

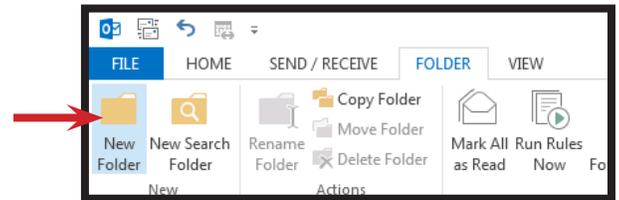


## Creating Possible SPAM Rule in Outlook

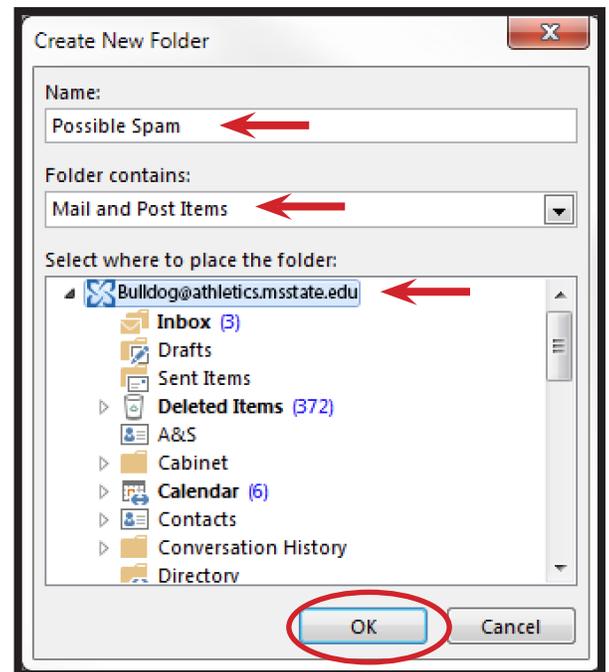
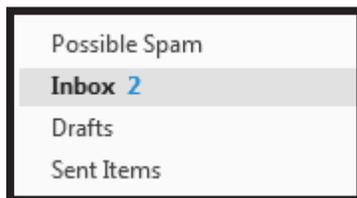
Fall 2015

As a Best Practice for creating a **SPAM rule** in Outlook, this factsheet guides you through the necessary steps to move email tagged as SPAM to a folder named Possible Spam.

1. Before you create a rule, you must create a folder in Outlook that you can move your SPAM into. To create a folder, select the **Folder** tab in Outlook, then the **New Folder** icon in the **New Group**.

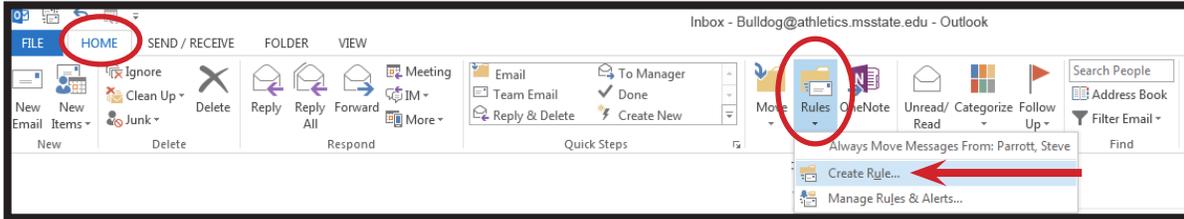


2. In the **Name:** field, name the new folder **Possible Spam**. In the **Folder contains:** field dropdown menu, select **Mail and Post Items**. Under the **Select where to place the folder:** heading, select where you want the folder to appear in your list of folders. Click **OK**. You can hold, click, and drag a folder to a different location within the folder list if you want it moved.
3. The folder should be in place.

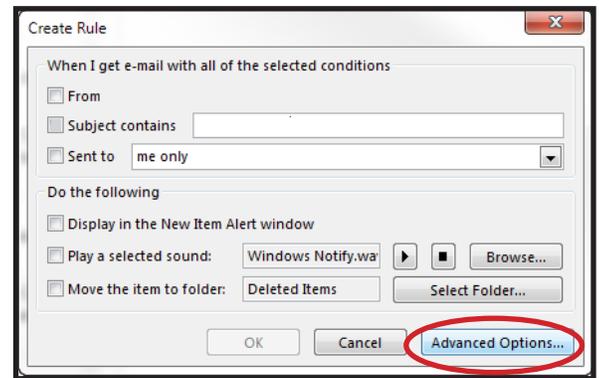




4. To create the rule for the email tagged as Possible SPAM to the new folder, from the **Home tab**, select **Rules** and in the dropdown menu, choose **Create Rule...**

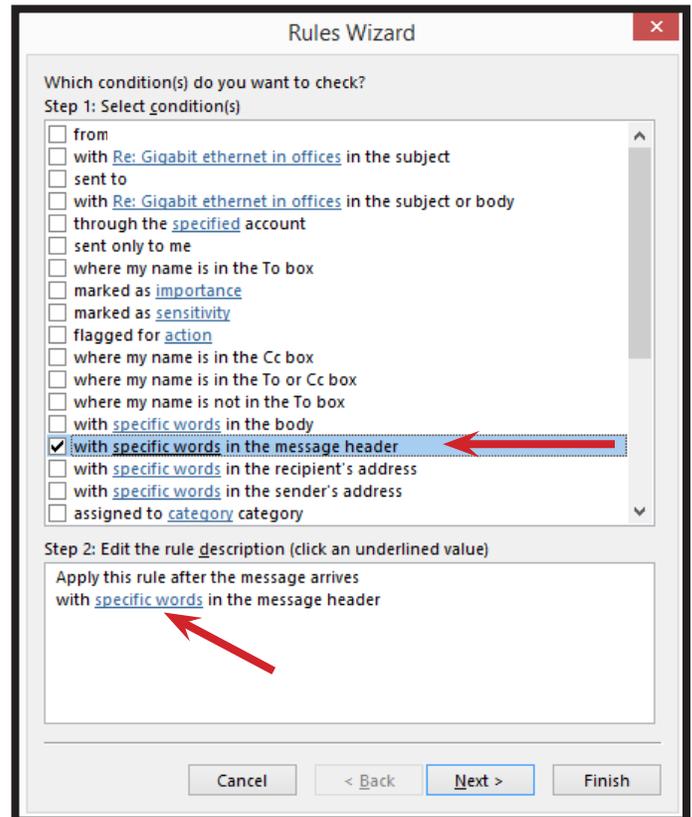


5. In the **Create Rule** window, click the **Advanced Options...** button.



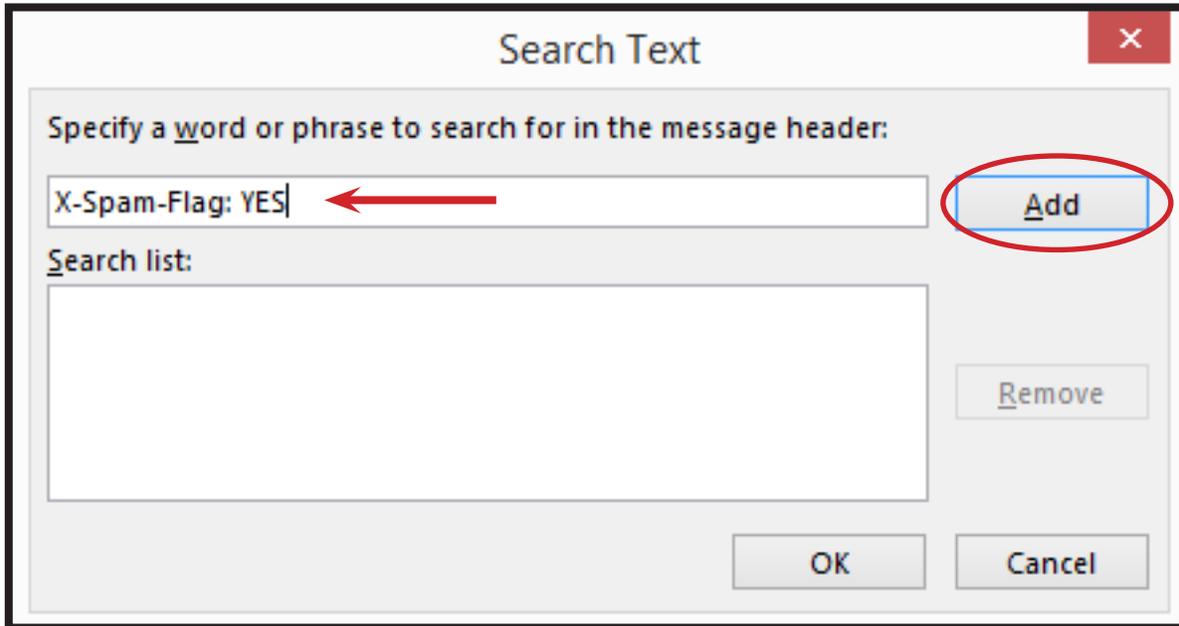
6. In the **Rules Wizard** window, in the **Step 1: Select condition(s)** section, check the box next to **with specific words in the message header**.

In the **Step 2: Edit the rule description (click an underlined value)** section, click the **specific words** link.

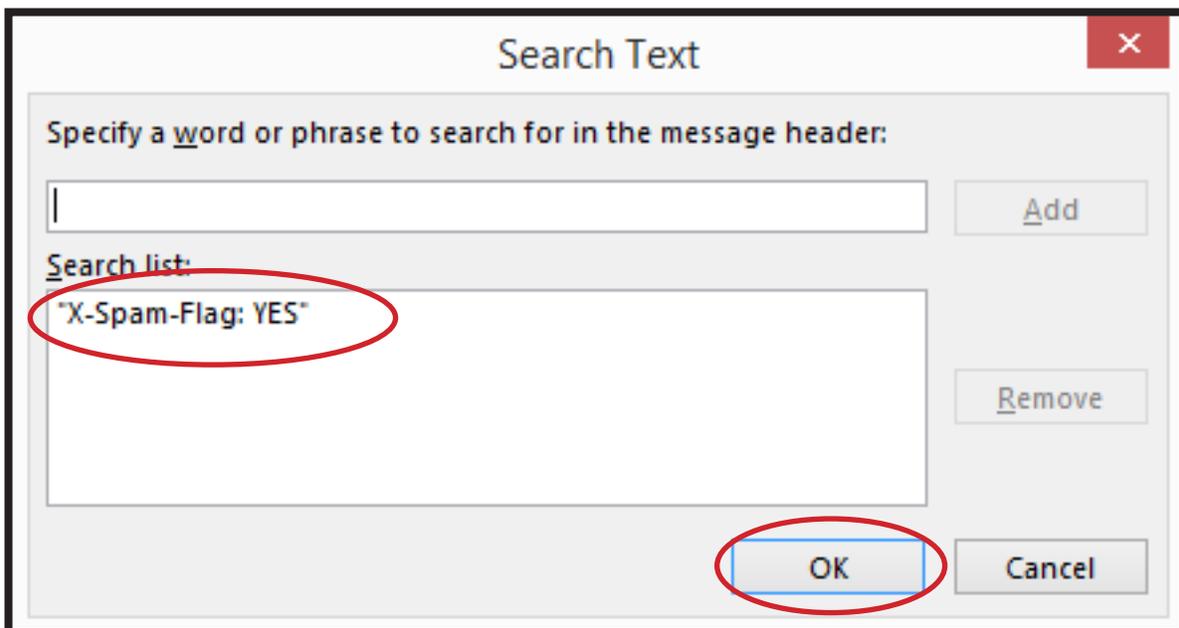




7. In the **Search Text** dialog box, in the field under **Specify a word or phrase to search for in the message header**, enter **X-Spam-Flag: YES**. (Note: There must be a space between the **:** (colon) and the word **"YES"**.) Click the **Add** button.

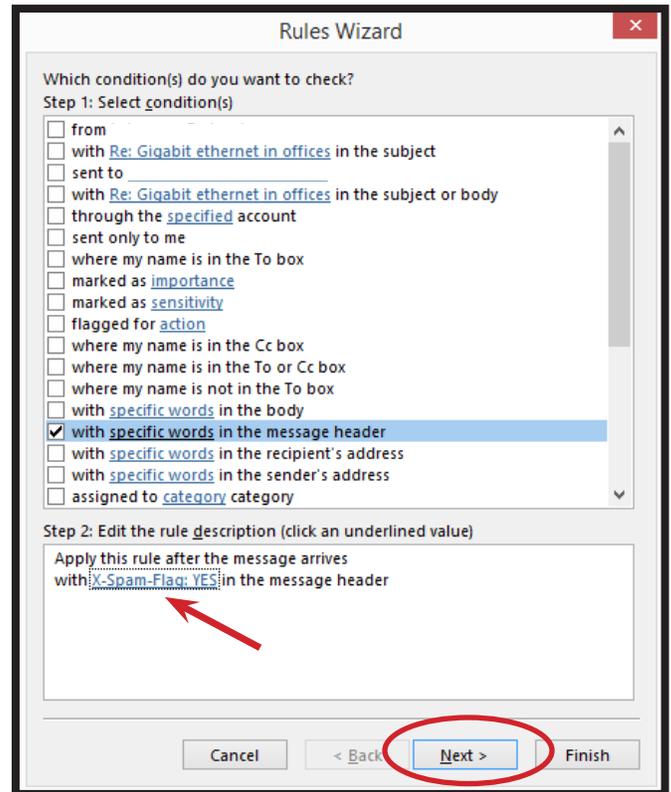


8. The search criteria appears in the **Search list:** field. Click **OK**.

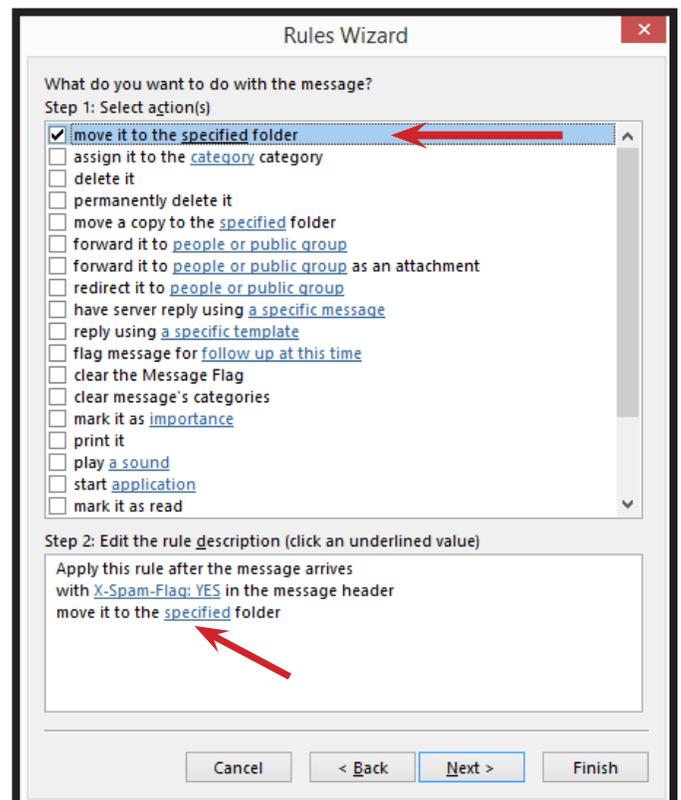




9. In the **Rules Wizard**, the criteria you entered appears in the **Step 2: Edit the rule description (click an underlined value)** section. Click **Next**.

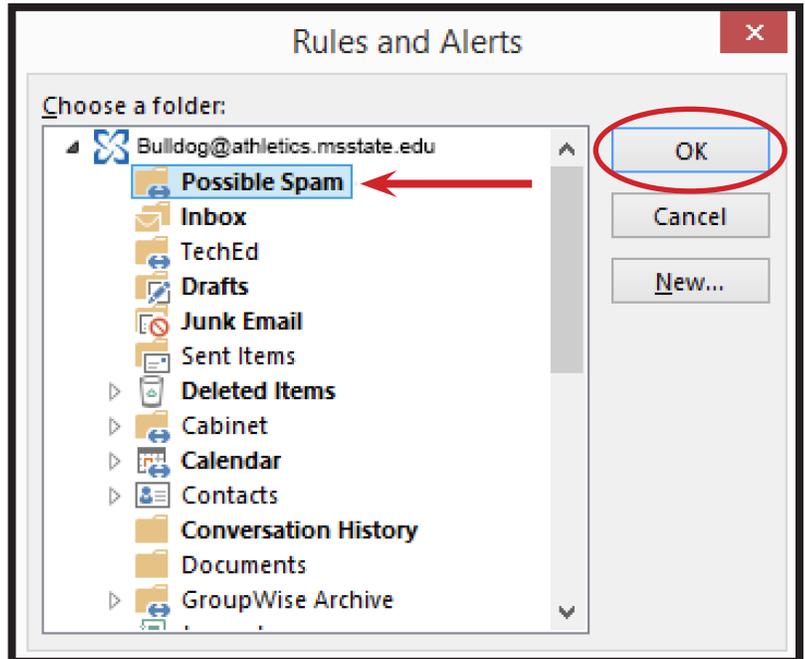


10. In the next window of the **Rules Wizard**, under **Step 1: Select action(s)**, select the box next to **move it to the specified folder**. This also appears in the **Step 2** section. Click the underlined word **specified**.





11. In the **Rules and Alerts** window that appears, select the **Possible Spam** folder you created earlier. Click **OK**.



12. In the **Rules Wizard**, click **Finish** to complete the rule.

Your new “X-Spam-Flag: YES” rule will now move all email containing a value of “X-Spam-Flag: YES” in the header from your Inbox folder to your Possible Spam folder. As a best practice, you should review and delete these messages periodically. This will ensure you are monitoring your mail being tagged as Spam and you can make appropriate changes as necessary.

