

## Filtering Spam E-mail with Message Rules

Using E-mail Program Outlook Express 6 and Computer Operating System Windows XP SP2 Home Edition, or E-mail Program Windows Mail and Computer Operating System Windows Vista Home Premium

**STEP 1.** With Outlook Express or Windows Mail open, click your cursor arrow on "Tools" in the menu bar. Select "Message Rules" from the drop-down menu and then select "Mail."

**STEP 2.** When the Message Rules window opens, click on "New."

**STEP 3.** When the New Mail Rule window opens, select the conditions you want to use to filter e-mail messages. (This tutorial demonstrates how to filter by identifying keywords that are in the body of certain e-mails. You can also choose to identify keywords in the subject of messages or identify certain senders.)

**STEP 3a.** In section 1, "Select the Conditions for your rule," choose "Where the message body contains specific words."

**STEP 3b.** In section 2, "Select the Actions for your rule," choose "Delete it."

**STEP 3c.** In section 3, "Rule Description (click on an underlined value to edit it)," click on "contains specific words."

**STEP 4.** When the Type Specific Words window opens, type the specified word or phrase that you want to block. Click "Add" and then click "OK."

**STEP 5.** The New Mail Rule window will reappear. In section 4, "Name of the rule," enter a name for the filter and then click "OK."

**STEP 6.** The Message Rules window will open and you should see the filter you just created. Click "OK" to exit the Message Rules window.

### Modifying the Filter

**STEP 7.** Click your cursor arrow on "Tools" in the menu bar. Select "Message Rules" from the drop-down menu and then select "Mail."

**STEP 8.** When the Message Rules window opens, highlight the filter you wish to edit and select "Modify."

**STEP 9.** The Edit Mail Rule window will open. To edit the filter, click the underlined words in section 3, "Rule Description (click on an underlined value to edit it)."

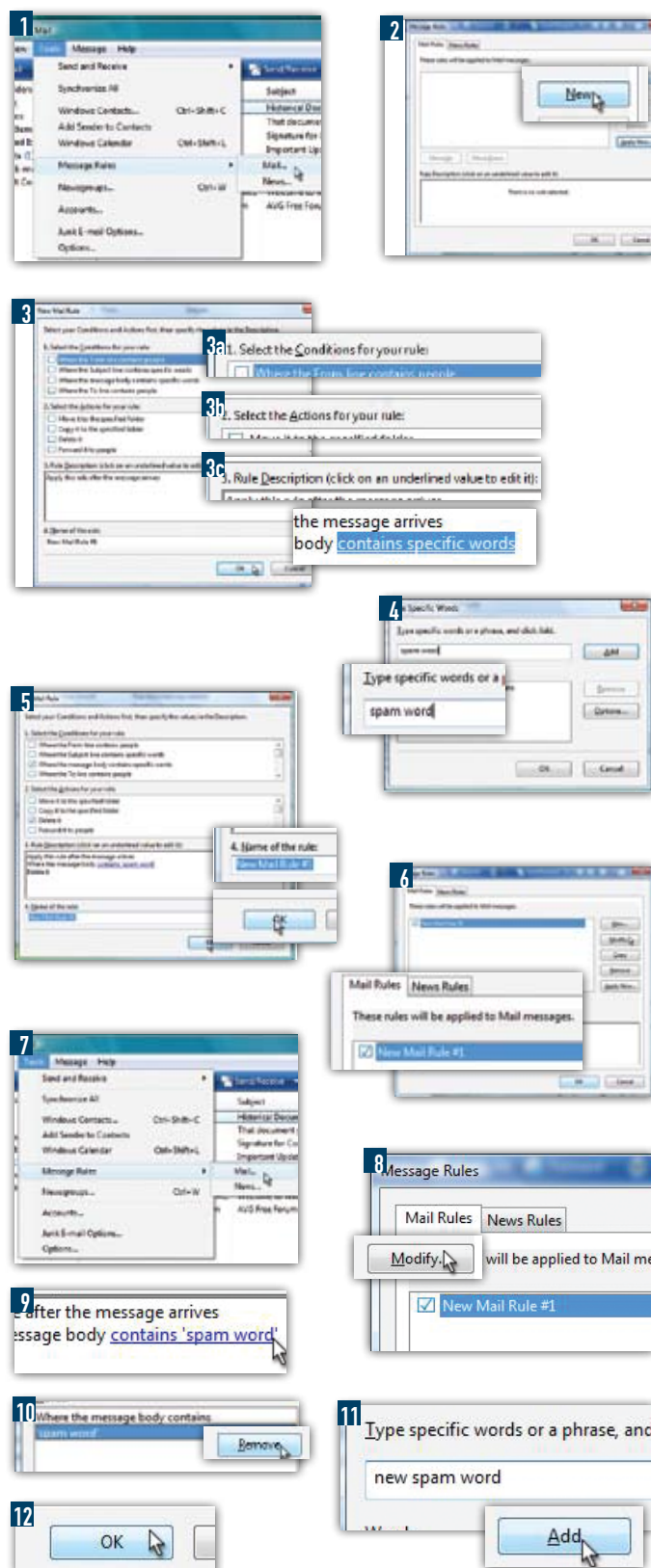
**STEP 10.** The Type Specific Words window should now be open. To remove a filter, highlight it in the "Words" section and click "Remove."

**STEP 11.** To add a new word or phrase, simply type it in the first box while the Type Specific Words window is open and then click "Add." Click "OK" when you are finished.

**STEP 12.** Repeat steps 8 through 11 for every filter you wish to edit. Click "OK" to close the Message Rules window.

### Still on Spam Overload?

If you've tried filtering spam using your e-mail program's tools but are still getting overwhelmed with unwanted messages, check with your Internet Service Provider. For a nominal monthly fee, they can probably provide you with a robust solution to filter spam as well as online threats such as malware and viruses. If your ISP doesn't offer a filtering software solution, ask them to recommend one that would meet your particular requirements.

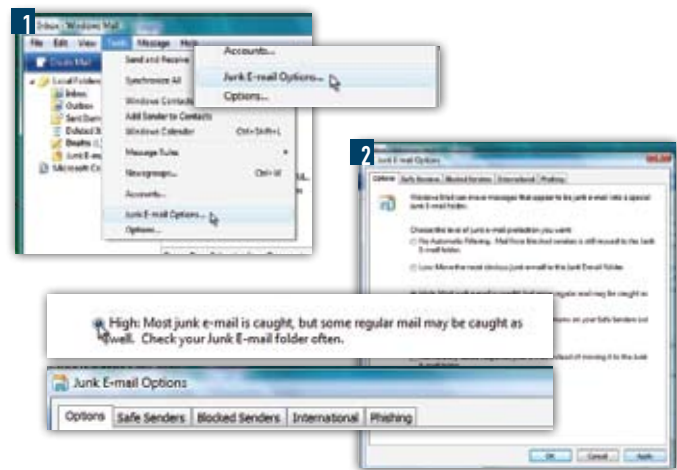


## Filtering Spam E-mail with the Junk E-mail Options

Using E-mail Program Windows Mail and Computer Operating System Windows Vista Home Premium

**STEP 1.** With Windows Mail open, click your cursor arrow on "Tools" in the menu bar. Select "Junk E-mail Options..." from the drop-down menu.

**STEP 2.** When the Junk E-mail Options window opens, you can choose from five levels of protection. The default is set to "Low: Move the most obvious junk e-mail to the Junk E-mail folder." With the "Options" tab open, choose the level of protection that best suits your needs. Click on "Apply" and then "OK." **Note:** There are four other tabs (Safe Senders, Blocked Senders, International, and Phishing) located in the Junk E-mail Options window in which you can set more levels of protection.



## Filtering Spam E-mail with Message Filters

Using E-mail Program Thunderbird 2.0 and Computer Operating System Windows XP SP2 Home Edition or Windows Vista Home Premium

**STEP 1.** With Thunderbird open, click your cursor arrow on "Tools" in the menu bar. Select "Message Filters" from the drop-down menu.

**STEP 2.** When the Message Filters window opens, click on "New."

**STEP 3.** In the Filter Rules window, type a name for the filter in the "Filter name" field.

**STEP 4.** Next you will need to select the conditions you want to use to filter messages. (This tutorial demonstrates how to filter by identifying keywords that are in the body of certain e-mails. You can also choose to identify keywords in the subject of messages or identify certain senders.)

**STEP 4a.** In the "For incoming messages that:" section, click the button next to "Match all of the following" or "Match any of the following" depending on how general or specific you want your filter to be. (Windows Vista Home Premium also offers "Match all messages" as a selection.)

**STEP 4b.** Select "Body" and "contains" from the drop-down menus.

**STEP 4c.** Type in the keywords or phrase you want to filter in the empty box to the right.

**STEP 4d.** In the "Perform these actions:" section, choose "Delete the message" for Windows XP SP2 Home Edition and "Delete Message" from the drop-down menu for Windows Vista Home Premium. Click "OK" to exit the Filter Rules window.

**STEP 5.** The Message Filters window will reappear and you should see the filter you just created. Highlight the filter and click on "Run Now," and then close the window by clicking on the red "X" in the upper right corner.

