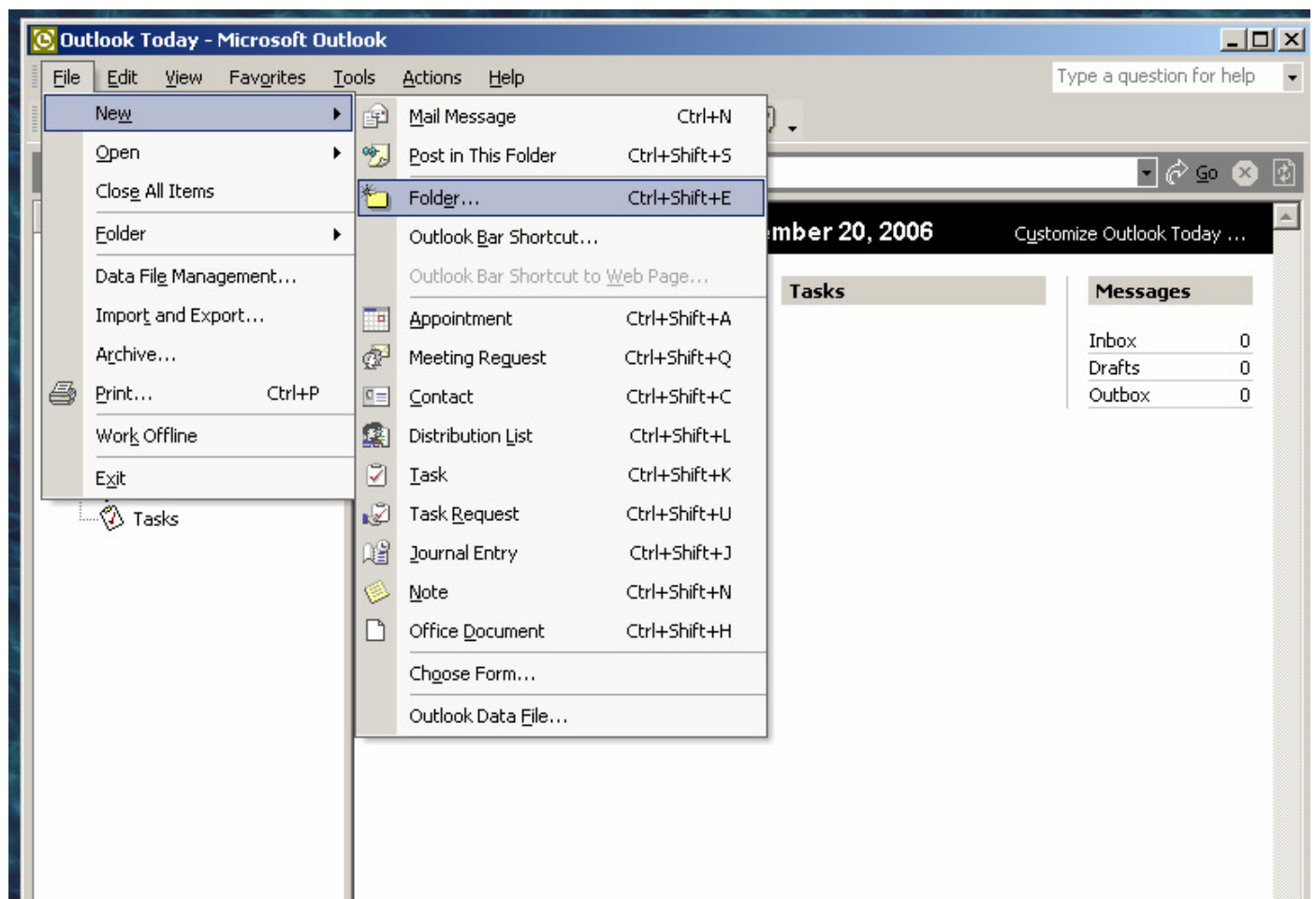


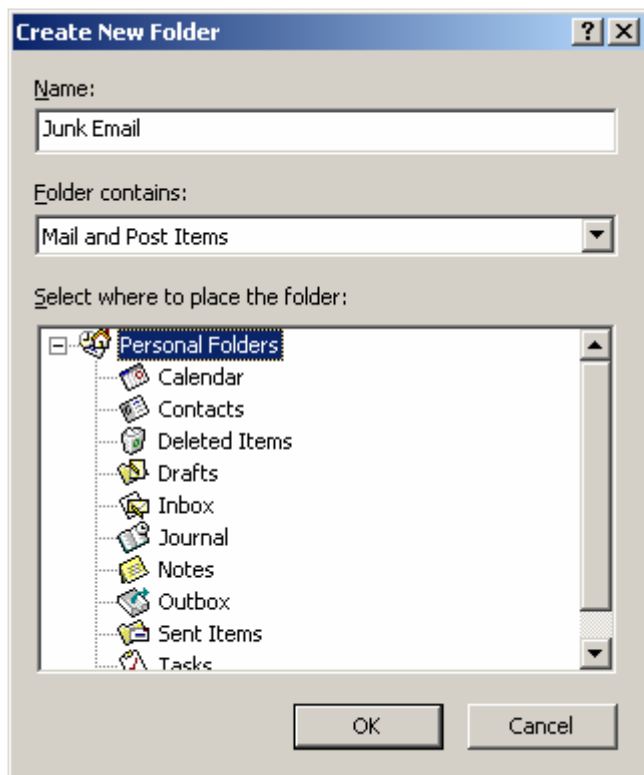
Ultimate Spam Filter for Outlook

The following instructions will create a rule in Outlook to move all incoming emails to a certain folder except if the sender is in your contacts. The user then checks the junk folder periodically for good emails and adds the senders address to their contacts.

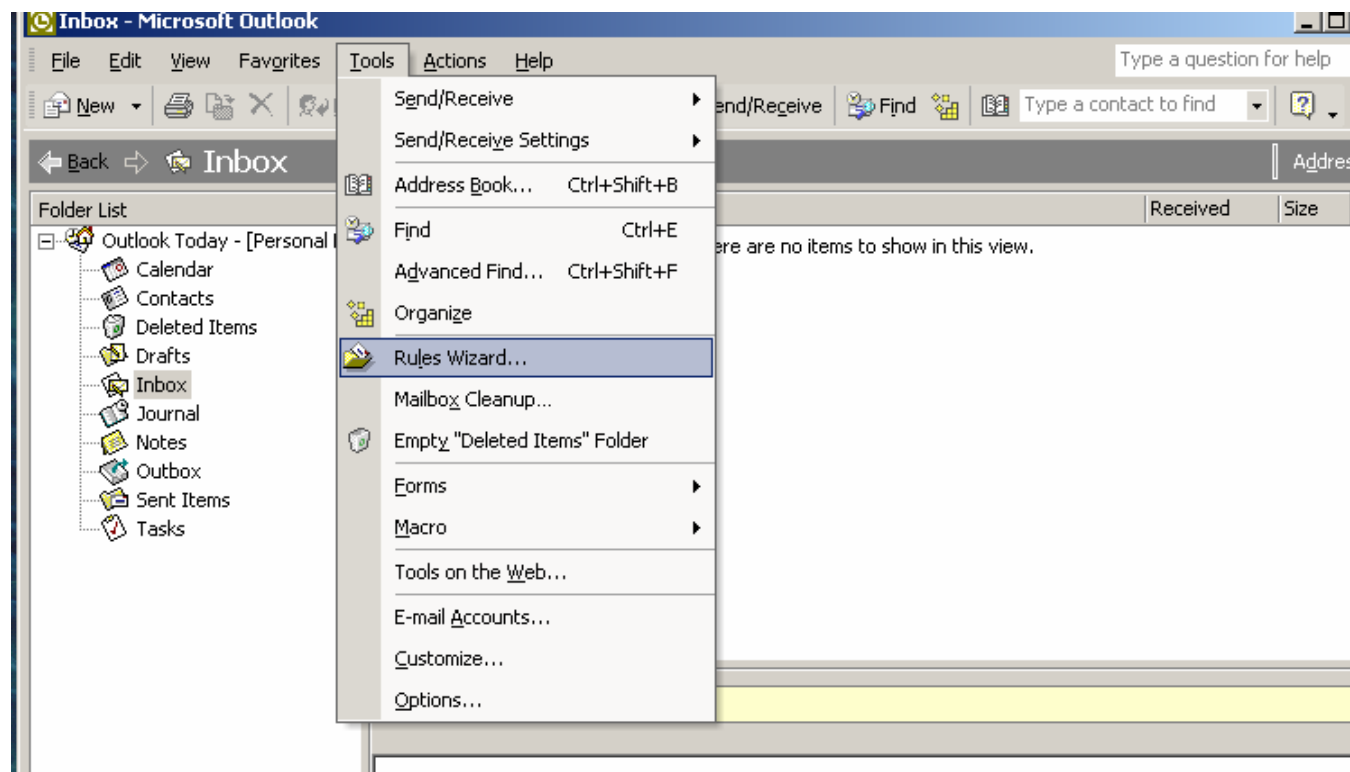
Open Outlook and create a new mail folder if needed (ex. Junk Email)



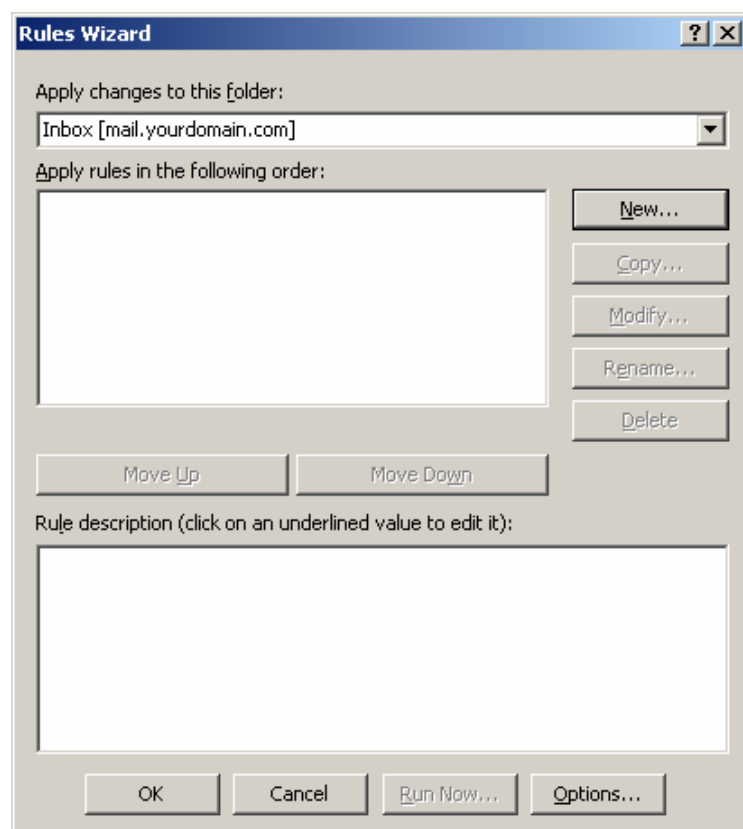
Type in the Name for the folder, select Mail and Post Items and a location for the folder.



Select Rules Wizard from the Tools menu



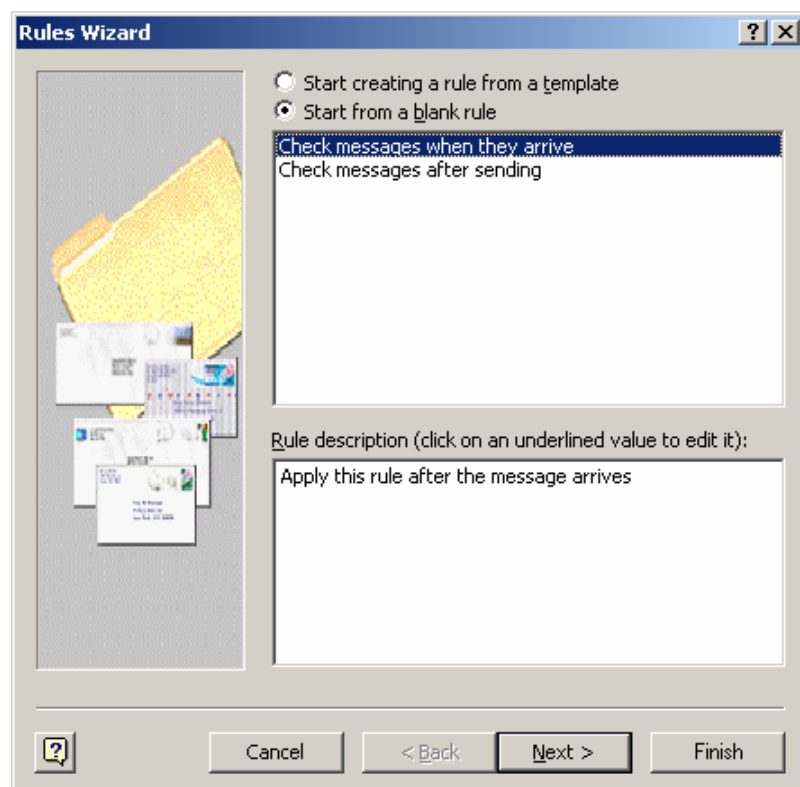
Select the New... button to create a new rule.



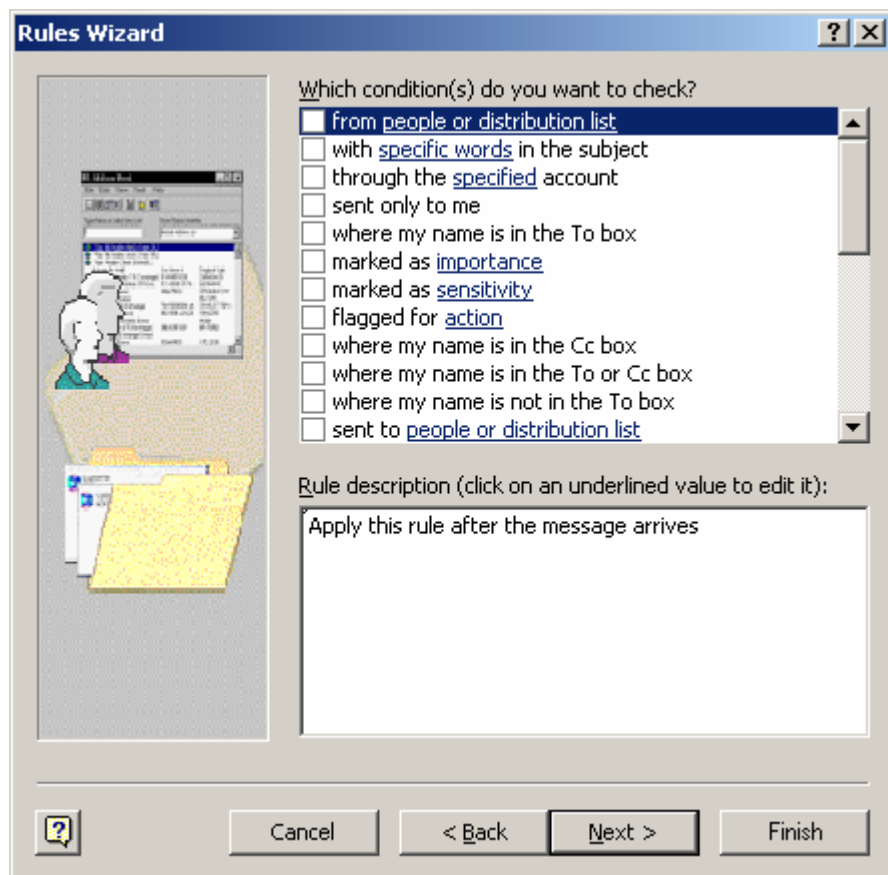
Select Start from a blank rule

Select Check messages when they arrive

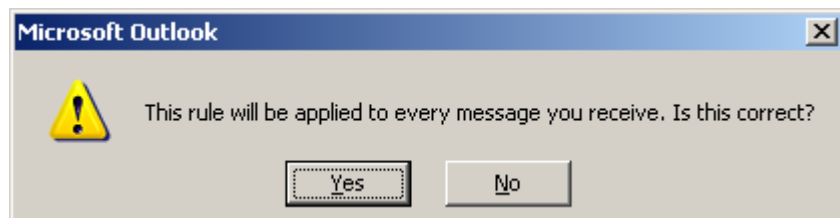
Select Next > to continue



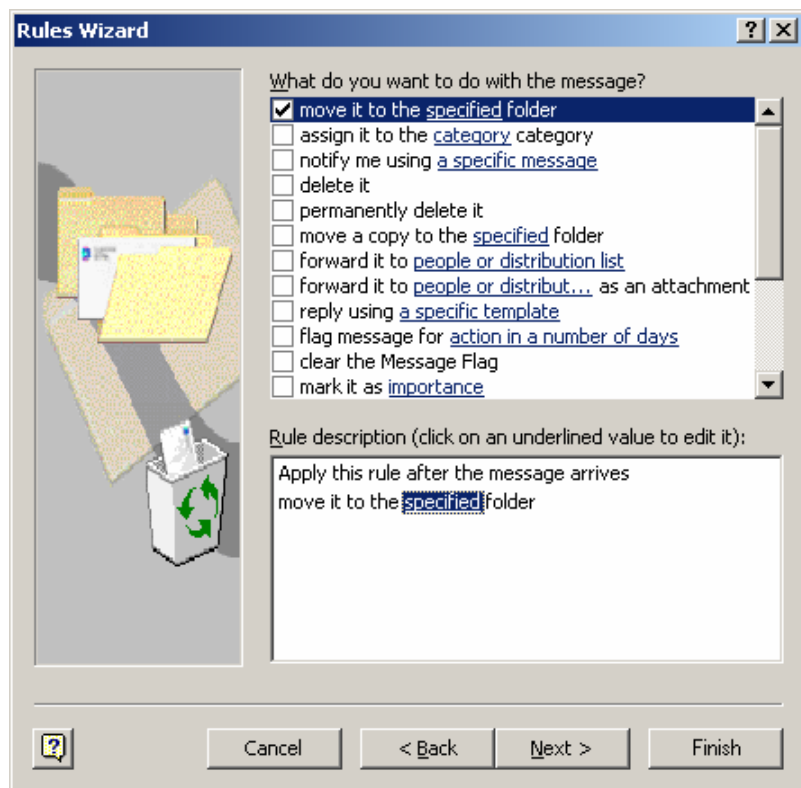
Do not select any items in this window, select Next > to continue



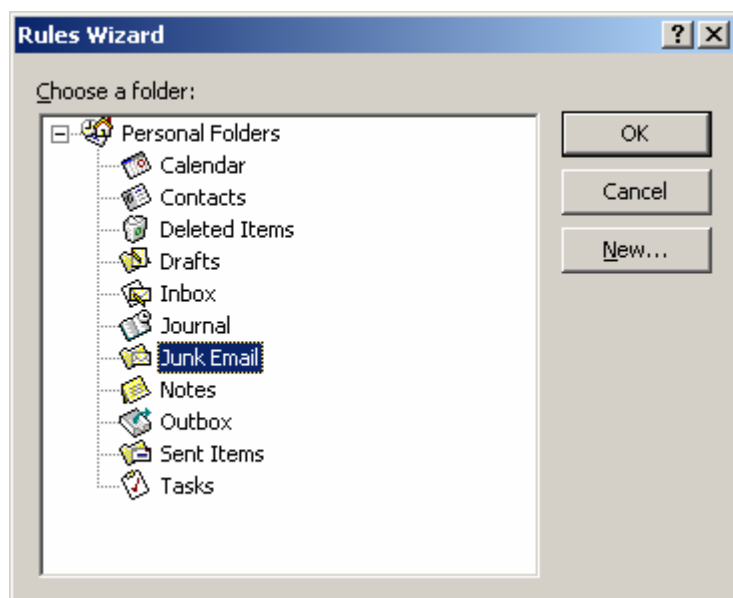
Select Yes to accept the warning message



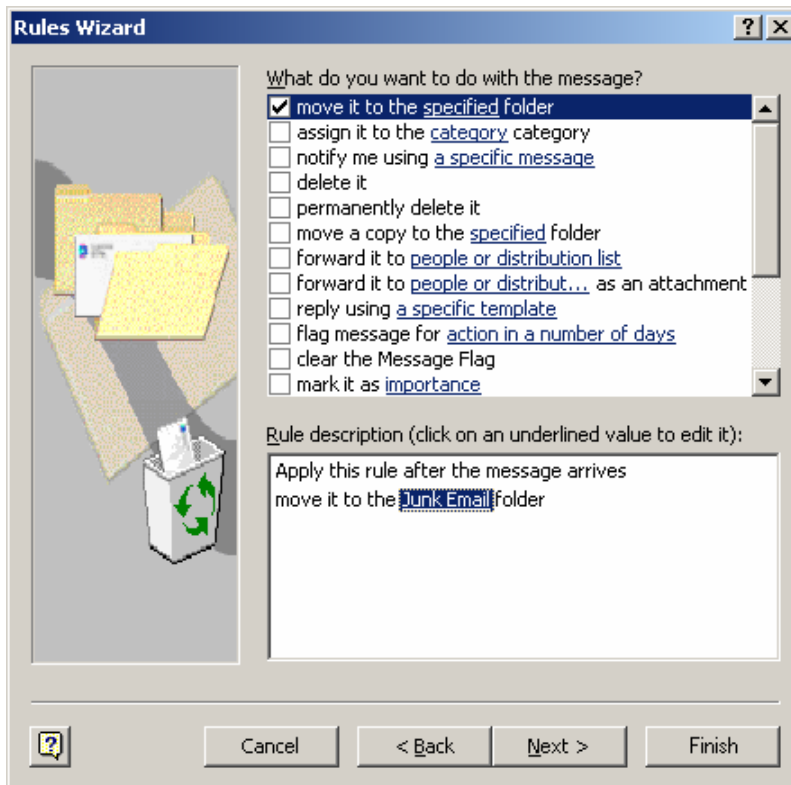
Select the move it to the specified folder in the top portion of the window
Select the specified folder underlined in the bottom portion of the window



Select the folder created to be used as the junk folder and click OK

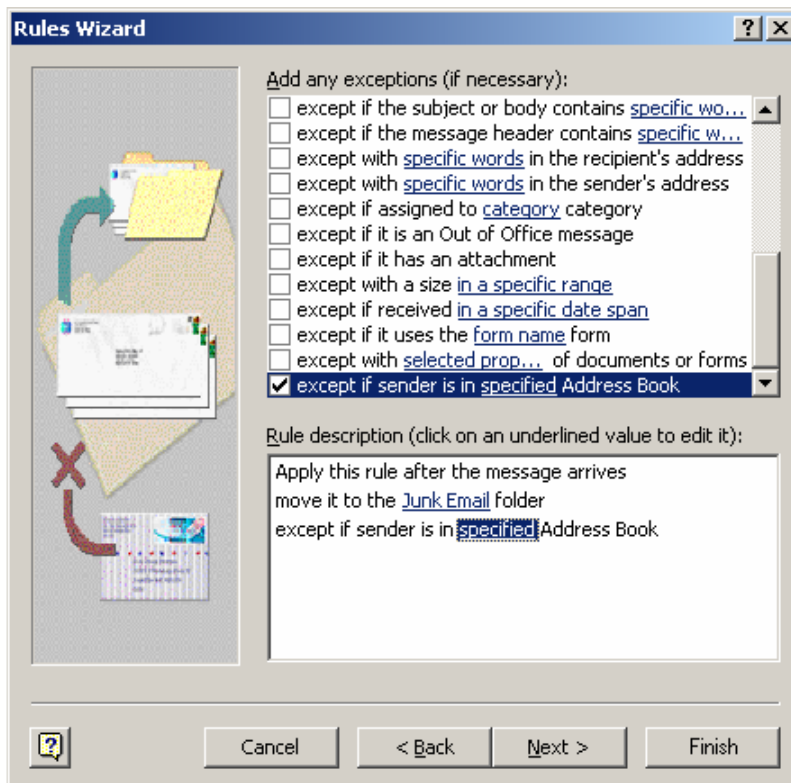


Select Next > to continue

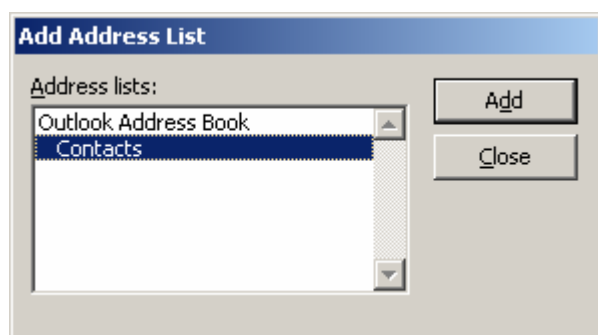


Scroll down the list and select except if sender is in specified Address book from the top portion of window

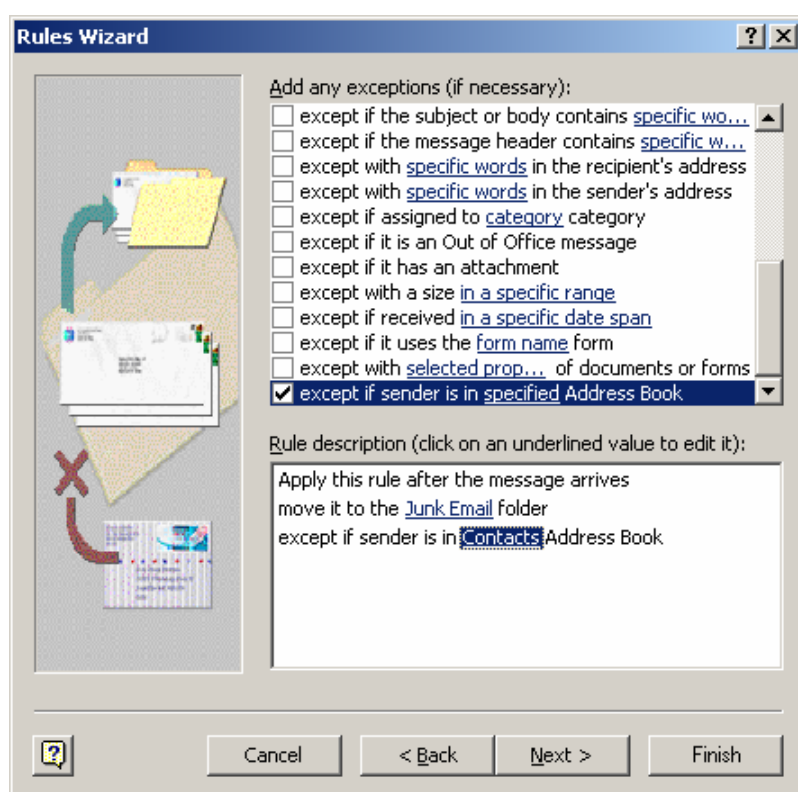
Select the underlined specified Address Book from the bottom portion of window



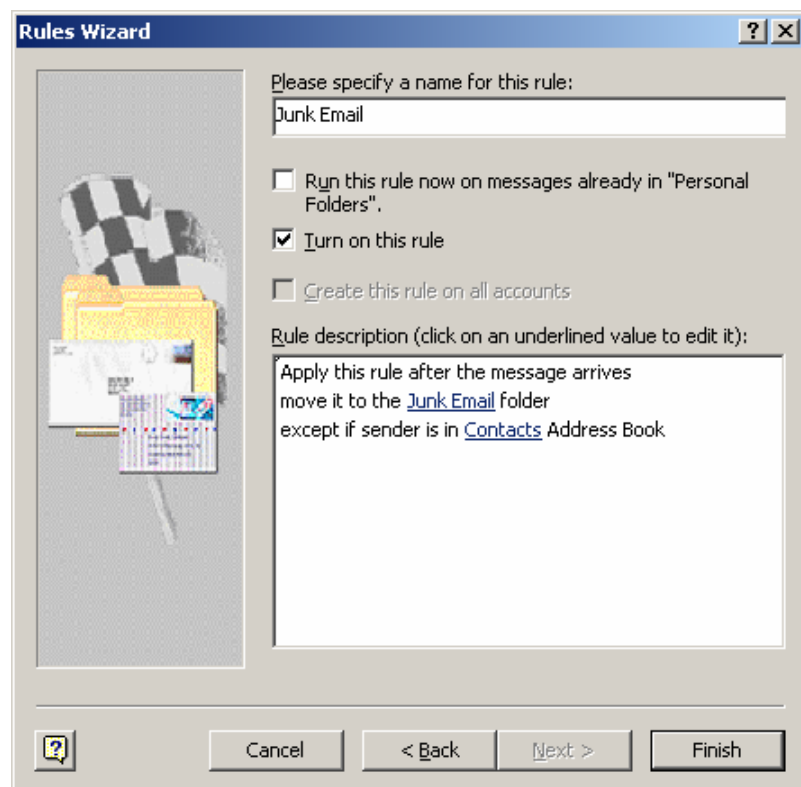
Select your Contacts and Click the Add button



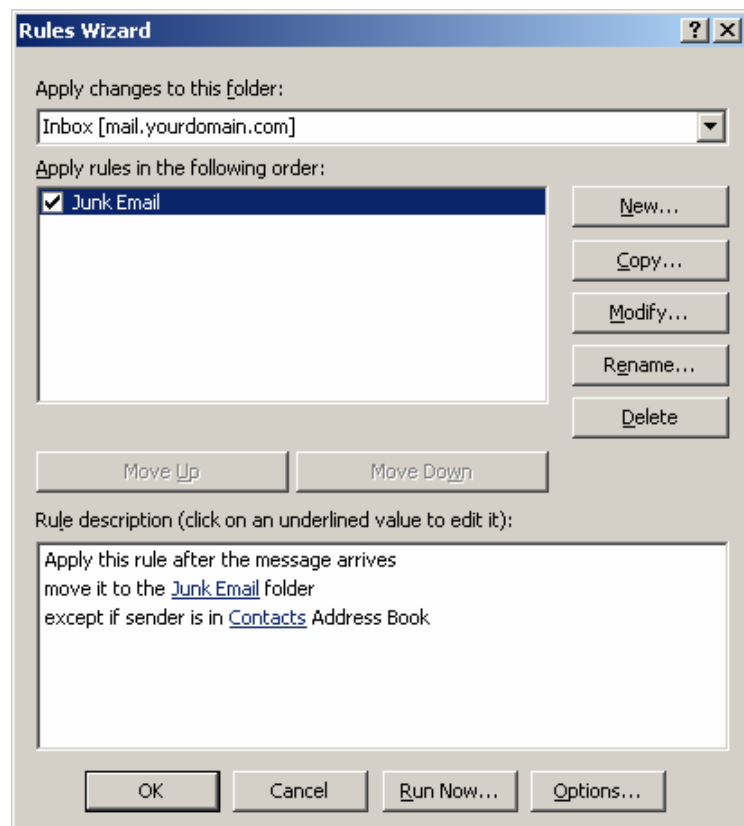
Select Next > to continue



Type a name for the rule and click the Finish button.



Select OK to complete



MORE INFORMATION

The following describes how to automatically add senders' addresses to an Address Book in Outlook.

Follow these steps to configure Outlook to automatically add senders' addresses to your Address Book:

1. On the Tools menu, click Options.
2. On the Preferences tab, click E-mail Options.
3. Click to select the Automatically put people I reply to in check box, and then select the folder to place senders' addresses.

Alternatively, you can manually add a sender's address to the Contacts folder:

1. In Outlook, double-click the message to open it.
2. Right-click the sender's e-mail address or display name, and then click Add to Contacts.
3. In the dialog box that appears, click Save and Close.

If you are running Outlook 2000 in the Corporate/Work Group mode and the Personal Address Book service is enabled, and if you have chosen to keep personal addresses in your Personal Address Book, right-click the address and then click Add to Personal Address Book.

To choose to keep personal addresses in your Personal Address Book:

1. On the Tools menu, click Address Book.
2. In the Address Book window, click Options on the Tools menu.
3. In the Keep personal addresses in box, click Personal Address Book.
4. Click OK.

Outlook 2002 does not include any built-in function to add addresses automatically. It also has a bug with some Rules Wizard custom actions, but you can get third party software or use a custom code from a program like Visual Basic.

Related Links:

Manage junk and adult content mail - Outlook - Microsoft Office Online

<http://office.microsoft.com/en-us/outlook/HA010347791033.aspx>

HOW TO Add and Remove Names in Your Address Book in Windows XP

<http://support.microsoft.com/kb/307730>

Outlook 2002 Tips and Tricks

<http://www.microsoft.com/office/previous/xp/tips/outlook.asp>