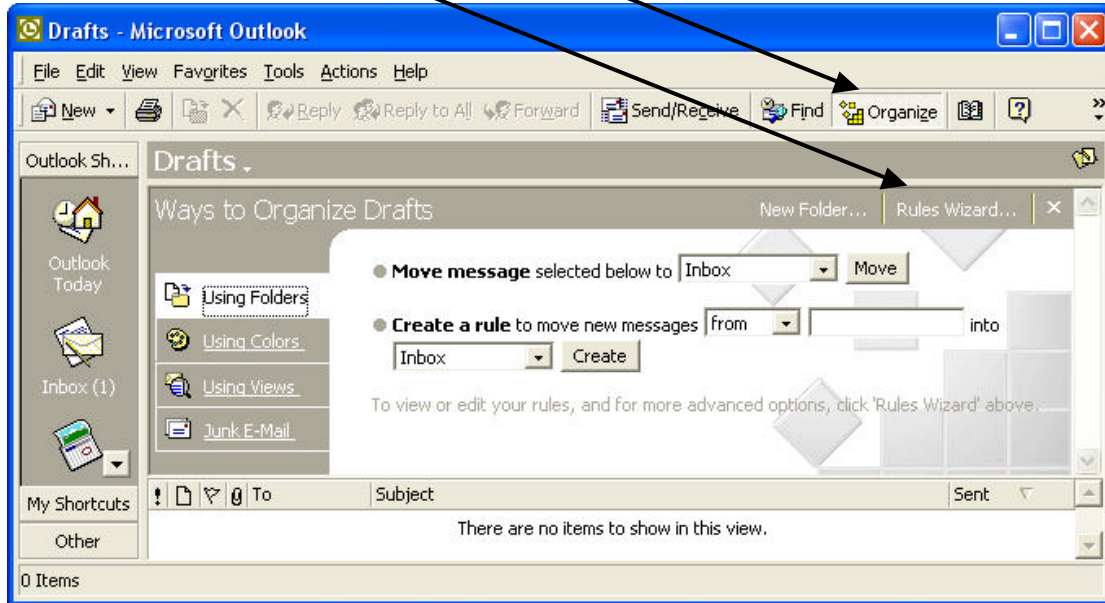
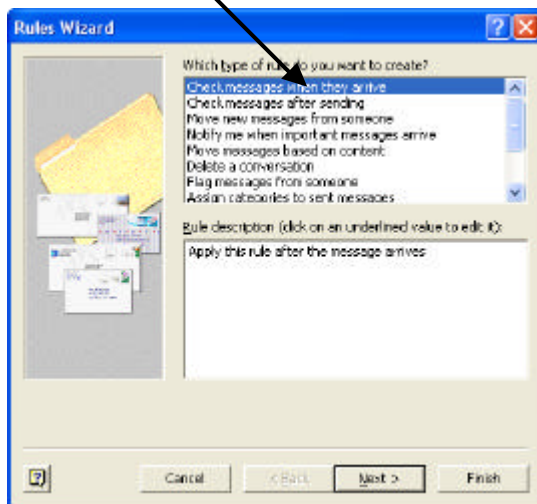


Reducing SPAM in MS Outlook

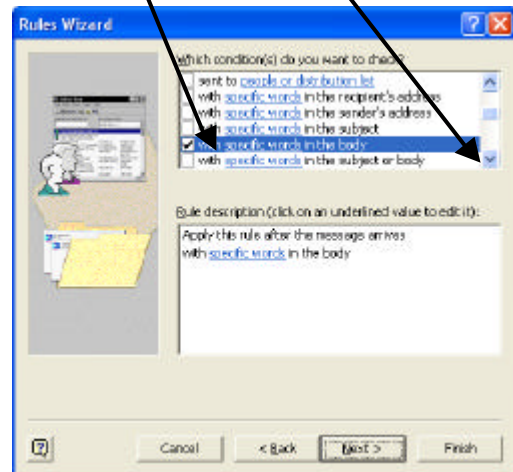
Clicking on the **Organize** button
Will give access to the **Rules Wizard**



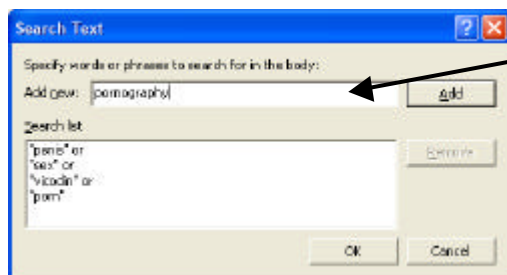
Click on the rules wizard, then **New** and select:
Check messages when they arrive



Click on next and use the scroll bar to
move down the list, then select:
with specific words in the body



Next, click on **specific words** and you will
be invited to **Add** a list of words to block.



After clicking on **OK** you can then click
on **Next** and tell the wizard what you want
to happen to the unwanted SPAM.

Then simply follow the prompts as they
appear on screen.

Finally, click on **Organize** to close the
Rules window.