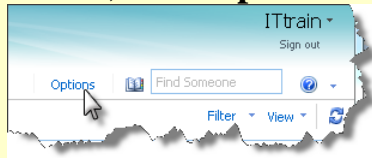


Filter Spam Messages

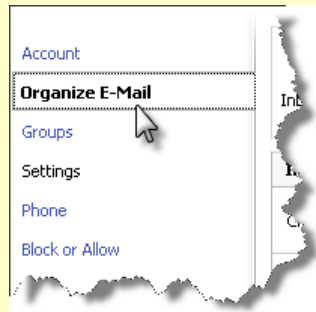
In order to avoid a lot of spam messages going to your Inbox, you can create a filter to automatically send them to your Junk Email folder.

Try This Yourself:

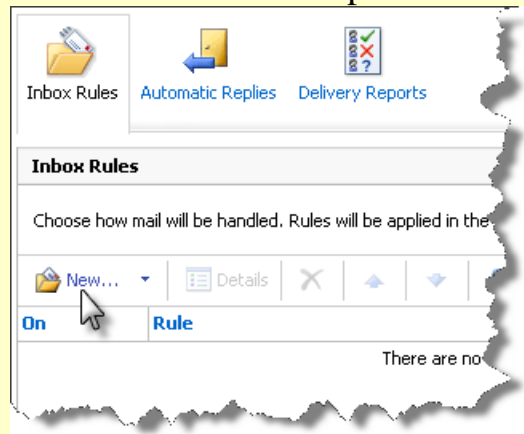
- 1 On the top right hand section, click **Options**.



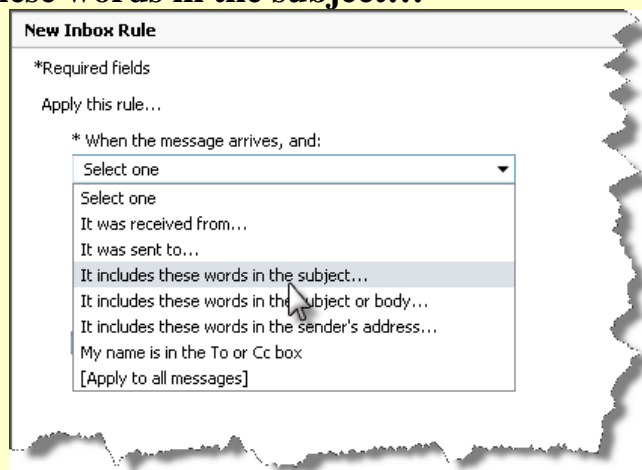
- 2 In the left hand navigation pane section, click **Organize E-Mail**.



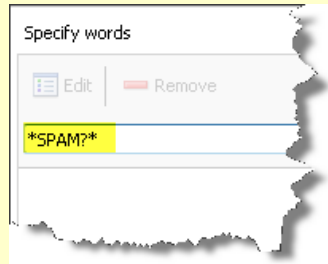
- 3 Make sure the tab **Inbox Rules** at the top is selected, then click **New...**



- 4 Click the drop down arrow for **When the message arrives, and:** then select **It includes these words in the subject...**



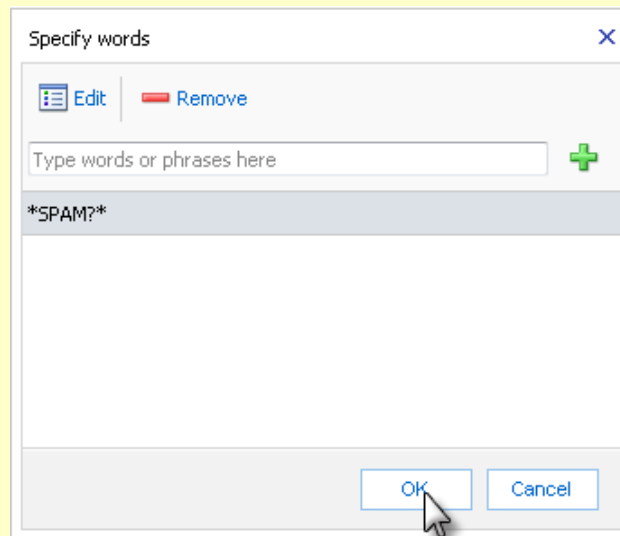
- 5 On the pop up screen **Specify words**, type ***SPAM?***



- 6 Then click the **plus sign** to add it to the list



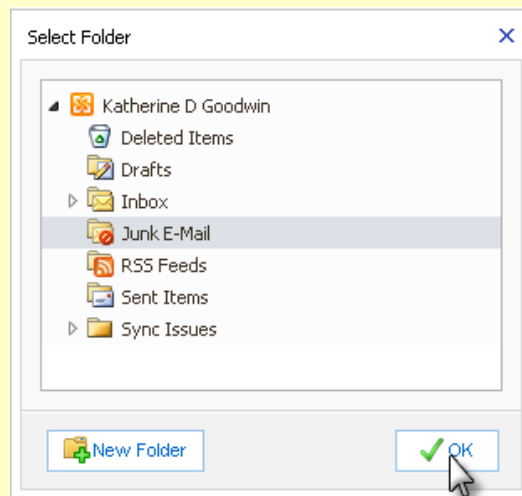
- 7 Your screen will look like the below screen. Click OK.



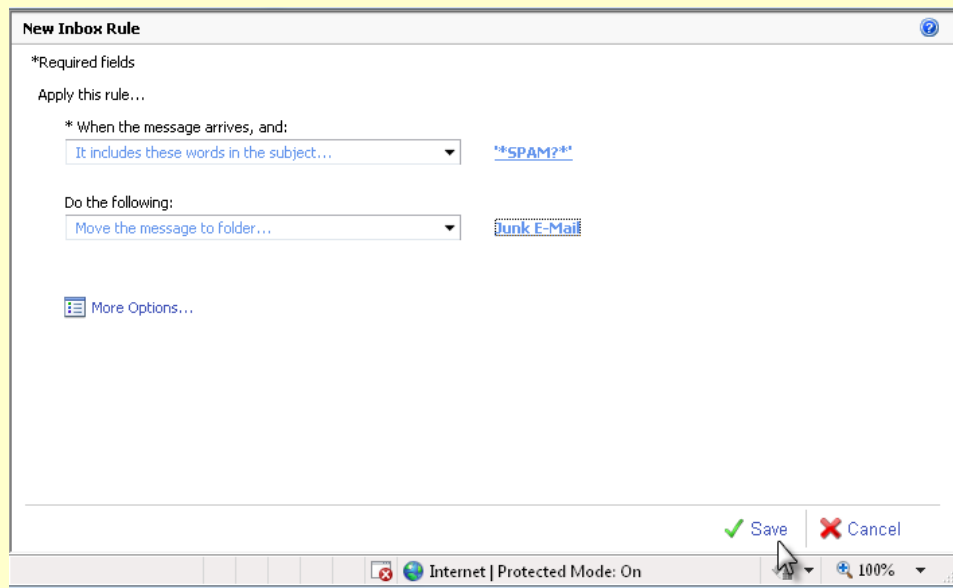
- 8 Click the drop down arrow for **Do the following:** then select **Move the message to folder...**



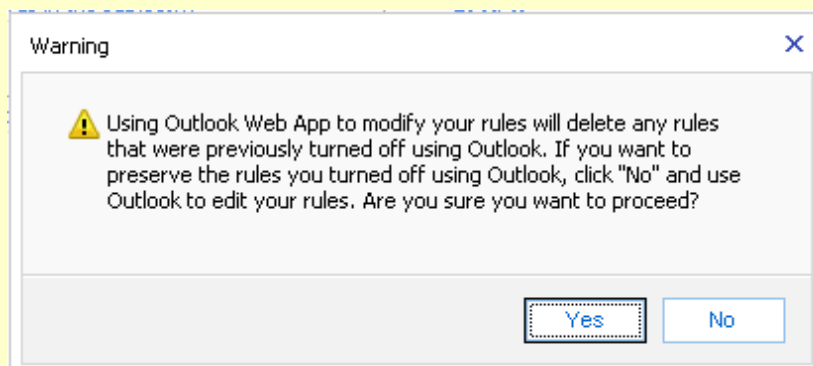
- 9 On the pop up screen **Select Folder**, select **Junk E-Mail** and click **OK**.



- 10 Your screen should look like the screen below. Click **Save**.



- 11 You may receive a pop up **Warning** screen as below. If you want to preserve any rules you may have turned off, choose **No**; otherwise, choose **Yes**.



- 12** Your Spam rule is now setup and your screen should look similar to the following screen.

