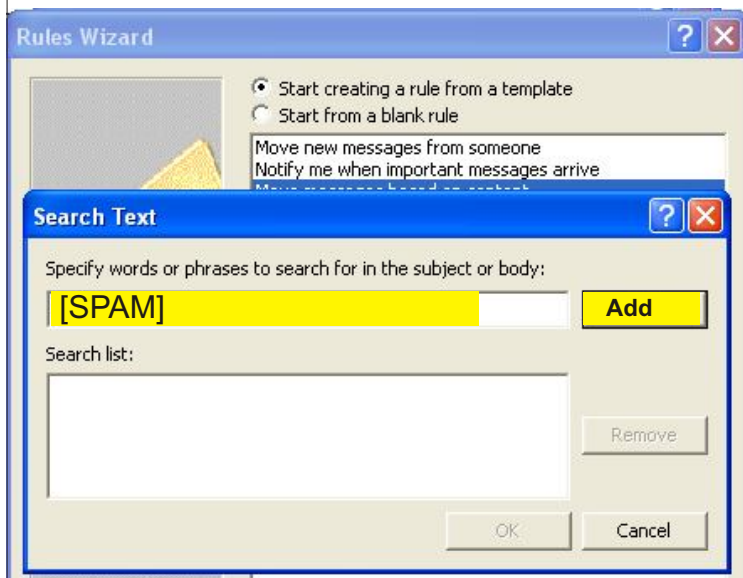


In the bottom panel, click on "specific words". This will open the "Search Text" window.

Step 6....type in [SPAM]

(case sensitive with square brackets)

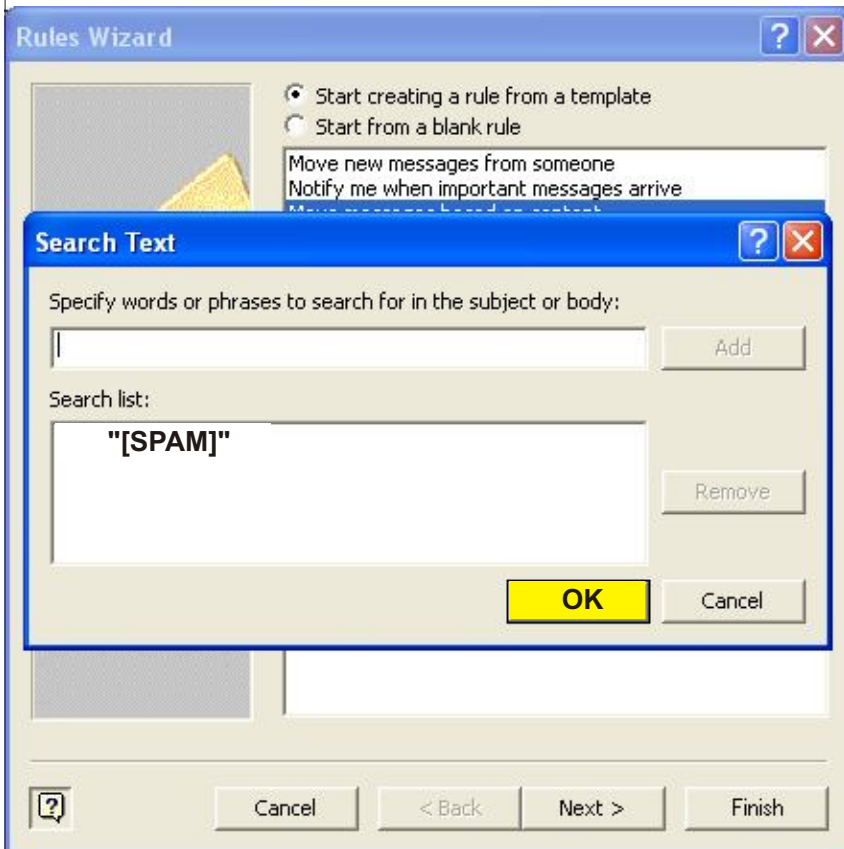
.... Add



In the top box, type in [SPAM]

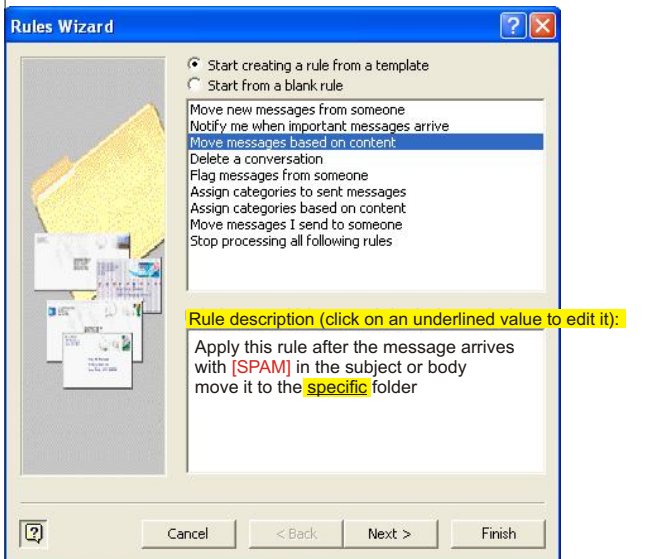
and click the "Add" button. This will place the item in the search list.

Step 6....OK



Click on "OK" to continue.

Step 7....specific folder



Click on "specific folder" and a new window will open.

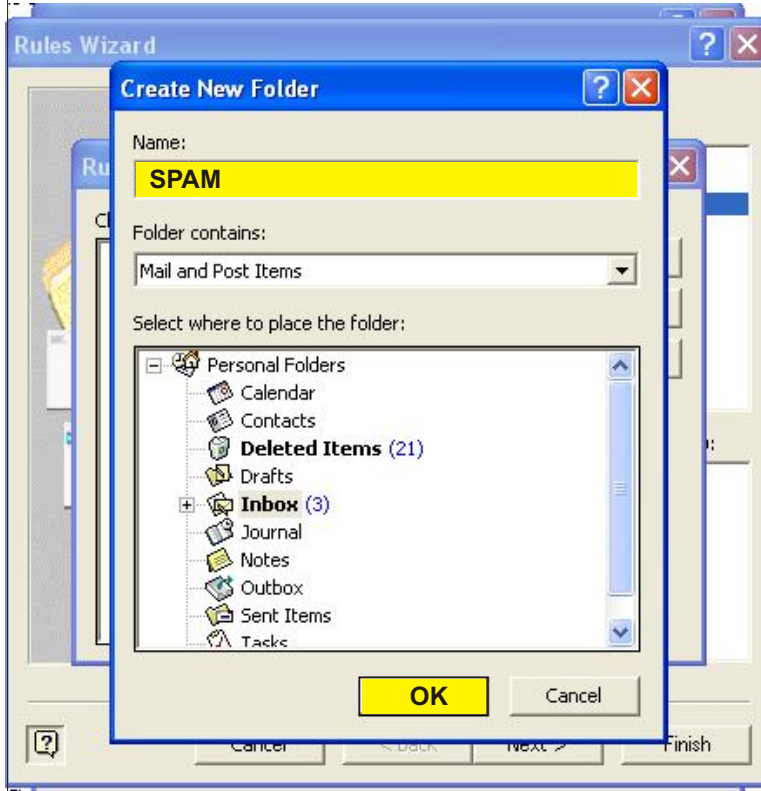
Step 8....new



You need to select where the spam message should be moved to. You can send them straight to the "Deleted Items" folder, however DESCnet recommends the creation of a new folder called SPAM.

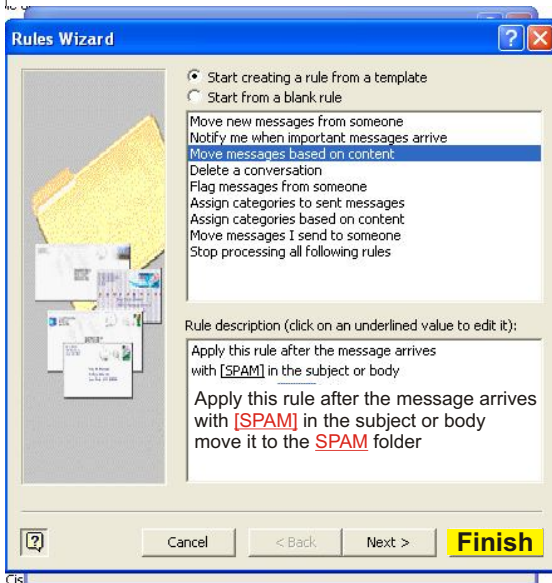
To create the new folder, click "New"

Step 9....type in SPAM OK



Type the word SPAM. Now click "OK"

Step 10.... Finish



Click "Finish" and now email classed as SPAM will be placed into the selected folder.

Helpful information

If you receive a message that is spam and our servers did not pick it as spam, you can forward that message to thisisspam@descnet.com.au and our servers will adjust the rules to block future similar messages.

If you receive a message that has been tagged as spam incorrectly, forward the email to thisisnotspam@descnet.com.au and the rules will automatically be adjusted.

If you send a message to an address, that address will be 'white-listed' and will not be checked for spam content.